

THE CORPORATION OF WALTHAM FOREST COLLEGE

18 DECEMBER 2007

A meeting of the Corporation of Waltham Forest College will be held on **Tuesday** 18 December 2007 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 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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7 December 2007

Theme: FH – Financial Health

AGENDA

Part One – PROCEDURAL AND STANDING ITEMS (i):

1. MEMBERSHIP OF THE CORPORATION

The Corporation is asked to note that, on the basis of the currently determined membership, there is one Community Member vacancy.

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 19 NOVEMBER 2007

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 19 NOVEMBER 2007 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 19 November 2007 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Members are reminded that the Instrument of Government provides for decisions reached at earlier meetings not to be rescinded or varied unless the consideration of the rescission or variation is a specific item of business on the agenda for that meeting.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 2007/08 will take place on Tuesday 22 January 2007, with the theme of the Learner Experience.

The Corporation has approved the following schedule of meetings for 2007/08:

<u>LE</u>	<u>PE</u>	<u>FH</u>
Monday 15 October 2007	Monday 19 November 2007	Tuesday 18 December 2007
Tuesday 22 January 2008	Tuesday 19 February 2008	Monday 17 March 2008
Monday 19 May 2008	Monday 16 June 2008	Monday 14 July 2008

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 - FINANCIAL HEALTH:

7. INTERNAL AUDIT ANNUAL REPORT – 2006/07

The Corporation is asked to receive and consider the Annual Report of the Internal Auditor for 2006/07 as presented to the Audit Committee on 5 December 2007

8. FINANCIAL STATEMENTS – 2006/07

The Corporation is asked to consider the draft Financial Statements for 2006/07 together with the Regularity Management Report and the Audit Findings Report prepared by the Financial Statements Auditors (Baker Tilly).

The draft Management Report was reviewed by the Audit Committee at its meeting held on 5 December 2007.

The Corporation is asked to approve the Financial Statements and authorise the Chair and the Principal to sign them for forwarding to the LSC and publication.

9. INCOME AND EXPENDITURE BUDGET – FINANCIAL YEAR 2007/08

9.1 MANAGEMENT ACCOUNTS FOR OCTOBER 2007

The Management Accounts for October 2007 (period 3) are enclosed for the information of and consideration by the Corporation.

9.2 MANAGEMENT ACCOUNTS FOR NOVEMBER 2007

The Corporation is asked to receive an update on any emerging issues arising from the preparation of the Management Accounts for November 2007 (period 4).

10. INSURANCE – ANNUAL UPDATE

The Corporation is asked to receive an update on the College's insurance arrangements.

11. WALTHAM FOREST COLLEGE STUDENTS' UNION – INCOME & EXPENDITURE

The Corporation is asked to receive for information a report on the Waltham Forest College Students' Union's – Income & Expenditure.

12. OPEN LEARNING PARTNERSHIP (OLP) – POSITION STATEMENT

The Corporation is asked to note that there are no significant developments to report on the Open Learning Partnership.

Part Three - OTHER MATTERS:

13. PROPERTY STRATEGY

The Corporation is asked to receive an update on the College's Property Strategy.

14. STUDENT SUCCESS – 2006/07

The Corporation is asked to receive and note a position statement on student attendance, retention, achievement and success in 2006/07.

15. ANNUAL MONITORING VISIT – 12 DECEMBER 2007

The Corporation is asked to receive initial feedback on the Ofsted inspectors' recent visit to the College to carry out the Annual Monitoring Visit (AMV).

16. COLLEGE SELF ASSESSMENT REPORT (SAR) 2006/07 – UPDATED DRAFT

The Corporation received and considered on 19 November 2007 a draft of the SAR for 2006/07's Executive Summary. This has now been updated to reflect the most recent data on student success rates. The Corporation is asked to review and comment on the latest version of the SAR before it is published via the LSC portal.

17. AUDIT COMMITTEE

17.1 AUDIT COMMITTEE – MEETING HELD ON 19 NOVEMBER 2007

The minutes of the meeting of the Audit Committee held on 19 November 2007 are presented to the Corporation for information and noting.

17.2 AUDIT COMMITTEE – MEETING HELD ON 5 DECEMBER 2007

The unconfirmed minutes of the meeting of the Audit Committee held on 5 December 2007 are presented to the Corporation for information and noting.

17.3 INTERNAL AUDITORS – APPOINTMENT

Following a recent a tender process, the Corporation is asked to receive a recommendation from the Audit Committee concerning the term of appointment of Internal Auditors for the three year period 01 August 2007 to 31 July 2010 subject to annual review.

18. AOC ANNUAL CONFERENCE - NOVEMBER 2007

The Corporation is asked to receive an update on any emerging issues arising from the AoC Annual Conference which took place on 20, 21 and 22 November 2007.

19. CORPORATION PLANNING CONFERENCE - DECEMBER 2007

To note that some members of the Corporation met on 7 and 8 December 2007 for the annual Planning Conference.

20. ANY OTHER ITEMS OF URGENT BUSINESS

Part Four – PROCEDURAL AND STANDING ITEMS (ii):

21. ITEMS FOR THE MEETING OF THE CORPORATION SCHEDULED FOR 22 JANUARY 2008

Given the flux of change in the FE Sector, it is anticipated that the agenda for the first meeting of the Corporation in the 2007/08 Spring Term will include the following items:

- *Income and Expenditure Budget – Financial Year 2007/08 – Management Accounts for November 2007*
- *Income and Expenditure Budget – Financial Year 2007/08 – any issues emerging from the preparation of the Management Accounts for December 2007*
- *Disciplinary Procedure – proposed review*
- *Disciplinary Procedure for Senior Post Holders*
- *Instrument and Articles of Government*

- *Audit Committee and the Auditors Annual Review of Performance*
- *Development Plan 2006 to 2009 – Monitoring Statement*
- *Race Equality Policy Statement – Review*
- *Disability Equality Statement – Review*
- *Central Government Arrangements Impacting On Further Education*
- *Annual Report on Risk*
- *Annual Review of the Performance of the Corporation*
- *International Students*
- *Child Protection Policy and Procedure – annual review*
- *Teaching and Learning report*
- *Development Plan – 2006 to 2009 – Monitoring Statement*
- *Student Enrolment – 2007/08 – Emerging Issues*

22. ACTION POINTS ARISING FROM THE MEETING OF THE CORPORATION

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

23. 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.

24. 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

Part Five – PRIVATE & CONFIDENTIAL ITEM:

25. APPOINTMENT OF PRINCIPAL AND CHIEF EXECUTIVE

It will be appropriate for the student member of the Corporation and all members of staff, other than the Clerk and possibly others invited to stay, to withdraw from the meeting.

The Corporation will receive an update and give further consideration to the arrangements in progress for the appointment of a new Principal and Chief Executive.