

THE CORPORATION OF WALTHAM FOREST COLLEGE

MINUTES OF THE MEETING HELD ON 19 NOVEMBER 2007

MEMBERS OF THE CORPORATION

David Pendle	<i>present</i>	Business Member and Chair of the Corporation
Afzal Akram	<i>apologies</i>	Business Member
Shiam Chuttoo	<i>present</i>	Staff Member
George Clarke	<i>present</i>	Co-opted Member and Chair of Audit Committee
Leigh Anne Thorne		Student Member
Robin Jones	<i>present</i>	Acting Principal and Chief Executive
Keith Mogford	<i>apologies</i>	Co-opted Member
Ken Parker	<i>present</i>	Staff Member
Michael Polledri	<i>apologies</i>	Business Member
John Ralph	<i>apologies</i>	Business Member and Vice Chair of the Corporation
Sajid Ramzan	<i>present</i>	Business Member
Jacqueline Sheehy	<i>present</i>	Community Member
Victor Sivagunam	<i>apologies</i>	Community Member
Terry Wheeler	<i>present</i>	Co-opted Member
Graham Woolnough	<i>present</i>	Local Authority Member

CLERK TO THE CORPORATION

Graham Chappell Clerk to the Corporation

IN ATTENDANCE

Peter Glasgow Acting Deputy Principal
Debbie Greenidge Director of Finance & Facilities

Theme: PE – People & the Environment

Part One - PROCEDURAL AND STANDING ITEMS(i):

209.07 MEMBERSHIP OF THE CORPORATION

The Chair advised the meeting that, due to travel difficulties, Sharon Thomas had resigned from her position of Associate Member.

The Clerk confirmed that, on the basis of the currently determined membership, there was one Community Member vacancy.

210.07 APOLOGIES FOR ABSENCE

The Corporation noted the apologies for absence submitted by the following members:

- Afzal Akram – personal commitments
- John Ralph – personal commitments
- Keith Mogford – business commitments
- Michael Polledri – personal commitments
- Victor Sivagunam – personal commitments

211.07 DECLARATION OF INTERESTS

Due to his membership of the London Borough of Waltham Forest Council, Terry Wheeler declared an indirect non-pecuniary interest in one of the franchisees mentioned in the financial reports.

The members of the Corporation confirmed that there were no other issues included on the agenda for this meeting in which they had a personal interest.

The Register of Interests is available for inspection at meetings of the Corporation and the committees of the Corporation and during standard office hours in the office of the Clerk to the Corporation.

212.07 AGENDA FOR THE MEETING OF THE CORPORATION

In accordance with the custom and practice of the Corporation, members were given the opportunity to identify issues for discussion, over and above those proposed in the agenda, which had regard to the recommendations of the committees of the Corporation as well as the role and responsibilities of the Corporation.

The Chair advised that, under agenda item 23 – Any Other Items of Urgent Business, the Acting Principal will briefly introduce three documents which were received in the College on the previous working day.

Members confirmed that there were no other items.

213.07 MINUTES OF THE MEETING OF THE CORPORATION HELD ON 15 OCTOBER 2007

The minutes of the meeting held on 15 October 2007 were approved by the Corporation and signed by the Chair as a correct record.

214.07 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 15 OCTOBER 2007

The members of the Corporation confirmed that there were no matters arising from the minutes of the meeting of the Corporation held on 15 October 2007 that were not to be covered by items already appearing elsewhere on the agenda.

215.07 ACTION POINTS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS OF THE CORPORATION

The Corporation reviewed the list of action points from the minutes of previous meetings of the Corporation and received updates on items which were not the subject of separate reports on the agenda.

216.07 CALENDAR OF FUTURE MEETINGS

The Corporation had previously agreed that its next scheduled meeting for 2007/08 would take place on Tuesday 18 December 2007.

The Corporation reviewed the remaining dates on the previously approved 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 of the above meetings will commence at 19:00 unless other arrangements are agreed. It was recognised that it would be necessary to continue to review the calendar having regard to the business to be considered and the likely availability of members.

217.07 CORPORATION PLANNING CONFERENCE – 2007/08

At its meeting held on 16 July 2007, the Corporation agreed that the next Corporation Planning Conference would be held on Friday 7 and Saturday 8 December 2007. A venue had now been identified. The Clerk asked those Members who had yet to return their completed booking form to do so as soon as possible.

The Chair reminded the Selection Panel members that there would be a short-listing meeting immediately after lunch on the Saturday of the Conference, i.e. at 14:00 on 8th December 2007.

Part Two – PEOPLE AND THE ENVIRONMENT:

218.07 WORKFORCE PROFILE ANNUAL REPORT 2006/07

The Corporation received and considered a report on the Workforce Profile of staff within the College in 2006/07. The Acting Principal explained that the Director of Personnel & Student Services, Ms Kully Byatt, was unable to be present due to a family bereavement – this would have been her final meeting as she will be leaving the College in December 2007 to pursue a new opportunity. The Acting Principal wished to acknowledge the contribution made by Ms Byatt over the last four years.

