



**Minutes of the special Board meeting
held on 17th July 2012 at 4.45pm**

Present

Ms Louise Barry)	External Governors
Ms Sue Carmichael)	
Ms Sara Carthy)	
Mr Tony Cobain)	
Ms Clare Crowther)	
Ms Claire Dove, MBE)	
Cllr Nick Small)	
Ms Vivienne Tyler (Chair))	
Ms Martha Harris		Staff Governor (Teaching)
Ms Elaine Bowker		Principal

In Attendance

Mr Matthew Brown	Director of Finance
Ms Nancy Jenkins	Clerk to the Board
Mr David McIntyre	Vice Principal (Finance and Corporate Resources)

12.90 Apologies

Apologies for absence were received from Mr A Cearns, Mr J Nolan, Prof G Pillay and Mr D Wilson.

12.91 Declarations of Interest

It was noted that Ms Jenkins was required to withdraw for the duration of item 3 (Appointment of Clerk).

The Clerk, Vice Principal (Finance & Corporate Resources) (VPFCR) and Director of Finance left the meeting at this point and it was agreed that Mr Cobain would act as Clerk for the duration of the following item.

12.92 Appointment of Clerk

Governors noted a report from the Clerk presented by the Chair.

Following the resignation of the current Clerk, the post had been advertised in June 2012 and interviews took place on 10th July. The selection panel had been unanimous in recommending Mr Christopher Hegg for appointment. Mr Hegg had a range of high level skills and experience, including office management and administration, project and event management, most recently as Regional Business Manager (Liverpool) for the Royal Navy. He was able to start on 1st August which would allow time for a crossover period with the current Clerk to induct him in the role.

It was agreed to appoint Mr Christopher Hegg to the post of Clerk with effect from 1st August 2012. The Board delegated to the Chair to agree working arrangements for Ms Jenkins for her remaining period of employment from 1st August 2012.

Staff then returned to the meeting and Ms Jenkins resumed the Clerk role.

12.93 Budget 2012/13 and Three Year Financial Forecast 2012/13 to 2015/16

Before considering the report from the Director of Finance, governors were informed that the Chair of the Finance, Estates and General Purposes (FE&GP) Committee had met with the VPFCR to discuss the budget.

The details of the Budget and Confidential Plan were deemed confidential for the time being – please contact the Clerk for further information.

The Board approved the budget for 2012/13 and the three year financial plan for 2012/13 to 2015/16.

12.94 Other Business

12.94.1 Deemed confidential at this point.

12.95 Confidentiality of Items

The following were deemed confidential:

Item 3 The salary of the new Clerk

Item 4 The Budget and Three Year Plan to remain confidential at this stage

Item 5 Confidential item of other business

12.96 Date of Next Meeting

To be confirmed.

The meeting closed at 5.15pm.