# SEEDA BOARD MEETING
**Thursday 23 September, SEEDA Guildford**

Agenda

**Apologies:** Les Dawson, (Alex Hunter)
**Guests:** Colin Byrne, GOSE

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| **1** | **STANDING ITEMS** | | **10.30 – 11.25** |
| | **1.1 Apologies for absence and Declarations of Interest** | RD | 10.30 – 10.35 |
| | **1.2 Minutes of previous meeting** | RD | 10.35 – 10.40 |
| | **1.3 Matters arising** | RD | 10.40 – 10.45 |
| | **1.4 Committee Minutes**<br>a) MPC Update (23/09/10) | KR | 10:45 – 10:55 |
| | **1.5 Chairman's report (oral)** | RD | 10.55 – 11.05 |
| | **1.6 Chief Executive's report** | PA | 11.05 – 11.15 |
| | **1.7 GOSE (oral)**<br>Guest: Colin Byrne (Regional Director, GOSE) | CB | 11.15 – 11.25 |
| **2** | **ITEMS FOR DECISION** | | **11.25– 11.35** |
| | **Programme**<br>**2.1 Neats Court, Sheppey, Kent** | LA | 11.25 – 11.35 |
| | **BREAK 11.35 – 11.45** | | |
| **3** | **ITEMS FOR DISCUSSION** | **ALL** | **11.45 – 12.35** |
| | **3.1 Business Link Contract Changes** | SP | |
| | **3.2 Business Delivery Outputs 2010-2011** | PL | |
| | **3.3 Update: Transition for Closure Plan** | OM | |
| | **3.4 Financial and Operational Review** | CB | |
| **4** | **ITEMS TO NOTE – BY EXCEPTION** | | **12.35 – 12.45** |
| | **4.1 Annual Report of Audit Committee** | OM/CB | |
| | **4.2 Project and Programmes Update** | OM | |
| | **4.3 Communications update** | OM | |
| | **4.4 Board Forward Look** | PL | |
| **5** | **AOB** | **ALL** | **12.45 – 12.50** |
| **6** | **CLOSED SESSION: BOARD MEMBERS ONLY** | | **12.50 – 13.00** |
| **7** | **Lunch** | | **13.00 – 14.00** |

*Next meeting: Thursday 4 November, SEEDA Board and Open Public Meeting, Mandolay Hotel, Guildford*