In presenting the report, the Acting Principal explained that it provides background information to the Corporation on the workforce profile for 2006/07 with comparisons of the previous three years (2003/04, 2004/05 and 2005/06).

The changes in the staff profile in terms of ethnic origin, sex, age etc and the proposed initiatives to establish a workforce which reflects more closely the diversity of the community served by Waltham Forest College were detailed in the Report. Whilst there have been changes in the composition of the workforce over the last 4 years, it was acknowledged that there is more to be achieved if the College is to meet its strategic objectives as an employer of choice.

The Acting Principal said that, although the reputation of the College has increased significantly over the last 7 years, it remains very difficult to fill some vacancies. This is a problem found in most colleges in the FE sector.

A member asked if the College had tried recruiting from outside the UK. The Acting Principal said that all vacancies now appear on the internet and therefore have potential international exposure but no overt overseas campaigning has been pursued. He agreed to follow this up as an action point and added that, on a number of occasions, the College has sought work permits for new staff.

A member asked if the College had set any Ethnicity Profile targets. It was confirmed that, due to the College's diverse catchment area, none had been explicitly identified.

A member asked if there was any comparative data available, especially with regard to disability. It was noted that extent of self-disclosure was still very low and therefore drastically affected the usability of the data that is held. The College intends to work with the recognised trade unions on role models. Very few staff seem prepared to acknowledge their disabilities. There have been improvements in the recording arrangements for students but these have not yet been achieved for staff. It was agreed that this would be mentioned in future reports.

The Corporation agreed to receive and note the report Workforce Profile for 2006/07.

219.07 LEGISLATIVE UPDATE ON EMPLOYMENT RELATED ISSUES

The Corporation received and considered a report which provided information on forthcoming employment and health and safety legislation and regulations that will have a direct impact on Waltham Forest College in the future in terms of its responsibilities as an employer.

The Corporation agreed to receive and note the Legislative Update on Employment Related Issues as at November 2007.

220.07 ANNUAL REPORT ON STAFF TRAINING AND DEVELOPMENT – 2006/07

The Corporation received and considered the Annual Report on Staff Training and Development for the period to 31 July 2007.

The Acting Principal emphasised the importance of staff training and development and said that good progress had been made during the year. The Management Development Programme had continued and a Future Managers Programme had been launched.

Retaining IiP was now a far more rigorous process than previously. The College aspires to become, at some point in the future, an IiP Champion. This would give a clear demonstration to potential employees and hopefully address some of the previously discussed recruitment difficulties.

A member asked if the Training and Development Plan was based on the College's Development Plan. The Acting Principal explained that the Plan is informed by individual's personal development data arising from annual appraisals but with an emphasis on moving the College forward particularly in the development of teaching and learning and with close regard to the Strategic Framework and the goals set out in the Self-Assessment Report and the Development Plan. Six-monthly reviews also contribute to this process.

A member asked if there was any formal succession planning in the College. The Acting Principal said that there was not a formal system but the College aims to have arrangements in place to cover key roles. This issue is linked to Waltham Forest College's recently introduced Future Managers Programme which is thought to be unique amongst colleges.

A Staff Member drew particular attention to the fact that the College was involved with the BMI project.

The Acting Principal acknowledged that colleges' actions can sometimes be seen as short-term and not give adequate consideration to medium and long-term objectives but this had to be seen in the context of the changing priorities on the part of the Government and others.

The Corporation agreed to receive and note the Annual Report on Staff Training and Development for 2006/07.

221.07 ANNUAL REPORT ON HEALTH AND SAFETY - 2006/07

The Corporation received and considered the Annual Report on Health and Safety for 2006/07. In presenting the report the Acting Principal acknowledged that the College's Health & Safety Manager was present as one of the Staff Members of the Corporation.

The Report was based on the termly updates provided to the Corporation. It was noted, as previously reported, that external assessment had ranked the College as 'Excellent' for its Health & Safety activities.

The Acting Principal highlighted that, generally speaking, evacuation arrangements for staff and students had improved over the year although there continues to be scope for further improvement and, without doubt, there was no place for complacency. These had been tested earlier that day with a false alarm causing an unplanned evacuation of the Forest Road buildings.

The meeting noted that there had not been a nominated Health & Safety Corporation 'Champion' since the former Vice Chair, John Pearson, had left in 2005. It was acknowledged that the culpability/accountability for Health & Safety in colleges lay somewhere between the Chair on behalf of the Corporation and the Principal & Chief Executive.

[Jacqueline Sheehy joined the meeting at this point – 19:35]

The Chair noted that the report reflected the valuable work of the College Health & Safety Manager and the monitoring role of the Audit Committee.

