**Learn Sheffield Board Meeting**

9 December 2016 at 3.00 to 5.00 pm  
Learn Sheffield Training & Development Hub​  
Lees Hall Road, Sheffield, S8 9JP

**Meeting Agenda**

* 1. Apologies for absence

Please notify Val Struggles via email [val.struggles@learnsheffield.co.uk](mailto:val.struggles@learnsheffield.co.uk) if you are unable to attend.

* 2. Welcome and introductions by the Chief Executive
* 3. Appointment of a Chair in accordance with Article 16
* 4. Roles and responsibilities
* 5. Minutes of the meeting held on 13 October 2016 (to be circulated with the agenda)  
  To approve
* 6. Matters Arising  
  6.1 Minute 16/10/4.2i) Membership update   
  6.2 Minute 16/10/4.2iii) Finalisation of the lease  
  6.3 Minute 16/10/7 AGM/EGM – feedback and reflections

6.4 Minute 16/10/10 Risk Assessment – progress report

* 7. Financial matters  
  7.1 Accounting treatments (VAT; corporation tax; company status) – report on advice received from the Auditors during the finalisation of the 2015/16 accounts

7.2 Budget 2016/17 – Monthly Management Accounts

7.3 Banking arrangements (update of discussions with the bank and arrangements post AGM/EGM)

* 8. Outcomes

8.1 Summer term outcomes – update

8.2 Sheffield Performance Analysis Report – November 2016

8.3 Autumn term outcomes – initial indications

* 9. Legal/HR Update (Meeting notes refer)

9.1 Due Diligence – progress report/establish the parameters for negotiations with SCC

* 1. HR policies and procedures
  2. STAT Sheffield Novation - update
* 10. Schedule of Meetings for 2016/17 (please bring your diaries with you to the meeting) and future agenda items

1. Board meetings – all to convene at 4.00 pm unless otherwise stated on the agenda

12 January 2017 (rearranged from 26 January)  
16 February 2017 (to be arranged prior to half-term)

23 March 2017

18 May 2017

6 July 2017

1. Future agenda items –   
   - Additional Directors – to be agreed at the next meeting  
   - CEO’s objectives – to be agreed at the next meeting

* 11. AOB

**Val Struggles, Clerk to the Board of Directors. 2 December 2016**