



THE CORPORATION OF WALTHAM FOREST COLLEGE

23 FEBRUARY 2010

The meeting of the Corporation of Waltham Forest College will be held on **Tuesday 23 February 2010** in Room 211, Waltham Forest College, Forest Road. The meeting will follow immediately after a meeting of the **Search Committee** meeting 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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16 February 2010

Theme: PE – People and the Environment

AGENDA

Part One – PROCEDURAL AND STANDING ITEMS (i):

1. SEARCH COMMITTEE

1.1 MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 16 NOVEMBER 2009

The Corporation is asked to receive and note the minutes of the Search Committee meeting held on 16 November 2009.

1.2 SEARCH COMMITTEE MEETING HELD ON 23 FEBRUARY 2010 – CORPORATION MEMBERSHIP

The Corporation is asked to:

- *Note the resignation of a Corporation Member - Sajid Ramzan*
- *Receive and consider the recommendations of the Search Committee regarding the re-appointment of David Pendle, Victor Sivagunam and Graham Woolnough*

1.3 DETERMINATION OF CORPORATION MEMBERSHIP NUMBERS

The Corporation is asked to consider and approve a reduction in the determination of Corporation Members from Fifteen to Fourteen with immediate effect.

2. APOLOGIES FOR ABSENCE (apologies to be e mailed to Val Bartlett)

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 18 JANUARY 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.

5.2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 18 JANUARY 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 18 January 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.

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. 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.

7. DATES FOR FUTURE MEETINGS

7.1 CALENDAR OF FUTURE MEETINGS OF THE CORPORATION

The Corporation has agreed that the next scheduled meeting for 2009/10 will take place on Monday 22 March 2010 with the theme of Financial Health.

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

<u>LE</u>	<u>PE</u>	<u>FH</u>
Tuesday 11 May 2010	Monday 14 June 2010	Tuesday 13 July 2010

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

8. QUALITY KITEMARKS

The Corporation is asked to receive an update on the following Quality Kitemarks:

- INVESTORS IN CAREERS
- MATRIX AWARD – RE-ACCREDITATION
- INVESTORS IN PEOPLE – IiP - RE-ACCREDITATION

9. PUBLIC INTEREST DISCLOSURE ACT – REVIEW

The Corporation is asked to receive and consider a proposed update to the College's Public Interest Disclosure Procedure.

10. REDUNDANCY PROCEDURE – REVIEW

The Corporation is asked to receive and consider a proposed update to the College's Redundancy Procedure.

11. SINGLE EQUALITY SCHEME

The Corporation is asked to receive and consider the College's proposed approach to the introduction of a Single Equality Scheme.

12. HEALTH AND SAFETY

The Corporation is asked to receive a position statement on Health and Safety within the College.

Part Three – OTHER MATTERS:

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

13.1 MANAGEMENT ACCOUNTS FOR DECEMBER 2009

The Management Accounts for December 2009 (period 5) are enclosed for the information of and consideration by the Corporation.

13.2 MANAGEMENT ACCOUNTS FOR JANUARY 2010

The Corporation is asked to receive an update on any emerging issues arising from the preparation of the Management Accounts for January 2010 (period 6).

14. STUDENT ENROLMENT – 2009/10

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

15. 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.

16. CORPORATION PLANNING SESSION - REVIEW OF OUTCOMES

The Corporation is asked to review the outcomes from the Planning Session held on 29-30 January 2010.

17. SELF – ASSESSMENT OF GOVERNANCE - ACTION PLAN 2009/10

The Corporation is asked to receive and consider an Action Plan arising out of a self – assessment of Governance which was undertaken at the Planning Conference on 30 January 2010.

18. STRATEGIC FRAMEWORK INCORPORATING THE COLLEGE MISSION STATEMENT

The Corporation is asked to receive and consider a review of the Strategic Framework for Waltham Forest College which incorporates the College Mission Statement.

19. AUDIT COMMITTEE – 23 FEBRUARY 2010

The Corporation is asked to receive and consider a verbal update on the Audit Committee meeting held immediately prior to this Corporation meeting.

20. MODIFICATION OF THE INSTRUMENT AND ARTICLES OF GOVERNMENT AND AMENDMENT TO REGULATIONS – PROPOSED AMENDMENTS

The Corporation is asked to receive and note that, as a result of the Apprenticeships, Skills, Children and Learning Act, the following draft technical changes have been proposed by the Department for Business Innovation and Skills – BIS:

- *All references to the Learning and Skills Council - LSC - will need to be replaced in the Instrument and Articles of Government.*
- *Amending Regulations to replace all references to the LSC with 'Chief Executive of Skills Funding'; add the Young People's Learning Agency – YPLA - to the list of organisations that should receive copies of proposals for the establishment or dissolution of FE Corporations; and make a number of other minor changes.*

21. REVIEW OF GOVERNANCE AND STRATEGIC LEADERSHIP IN ENGLISH FURTHER EDUCATION

The Corporation is asked to note the previously circulated review of governance and strategic leadership in English Further Education and the College response to the 15 recommendations.

22. ANY OTHER ITEMS OF URGENT BUSINESS

Part Four – PROCEDURAL AND STANDING ITEMS (ii):

23. ITEMS FOR THE MEETING OF THE CORPORATION SCHEDULED FOR 22 MARCH 2010

Given the flux of change in the FE Sector, it is anticipated that the agenda for the 22 March 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.

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 LE – Learner Experience	Theme PE – People & the Environment
Monday 22 March 2010	Tuesday 11 May 2010	Monday 14 June 2010
<ul style="list-style-type: none"> • Income and Expenditure Budget – Financial Year 2009/10 – Management Accounts for January 2010 • Income and Expenditure Budget – Financial Year 2009/10 – any issues emerging from the preparation of the Management Accounts for February 2010 • Financial Prospects - 2010/11 and beyond • Funding and Learner Numbers 2009/10 • OLP – Position Statement 	<ul style="list-style-type: none"> • Student Enrolment 2009/10 • Teaching and Learning Report • Learner Experience – feedback • College Charter – 2010/11 • Disability Statement 2010/11 	<ul style="list-style-type: none"> • Legislative update on employment related issues • Health and Safety • Property Strategy • Investors in People – update • Grievance & Disciplinary Procedures for Senior Postholders
Routine & Other Items		
Monday 22 March 2010	Tuesday 11 May 2010	Monday 14 June 2010
<ul style="list-style-type: none"> • Property Strategy – Update • Health and Safety – Update • International Students • Development Plan – monitoring statement • Quality Strategy – Update • Audit Committee – Minutes from the Audit Committee meeting held on 23 February 2010 • Investors in Careers - update 	<ul style="list-style-type: none"> • Income and Expenditure Budget 2009/10 - Management Accounts March 2010 • Management Accounts April 2010 - emerging issues • Financial Prospects – 2010/11 and beyond • Property Strategy - update • Health & Safety -update • Freedom of Information – update • Corporation attendance – termly report 	<ul style="list-style-type: none"> • Income and Expenditure Budget – Financial Year 2009/10 – Management Accounts for April 2010 • Income and Expenditure Budget – Financial Year 2009/10 – any issues emerging from the preparation of the Management Accounts for May 2010 • Development Plan 2010-2013 • Financial Prospects 2010/11 and beyond