The Corporation agreed:

1. to receive and note the Annual Report on Health and Safety for 2006/07;
2. to note that, regardless of the outcome of the audit and progressing to "excellent", there is no scope for reducing the attention given to health and safety and that it will continue to be given due priority;
3. to note that, whilst recognising the importance of the role of the Corporation on matters relating to health and safety, the Principal & Chief Executive should be viewed as the College's Health & Safety Champion.

222.07 HEALTH AND SAFETY – POSITION STATEMENT

The Corporation received a position statement on Health and Safety within the College for the period from 20 May 2007 to 31 October 2007.

The Acting Principal highlighted that in September 2007 the Learning & Skills Council's (LSC) Health & Safety Manager for the London Region came to the College for a 'Seeking Assurance Visit'. This was to satisfy the LSC that the College has in place, and is acting on, all relevant health & safety regulations etc. applicable to its students. In particular the following areas were scrutinised:

- Health, Safety & Welfare Policies
- Organisation Planning, setting standards and implementing them
- The safe learner
- The safe, healthy and supportive learning environment
- Safeguarding children and vulnerable groups
- Measuring performance

The LSC Health & Safety Manager was positive about the progress the College had made, and chose some of the College's procedures for possible inclusion on the LSC website to demonstrate best practice. In particular the Child Protection Policy received high acclaim from the LSC.

A number of formal inspections of the College and its satellite premises have been carried out by the London Fire Brigade under the Regulatory Reform (Fire Safety) Order 2005. The additional fire doors in the Forest Road building's long corridors were amongst the actions arising from their recommendations. Two out of eight inspection reports were still awaited from the Brigade. It was anticipated that the February 2008 meeting of the Corporation will receive confirmation that all necessary actions have been implemented.

The Corporation agreed to receive and note the position statement on Health and Safety.

223.07 PROPERTY STRATEGY

The Acting Principal gave a brief update and highlighted that, when the Secretary of State for Innovation, Universities and Skills announced the LSC Grant Letter recently, he had made explicit mention of property developments in FE – saying that they will continue but with an increased emphasis on sustainability.

The Corporation noted that, subject to the outcome of the ongoing discussions with the LSC and the Property Advisor, the selection process for the appointment of project architects will commence in late November 2007.

Part Three - OTHER MATTERS:

224.07 NATIONAL LEARNER PANEL

The Corporation was pleased to note that a Waltham Forest College student, Kurvil Alleyne, has been appointed to serve on the National Learner Panel. Kurvil is currently attending a catering course at the College.

The Acting Principal explained that Kurvil is one of 20 students on the Panel. He is hoping to involve Waltham Forest College's Student Council in some of the activities. The Corporation agreed to record their congratulations and to send best wishes to Kurvil as he takes up this interesting role.

225.07 STUDENT SUCCESS – 2006/07

The Corporation received and considered a report from the Acting Principal which provided a statement on the latest position of the Waltham Forest College student success rate for 2006/07.

He was pleased to report that a significant improvement on the rate of 62% noted by the Corporation at its 15 October 2007 meeting had now been identified. The current position (as at Friday 16 November) for 2006/07 was a student success rate of 77%. He was confident that 78% would be reached and there was a distinct possibility that that the Development Plan target of 79% for 2006/07 will be achieved. This depended on 369 student outcomes that were not yet known.

The Chair and all members present expressed their congratulations to all staff for such good news. It was noted that the student success rate target for 2007/08 was a further challenge at 82%.

The Corporation agreed:

1. to note the basis for the calculation of the student success rate (i.e. student retention x student achievement);
2. to note that the current student success rate for 2006/07 is 77% but this needs to be seen in the context of 369 unknown outcomes plus reviews of the performance of certain individual students;
3. to note that further updates will be provided for the Corporation at forthcoming meetings on the subject of student success including the equality considerations;
4. to note that it is possible that the Development Plan target of 79% could be achieved by the time that all outcomes have been processed and all data checked although, as previously indicated, this is very much a challenging target.

226.07 COLLEGE SELF ASSESSMENT REPORT (SAR) 2006/07 – INITIAL REVIEW

The Corporation received and considered a working draft of the Executive Summary of the College Self Assessment Report (SAR) for the period to 31 July 2007.

Whilst introducing the draft and an accompanying explanatory report, the Acting Principal invited members to consider the Executive Summary's tone and content. He highlighted that certain issues contained in the SAR will be very relevant to part of the discussions at the forthcoming Corporation Planning Conference.

The Corporation noted that the many elements throughout the SAR which relate to Leadership and Management are crucial.

