



## THE CORPORATION OF WALTHAM FOREST COLLEGE

16 NOVEMBER 2009

The meeting of the Corporation of Waltham Forest College will be held on **Monday 16 November 2009** in Room 211, Waltham Forest College, Forest Road. The meeting will follow immediately after a meeting of the **Search Committee** which commences at **19:00**.

Light refreshments will be available in Room 211 from 18:45.

**Please let me know if you will be unable to attend the meeting.**

Members are invited to consider before the meeting and to inform the Chair or the Clerk accordingly if they wish to raise any issues included on the agenda but not specifically highlighted for attention (see agenda item 4). Members are reminded that they are also invited to raise any issues in advance of the meeting on points of query with the authors of the agenda's reports. Contact details can found on the first page of each report.

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6 November 2009

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## ***Theme: PE – People and the Environment***

### **AGENDA**

#### **Part One – PROCEDURAL AND STANDING ITEMS (i):**

#### 1. SEARCH COMMITTEE

##### 1.1 SEARCH COMMITTEE - MINUTES OF THE MEETING HELD ON 21 SEPTEMBER 2009

*The Corporation is asked to receive and note the minutes of the Search Committee meeting held on 21 September 2009.*

##### 1.2 SEARCH COMMITTEE - MEETING HELD ON 16 NOVEMBER 2009

*The Corporation is asked to note and, where appropriate, approve the recommendations from the Search Committee meeting held on 16 November 2009.*

#### 2. APOLOGIES FOR ABSENCE

#### 3. DECLARATION OF INTERESTS

*Members are asked to make known if they have any interests to declare given the issues included on this agenda.*

#### 4. AGENDA FOR THE MEETING OF THE CORPORATION

*The Corporation is invited to review the agenda for this meeting and in doing so to identify those items which require particular attention over and above those highlighted by the Clerk.*

5. MINUTES OF THE PREVIOUS MEETINGS OF THE CORPORATION

5.1 MINUTES OF THE MEETING OF THE CORPORATION HELD ON 20 OCTOBER 2009

*The Corporation is asked to agree the accuracy of the minutes so that they may be signed by the Chair as a correct record.*

5.2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 20 OCTOBER 2009 WHICH ARE NOT THE SUBJECT OF SEPARATE REPORTS

*This item provides an opportunity to raise issues detailed in the minutes of the meeting held on 20 October 2009 which are not the subject of separate reports on this agenda.*

*Members are reminded that the Instrument of Government provides for decisions reached at earlier meetings not to be rescinded or varied unless the consideration of the rescission or variation is a specific item of business on the agenda for that meeting.*

5.3 ACTION POINTS FROM THE MINUTES OF PREVIOUS MEETINGS OF THE CORPORATION

*The Corporation is asked to review the list of action points from the minutes of previous meetings of the Corporation and to provide or receive updates on items which are not the subject of separate reports on this agenda.*

6. DATES FOR FUTURE MEETINGS

6.1 CALENDAR OF FUTURE MEETINGS OF THE CORPORATION

*The Corporation has agreed that the next scheduled meeting for 2009/10 will take place on Monday 14 December 2009, with the theme of Financial Health.*

*The Corporation has approved the following schedule of meetings for the 2009/10 Academic Year:*

<b>FH</b>	<b>LE</b>	<b>PE</b>
<i>Monday 14 December 2009 Monday 22 March 2010 Tuesday 13 July 2010</i>	<i>Monday 18 January 2010 Tuesday 11 May 2010</i>	<i>Tuesday 23 February 2010 Monday 14 June 2010</i>

*All meetings will commence at 19.00 unless other arrangements are agreed. It will be appreciated that there may be a need during the year to review the calendar so as to meet changed circumstances.*

6.2 CORPORATION PLANNING CONFERENCE

*The Corporation is asked to note the date of the **Planning Conference**:*

*Friday 29 January 2010 from 17:00 to Saturday 30 January 2010 13:00*

**Part Two – PEOPLE AND THE ENVIRONMENT**

7. SAFEGUARDING

*The Corporation is asked to receive and consider the proposed Safeguarding Policy and Procedures.*

8. WORKFORCE PROFILE – ANNUAL REPORT

*The Corporation is asked to receive and consider the Annual Report on the Workforce Profile of the College to 31 July 2009.*

9. LEGISLATIVE UPDATE ON EMPLOYMENT RELATED ISSUES

*The Corporation is asked to receive an update on employment related issues.*

10. REVISED DISCIPLINARY AND GRIEVANCE PROCEDURE – SENIOR POST HOLDERS

*The Corporation is asked to receive and consider the revised procedure on Grievance and Disciplinary for Senior Post Holders.*

11. ANNUAL REPORT ON STAFF TRAINING AND DEVELOPMENT – 2008/09

*The Corporation is asked to receive and consider the Annual Report on Staff Training and Development for the period to 31 July 2009.*

12. ANNUAL REPORT ON HEALTH AND SAFETY – 2008/09

*The Corporation is asked to receive and consider the Annual Report on Health and Safety within the College for the period to 31 July 2009.*

13. HEALTH AND SAFETY POSITION STATEMENT

*The Corporation is asked to receive an update on Health and Safety within the College for the period to 31 October 2009.*

14. PROPERTY STRATEGY

*The Corporation is asked to receive a position statement on the Property Strategy.*

**Part Three – OTHER MATTERS:**

15. INCOME AND EXPENDITURE BUDGET – FINANCIAL YEAR 2009/10

15.1 MANAGEMENT ACCOUNTS FOR SEPTEMBER 2009

*The Management Accounts for September 2009 (period 2) are enclosed for the information of and consideration by the Corporation.*

