



THE CORPORATION OF WALTHAM FOREST COLLEGE

14 JUNE 2010

The meeting of the Corporation of Waltham Forest College will be held on **Monday 14 June 2010** in Room 211, Waltham Forest College, Forest Road commencing 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 3). 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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3 June 2010

Theme: PE – People and the Environment

AGENDA

Part One – PROCEDURAL AND STANDING ITEMS (i):

1. APOLOGIES FOR ABSENCE

2. DECLARATION OF INTERESTS

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

3. 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.

4. MINUTES OF THE MEETING OF THE CORPORATION – 11 MAY 2010

4.1 MINUTES OF THE MEETING OF THE CORPORATION HELD ON 11 MAY 2010

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

4.2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 11 MAY 2010 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 11 May 2010 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Members are reminded that the Instrument of Government provides for decisions reached at earlier meetings not to be rescinded or varied unless the consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

4.3 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.

5. MEETING REVIEW

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

6. DATES FOR FUTURE MEETINGS

6.1 CALENDAR OF FUTURE MEETINGS OF THE CORPORATION – 2009/10

The Corporation has agreed that the next scheduled meeting for 2009/10 will take place on Tuesday 13 July 2010 with the theme of Financial Health.

6.2 CALENDAR OF FUTURE CORPORATION MEETINGS – 2010/11 MEETINGS

The Corporation has approved the following schedule of meetings for the 2010/11 Academic Year:

Tuesday 21 September 2010 – Corporation meeting – General Update

<u>LE</u>	<u>PE</u>	<u>FH</u>
<i>Monday 18 October 2010</i>	<i>Monday 15 November 2010</i>	<i>Monday 13 December 2010</i>
<i>Monday 17 January 2011</i>	<i>Monday 14 February 2011</i>	<i>Monday 28 March 2011</i>
<i>Monday 16 May 2011</i>	<i>Monday 13 June 2011</i>	<i>Monday 11 July 2011</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.

Part Two – PEOPLE AND THE ENVIRONMENT

7. LEGISLATIVE UPDATE ON EMPLOYMENT RELATED ISSUES

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

8. DISCIPLINARY AND GRIEVANCE PROCEDURES FOR SENIOR POST HOLDERS

The Corporation is asked to receive an update on the Disciplinary and Grievance procedures for Senior Post Holders.

9. INVESTORS IN PEOPLE – UPDATE

The Corporation is asked to receive and consider a report on the re-accreditation visit from Investors in People which took place during the week of 24 May 2010.

10. HEALTH AND SAFETY – POSITION STATEMENT

The Corporation is asked to receive an update on the Health and Safety within the College for the period to 31 May 2010.

Part Three – OTHER MATTERS:

11. OFSTED - INSPECTION OF WALTHAM FOREST COLLEGE - 7 TO 11 JUNE 2010

The Principal will give a presentation to the Corporation on the outcome of the Ofsted Inspection Visit to the College on 7 to 11 June 2010.

The full report will be presented to a future meeting of the Corporation; in all likelihood the meeting scheduled to take place on 13 July 2010.

12. SKILLS FUNDING AGENCY – PROVIDER FINANCIAL ASSURANCE REVIEW OF WALTHAM FOREST COLLEGE – JUNE 2010

The Principal will give a presentation to the Corporation on the outcome of the review of financial management and control at the College.

The full report will be presented to the Audit Committee and subsequently the Corporation as soon as it is received.

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

13.1 MANAGEMENT ACCOUNTS FOR APRIL 2010

The Management Accounts for April 2010 (period 9) are enclosed for the information of and consideration by the Corporation.

13.2 MANAGEMENT ACCOUNTS FOR MAY 2010

The Corporation is asked to receive an update on any emerging issues arising from the preparation of the Management Accounts for May 2010 (period 10).

14. FINANCIAL PROSPECTS 2010/11 AND BEYOND

The Corporation is asked to receive and consider an update on the financial prospects for 2010/11 and beyond.

15. STUDENT ENROLMENT AND LEARNER NUMBERS 2009/10 – UPDATE

The Corporation is asked to receive and consider an update on Student Enrolment and Learner Numbers for 2009/10.

16. GOVERNMENT POLICY IMPACTING ON FURTHER AND HIGHER EDUCATION

The Corporation is asked to receive and consider a position statement on Government policy impacting on further and higher education.

17. QUALITY STRATEGY – REVIEW

The Corporation is asked to receive and consider a review of the College's Quality Strategy.

18. LEARNER INVOLVEMENT STRATEGY – REVIEW FOR 2010/11

The Corporation is asked to receive and consider the review of the Learner Involvement Strategy for 2010/11.

19. LEARNER EXPERIENCE – FEEDBACK

The Corporation is asked to receive and consider recent feedback from learners on their experience of attending Waltham Forest College.

20. AUDIT COMMITTEE - UNCONFIRMED MINUTES OF THE MEETING HELD ON 11 MAY 2010

The Corporation is asked to receive and note the unconfirmed minutes from the Audit Committee meeting held on 11 May 2010.

21. ANY OTHER ITEMS OF URGENT BUSINESS

Part Four – PROCEDURAL AND STANDING ITEMS (ii):

22. ITEMS FOR THE MEETING OF THE CORPORATION SCHEDULED FOR 13 JULY 2010

Given the flux of change in the FE Sector, it is anticipated that the agenda for the 13 July meeting of the Corporation will include the items listed in the first column of the table in the Appendix overleaf.

23. ACTION POINTS ARISING FROM THE MEETING OF THE CORPORATION

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

24. 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.

APPENDIX

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:

Theme FH – Financial Health	Theme – General Update	Theme LE – Learner Experience
Tuesday 13 July 2010	Tuesday 21 September 2010	Monday 18 October 2010
<ul style="list-style-type: none"> • Income and Expenditure Budget – 2009/10 – Management Accounts for May 2010 • Income and Expenditure Budget – 2009/10 – any issues emerging from the preparation of the Management Accounts for June 2010 • Write off of Bad Debts • Income and Expenditure Budget 2010/11 • Financial Plan 2010 -2013 • Annual review of the performance of the auditors • Annual Report on Risk • Financial Regulations and Financial Procedures - review • Insurance – update • Open Learning Partnership (OLP) Position Statement 	<ul style="list-style-type: none"> • Student enrolment 2010/11 • Student success 2009/10 • Income and Expenditure Budget – 2009/10 – Management Accounts for July 2010 (period 12) • Corporation Planning Conference – date and agenda theme • Annual Report on Complaints 	<ul style="list-style-type: none"> • Student success 2009/10 • Student enrolment 2010/11 – emerging issues • Teaching and Learning Report • Safeguarding and Child Protection - update
Routine & Other Items		
Tuesday 13 July 2010	Tuesday 21 September 2010	Monday 18 October 2010
<ul style="list-style-type: none"> • Ofsted – report of the inspectorate • Student enrolment and learner Numbers 2009/10 – update • Property Strategy • Student success- equality implications • Health & Safety – update • Freedom of Information – Update • International Students - update • Appointment of Corporation Chair and Vice Chair from October 2010 • Development Plan – monitoring statement • Development Plan – 2010 to 2013 		<ul style="list-style-type: none"> • Income and Expenditure Budget - Financial Year 2010/11- Management Accounts - August 2010 • Income and Expenditure Budget- Financial Year 2010/11 - any issues merging from the preparation of the Management Accounts- September 2010 • Treasury Management - Policy review • Property Strategy update • Health and Safety update • Code of Conduct - Annual review • Internal Audit – appointment