

Agenda

Meeting:	Council Effectiveness and Statutes Review Project Board
Date:	Wednesday 21st November 2012
Time:	12:15-13:15
Venue:	Small Boardroom

Procedural**1. Attendees**

Chair:	Stephen Cox, Chair of Council
Secretary and Project Manager:	Emm Johnstone
Sponsor:	Simon Higman, Registrar, Secretary and Director of Operations
Co-sponsor:	Paul Layzell, Principal
Sponsor's representative:	Christine Cartwright
Lay Council member:	Jeremy McIlroy
Elected Council member:	Johannes Zanker
SDU member:	Julia Roberts
HR member:	Alex Robertson

2. Apologies**3. Notes of previous meeting***n/a***4. Matters arising from the minutes***n/a***5. Confirmation of next meeting**

9 January 2013, 3-4pm, PMR

Major Business

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| 6. Terms of reference | EJ | CESPB/12/02 |
| <i>To receive draft terms of reference from the Project Manager</i> | | |
| 7. Project Managers Report – Effectiveness Review (Phase One) | EJ | CESPB/12/03 |
| <i>To receive a report from the Project Manager including the following appendices;</i> | | |
| Programme timetable | | CESPB/12/03a |
| Risk Register | | CESPB/12/03b |

Regular Business**8. Communication**

To consider and agree any items for broad dissemination around the College or that are FOI exempt.

Any Other Business**9.**