15.2 MANAGEMENT ACCOUNTS FOR OCTOBER 2009

*The Corporation is asked to receive an update on any emerging issues arising from the preparation of the Management Accounts for October 2009.*

16. STUDENT SUCCESS 2008/09

*The Corporation is asked to receive and note a position statement on Student Success in 2008/09.*

17. STUDENT ENROLMENT – 2009/10 – EMERGING ISSUES

*The Corporation is asked to receive an update on the enrolment of students for the 2009/10 Academic Year.*

18. COLLEGE SELF ASSESSMENT REPORT – EXECUTIVE SUMMARY

*The Corporation is asked to receive and consider the first draft of the Executive Summary of the College SAR for 2008/09. It is intended to continue to add to the draft in the light of feedback from the Corporation and changing circumstances (e.g. student success rates) so that the final version may be signed off at the meeting scheduled to take place on 14 December 2009.*

19. BRITISH COUNCIL ACCREDITATION UK - REVIEW OF WALTHAM FOREST COLLEGE PROVISION

*The Corporation is asked to receive and note the British Council Accreditation UK review of Waltham Forest College provision scheduled to take place during the week commencing 9 November 2009.*

20. FURTHER EDUCATION COLLEGES' HIGHER EDUCATION STRATEGIES

*The Corporation is asked to consider and approve the Waltham Forest College response to the requirement to prepare and publish a statement in line with the Further Education Colleges' Higher Education strategies.*

21. NATIONAL COMMISSIONING FRAMEWORK

*The Corporation is asked to receive the National Commissioning Framework and note that further information will be presented to future meetings of the Corporation.*

22. ANY OTHER ITEMS OF URGENT BUSINESS

**Part Four – PROCEDURAL AND STANDING ITEMS (ii):**

23. ITEMS FOR THE MEETING OF THE CORPORATION SCHEDULED FOR 14 DECEMBER 2009

*Given the flux of change in the FE Sector, it is anticipated that the agenda for the 14 December meeting of the Corporation will include the items listed in the first column of the table in the Appendix overleaf.*

24. ACTION POINTS ARISING FROM THE MEETING OF THE CORPORATION

*The Chair of the Corporation will confirm the action points arising from this meeting.*

25. MESSAGES TO STAFF

*The Corporation is asked to consider which, if any, messages it would like forwarded to the staff of the College as a result of the matters discussed in the meeting.*

26. MEETING REVIEW

*The Corporation has previously agreed that, in addition to an overall annual review, there will be a brief review at the end of each meeting's agenda of how the Policy Governance Model is working.*

## ITEMS FOR FUTURE MEETINGS OF THE CORPORATION

Given the flux of change in the FE Sector, it is anticipated that the agenda for the next three meetings of the Corporation will include the following items:

<b>Theme FH – Financial Health</b>	<b>Theme LE – Learner Experience</b>	<b>Theme PE – People and the Environment</b>
<b>Monday 14 December 2009</b>	<b>Monday 18 January 2010</b>	<b>Tuesday 23 February 2010</b>
<ul style="list-style-type: none"> <li>- Financial Statements 2008/09</li> <li>- Annual Report of the Audit Committee 2008/09</li> <li>- Annual Report on Risk</li> <li>- Re-appointment of College auditors</li> <li>- Income and Expenditure Budget – Financial Year 2009/10 – Management Accounts for October 2009</li> <li>- Income and Expenditure Budget – Financial Year 2009/10 – Management Accounts for November 2009 - emerging issues</li> <li>- Insurance - annual update</li> <li>- WFC – Students’ Union Income &amp; Expenditure</li> <li>- OLP - Position Statement</li> </ul>	<ul style="list-style-type: none"> <li>- Student Success 2008/09</li> <li>- Student enrolment - 2009/10</li> <li>- Teaching and Learning Report</li> <li>- Learner Experience – feedback</li> <li>- Child Protection Policy &amp; Procedures – annual review</li> <li>- Higher Education provision</li> </ul>	<ul style="list-style-type: none"> <li>- Legislative update on employment related issues</li> <li>- Health and Safety</li> <li>- Property Strategy</li> </ul>
<b>Routine &amp; Other Items</b>		
<b>Monday 14 December 2009</b>	<b>Monday 18 January 2010</b>	<b>Tuesday 23 February 2010</b>
<ul style="list-style-type: none"> <li>- College Self Assessment Report - SAR</li> <li>- Property Strategy</li> <li>- Student Success 2008/09</li> <li>- AoC – annual conference - emerging issues</li> <li>- Health and Safety – update</li> <li>- Common Inspection Framework – emerging issues from the early inspections carried out from September 2009</li> </ul>	<ul style="list-style-type: none"> <li>- Income and Expenditure Budget 2009/10 - Management Accounts November 2009</li> <li>- Management Accounts December 2009 - emerging issues</li> <li>- Property Strategy – update</li> <li>- Health and Safety – update</li> <li>- Corporation attendance – termly report</li> </ul>	<ul style="list-style-type: none"> <li>- Income and Expenditure Budget – Financial Year 2009/10 – Management Accounts for December 2009</li> <li>- Income and Expenditure Budget – Financial Year 2009/10 – any issues emerging from the preparation of the Management Accounts for January 2010</li> <li>- Strategic Framework – review</li> <li>- Corporation Planning session – January 2010 – overview on outcomes</li> <li>- Financial prospects 2010/11</li> </ul>