

THE CORPORATION OF WALTHAM FOREST COLLEGE

24 SEPTEMBER 2007

A meeting of the Corporation of Waltham Forest College will be held on **Monday** 24 September 2007 in Room 211, Waltham Forest College, Forest Road commencing at **19:00**.

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 1).

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14 September 2007

AGENDA

Part One – PROCEDURAL AND STANDING ITEMS (i):

1. 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.

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. MINUTES OF THE LAST MEETING OF THE CORPORATION HELD ON 16 JULY 2007

The Corporation is asked to note that the minutes of the meeting held on 16 July 2007 will be presented, together with the minutes of today's meeting, to the meeting of the Corporation that will be held on 15 October 2007.

Part Two - OTHER MATTERS:

5. APPOINTMENT OF PRINCIPAL AND CHIEF EXECUTIVE

5.1 SELECTION PANEL

The Corporation is required to appoint a Selection Panel in accordance with the Instrument and Articles of Government. The following is the relevant extract from the Articles:

12. – Appointment and promotion of staff

(1) Where there is a vacancy or expected vacancy in a senior post, the Corporation shall—

(a) advertise the vacancy nationally; and

(b) appoint a selection panel consisting of—

(i) at least five members of the Corporation including the Chair or the Vice-Chair or both, where the vacancy is for the post of Principal ; or

(ii) the Principal and at least three other members of the Corporation, where the vacancy is for any other senior post.

(2) The members of the selection panel shall—

(a) decide on the arrangements for selecting the applicants for interview;

(b) interview the applicants; and

- (c) where they consider it appropriate to do so, recommend to the Corporation for appointment one of the applicants they have interviewed.
- (3) If the Corporation approves the recommendation of the selection panel, that person shall be appointed.
- (4) If the members of the selection panel are unable to agree on a person to recommend to the Corporation, or if the Corporation does not approve their recommendation, the Corporation may make an appointment itself of a person from amongst those interviewed, or it may require the panel to repeat the steps specified in paragraph (2), with or without first re-advertising the vacancy.
- (5) Where there is a vacancy in a senior post or where the holder of a senior post is temporarily absent, until that post is filled or the absent post holder returns, a member of staff-
- (a) may be required to act as Principal or in the place of any other senior post holder; and
- (b) shall have all the duties and responsibilities of the Principal or such other senior post holder during the period of the vacancy or temporary absence.
- (6) The Corporation shall seek the Secretary of State's consent before making any temporary appointment to the post of Principal or any other senior post, where it is intended that such a post holder will not have a contract of employment with the Corporation.

5.2 OTHER ARRANGEMENTS

The Corporation will give further consideration to the arrangements necessary for the appointment of a new Principal and Chief Executive.

6. ANY OTHER ITEMS OF URGENT BUSINESS

Part Three – PROCEDURAL AND STANDING ITEMS (ii):

7. DATES FOR FUTURE MEETINGS

The Corporation had previously agreed that its next scheduled meeting for 2007/08 would take place on Monday 15 October 2007. The theme for the meeting will be the "Learner Experience".

At the 16 July 2007 meeting of the Corporation, the following schedule of meetings was agreed for 2007/08:

<u>LE</u>	<u>PE</u>	<u>FH</u>
<i>Monday 15 October 2007</i>	<i>Monday 19 November 2007</i>	<i>Tuesday 18 December 2007</i>
<i>Tuesday 22 January 2008</i>	<i>Tuesday 19 February 2008</i>	<i>Monday 17 March 2008</i>
<i>Tuesday 20 May 2008</i>	<i>Monday 16 June 2008</i>	<i>Monday 14 July 2008</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.

8. ITEMS FOR THE MEETING OF THE CORPORATION SCHEDULED FOR 15 OCTOBER 2007

The list of items anticipated for inclusion in the agenda for the next meeting of the Corporation was set out in the agenda of the 16 July 2007 meeting.

9. ACTION POINTS ARISING FROM THE MEETING OF THE CORPORATION

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