**Learn Sheffield Board Meeting**

1st February 2017 at 4.30 pm (postponed from 12 January 2017)
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 if you are unable to attend.

* 2. Appointment of Chair and Vice Chair

To approve

* 3. Minutes of the meetings held on 13 October 2016 (attached) and 9 December 2016 (attached)

To approve

* 4. Matters Arising
4.1 Minutes 16/12/1 and 16/12/11.2i): Appointment of Directors – SCC nomination and additional non-executive Directors
4.2 Minute 16/12/6: Roles and Responsibilities

4.3 Minute 16/12/7.2i): Membership update

4.4 Minute 16/12/7.2ii): Finalisation of the lease

4.5 Minute 16/12/7.2iii): Change to Article 40 (Quorum for General meetings)

* 5. Financial matters
5.1 Organisational Architecture – report on ongoing discussion with the Auditors (Minute 16/12/8.1 refer)
	1. Budget 2016/17 – Monthly Management Accounts (paper to follow)
	2. Banking arrangements (Minute 16/12/8.3 refers)
	3. Financial authority thresholds / delegation / account signatories (Minute 16/12/8.3 refers)(paper to follow)
	4. Financial Long Term Planning (paper to follow)
	5. Services Planning update (paper to follow)
* 6. Outcomes

6.1 Autumn term outcomes – update (paper to follow)

6.2 Sheffield Performance Analysis Report – December 2016 (paper to follow)

* 7. Legal/HR Update
	1. Due Diligence – progress report/outcome of further discussions with SCC

7.2 STAT Sheffield Novation – update

7.3 Company Status

PTO

* 8. Risk Assessment (Minute 16/12/7.2iv) (paper to follow)

To consider

* 9. Chief Executive’s objectives (Confidential) (to be tabled?)

To approve

* 10. Schedule of Meetings for 2016/17 and future agenda items
1. Board meetings – all to convene at 4.00 pm unless otherwise stated on the agenda

16 February 2017

23 March 2017

18 May 2017

6 July 2017

1. Future agenda items
* 11. AOB

**Val Struggles, Clerk to the Board of Directors 5 January 2017**