

THE CORPORATION OF WALTHAM FOREST COLLEGE

19 FEBRUARY 2007

A meeting of the Corporation of Waltham Forest College will be held on **Monday** 19 February 2007 in Room 211, Waltham Forest College, Forest Road commencing at **19.15** (note: a meeting of the Search Committee will take place 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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8 February 2007

Theme: PE – People and the Environment

AGENDA

Part One – PROCEDURAL AND STANDING ITEMS (i):

1. SEARCH COMMITTEE - MEETING HELD ON 19 FEBRUARY 2007

The Corporation is asked to receive and consider any recommendations of the Search Committee.

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 LAST MEETING OF THE CORPORATION

5.1 MINUTES OF THE MEETING OF THE CORPORATION HELD ON 16 JANUARY 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 16 JANUARY 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 16 January 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Members are reminded that the Instrument of Government provides for decisions reached at earlier meetings not to be rescinded or varied unless the consideration of the rescission or variation is a specific item of business on the agenda for that meeting.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 2006/07 will take place on Tuesday 20 March 2007, with the theme of the Financial Health.

The Corporation has approved the following schedule of meetings for the remainder of 2006/07:

<u>LE</u>	<u>PE</u>	<u>FH</u>
Monday 21 May 2007	Monday 19 February 2007 Tuesday 19 June 2007	Tuesday 20 March 2007 Monday 16 July 2007

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 PROPOSED CALENDAR OF MEETINGS OF THE CORPORATION FOR THE NEXT ACADEMIC YEAR

The Corporation is asked to consider for approval, the following schedule of meetings for the 2007/08 Academic Year:

<u>LE</u>	<u>PE</u>	<u>FH</u>
Tuesday 16 October 2007	Monday 19 November 2007	Tuesday 18 December 2007
Monday 21 January 2008	Tuesday 19 February 2008	Monday 17 March 2008
Tuesday 20 May 2008	Monday 16 June 2008	Tuesday 15 July 2008

Part Two - PEOPLE AND THE ENVIRONMENT:

7. LEGISLATIVE UPDATE ON EMPLOYMENT RELATED ISSUES

The Corporation is asked to note that there are no material issues to report since the last update was provided to the Corporation on 20 November 2006.

8. PUBLIC INTEREST DISCLOSURE PROCEDURE – ANNUAL REVIEW

The Corporation is reminded that it is the practice to review the College's Public Interest Disclosure Procedure on an annual basis and usually at this time of year. The Corporation will wish to note that representatives of the recognised unions have been invited to comment on the current procedure and a proposed revised version will be presented to an early meeting of the Corporation.

9. DISCIPLINARY AND GRIEVANCE PROCEDURES FOR SENIOR POST HOLDERS

The Corporation is asked to receive and consider a revised Disciplinary Procedure for Senior Post Holders.

10. 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 January 2007.

11. PROPERTY STRATEGY

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

Part Three - OTHER MATTERS:

12. FUNDING AND LEARNER NUMBERS IN 2007/08 KEY ISSUES

The Corporation is asked to receive a presentation on key issues associated with funding and learner numbers in 2007/08 and beyond.

13. INCOME AND EXPENDITURE BUDGET – FINANCIAL YEAR 2006/07

13.1 MANAGEMENT ACCOUNTS FOR DECEMBER 2006

The Management Accounts for December 2006 (period 5) are enclosed for the information of and consideration by the Corporation.

13.2 MANAGEMENT ACCOUNTS FOR JANUARY 2007

The Corporation is asked to receive an update on any emerging issues arising from the preparation of the Management Accounts for January 2007 (period 6).

14. MATRIX ACCREDITATION

The Corporation will be pleased to learn that the College's Information and Guidance service has had the Matrix Accreditation renewed following a comprehensive review on 23 and 24 January 2007.

15. CORPORATION PLANNING CONFERENCE 2006/07

The Corporation is asked to receive a report on any emerging issues from the Planning Conference held on 9 and 10 February 2007.

16. STRATEGIC FRAMEWORK REVIEW

The Corporation is asked to receive a report on a review of the College's Strategic Framework.

17. FINANCIAL MEMORANDUM

The Corporation is asked to receive and note the new Financial Memorandum Part One, recently received from the LSC. This document is effective from the 1st August 2006 until further notice and supersedes the Further Education Funding Council's Circular 99/48. A report, identifying the key issues, will be provided to the next meeting of the Corporation with a Financial Health theme which will take place on 20 March 2007.

18. INSTRUMENT AND ARTICLES OF GOVERNMENT MODIFICATION DIRECTION 2006

The Corporation is asked to receive and note the Further Education Corporations (Articles of Government) (Modification) Direction 2006 which came into force on 1 January 2007.

19. ANY OTHER ITEMS OF URGENT BUSINESS

Part Four – PROCEDURAL AND STANDING ITEMS (ii):

20. ITEMS FOR THE MEETING OF THE CORPORATION SCHEDULED FOR 20 MARCH 2007

Given the flux of change in the FE Sector, it is anticipated that the agenda for the third meeting of the Corporation in the 2006/07 Spring Term will include the following items:

- *Income and Expenditure Budget – Financial Year 2006/07 - Management Accounts for January 2007*
- *Income and Expenditure Budget – Financial Year 2006/07 – any issues emerging from the preparation of the Management Accounts for February 2007*
- *Internal Audit Annual Report – 2005/06*
- *Audit Committee Annual Report*
- *Audit Committee meeting 28 February 2007*
- *Annual Review of the Performance of the Corporation*
- *OLP position statement*
- *Budget – 2007/08 – Emerging Issues including anticipated LSC funding allocation*

- *Development Plan – 2006 to 2009 – Monitoring Statement*
- *Disability Equality Statement*
- *Gender Equality Statement*
- *Waltham Forest College Students' Union – Income and Expenditure*

21. ACTION POINTS ARISING FROM THE MEETING OF THE CORPORATION

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

22. 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.

23. 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