The Chair of the Audit Committee said he would find it useful if some tracking of the changes were included in the drafts. He felt this could help add value at the governance level. The Acting Principal confirmed that the SMT are constantly monitoring the extent to which the curriculum areas have moved on. It might be possible to provide some tracking information for some College areas however, there was limited time to achieve this because the final version of the full SAR had to be up-loaded to the Ofsted web portal following the meeting of the Corporation on 18 December 2007. This would, however, be addressed as soon as practicable by, for example, the inclusion of appropriate references in the reports presented to the Corporation when the theme of the meeting was the learner experience.

The Corporation agreed:

1. to receive the working draft of the Executive Summary of the College Self Assessment Report for 2006/07;
2. to note the intention to provide a further update of the Report at the Corporation Planning Conference scheduled to take place on 7 and 8 December 2007.

3. to note the intention to give particular priority to the College Self Assessment Report at the meeting of the Corporation scheduled to take place on 18 December 2007.

227.07 STUDENT ENROLMENT – 2007/08 – EMERGING ISSUES

The Corporation received and considered a report showing the summary position for 2007/08 learner numbers as at 19 November 2007. The report referred only to LSC funded activities.

The Acting Principal said there was a degree of concern over the achievement by the end of the year (July 2008) of the full level 2 adult learner target. Whilst this would be challenging, College management recognised the importance of meeting the target and revised plans were being developed for the enrolment in January 2008 and beyond.

The overall reduced targets for 19+ learners in 2007/08 reflect the LSC's purchasing preferences.

The Corporation noted the College's imminent Open Evening and Saturday marketing events. Waltham Forest College had also recently hosted a London North LSC event for providers and others with an interest in meeting the specific needs of students with additional learning needs.

228.07 INCOME AND EXPENDITURE – FINANCIAL YEAR 2006/07 – INITIAL FEEDBACK FROM THE AUDITORS

The Acting Principal gave a brief update on the current position with the preparation of the Financial Statements for 2006/07 and initial feedback from the external auditors.

The Corporation noted that all necessary arrangements were progressing well to ensure that a substantial draft of the auditors' Management Report would be available for consideration by the Audit Committee on 5 December 2007. Following this, the auditors' final Report and the finalised Financial Statements will be presented to the Corporation on 18 December 2007 before their submission to the LSC shortly thereafter.

229.07 INCOME AND EXPENDITURE BUDGET – FINANCIAL YEAR 2007/08: MANAGEMENT ACCOUNTS FOR SEPTEMBER 2007

The Corporation received and considered a report that provided information on the financial health of the College as at 30 September 2007 (i.e. the end of period 2 of 2007/08 Financial Year). In addition to the Management Accounts, the report also provided a position statement on the financial performance of Waltham Forest College.

The Director of Finance & Facilities highlighted that, at 84, Cash Days were very high compared to the 50 at the same point one year ago. However, the College fell below its target for supplier payments (i.e. to pay at least 70% of suppliers within the standard 30 days payment terms):

1. to receive and note the position statement relating to the financial performance of Waltham Forest College in September 2007 (period 2 of 2007/08);
2. to note that the current performance against the LSC funding target for 2007/08 is encouraging;
3. to note that the current projection is that income will exceed expenditure by £321k as at 31 July 2008 although, as previously reported to the Corporation, there were a number of challenges but these were being addressed with the intention of achieving the end of year positive position;
4. to note the information in paragraph 10 of the report relating to the impact of depreciation on the Month 2 performance.

230.07 INCOME AND EXPENDITURE BUDGET – FINANCIAL YEAR 2007/08: MANAGEMENT ACCOUNTS FOR OCTOBER 2007

The Director of Finance & Facilities confirmed that, on the basis of the review completed to date, there were no issues emerging from the work in progress to prepare the Management Accounts for October 2007 (period 3 of the 2007/08 Financial Year).

231.07 AUDIT COMMITTEE – MEETING HELD ON 19 NOVEMBER 2007

The Corporation noted that there was a meeting of the Audit Committee held earlier on 19 November 2007. The minutes of the meeting will be presented to the Corporation for information and noting on 18 December 2007.

The Chair of the Committee confirmed that the majority of the final reports relating to the 2006/07 Internal Audit programme had now been presented to the Committee. On 4 December 2007, the Committee would be interviewing shortlisted firms for the provision of the College's Internal Audit Service for 2007/08 onwards. The Audit Committee's recommendation would be submitted for approval to the Corporation on 18 December 2007.

232.07 AUDIT COMMITTEE – TERMS OF REFERENCE

The Corporation received and considered updated Terms of Reference for the Audit Committee. It was noted that Section 14 in the proposed draft was new and that all other parts remained unchanged.

The Corporation agreed to approve and adopt the revised Terms of Reference for the Audit Committee with immediate effect.

233.07 SEARCH COMMITTEE – MEETING HELD ON 15 OCTOBER 2007

The Corporation received and noted the minutes of the meeting of the Search Committee held on 15 October 2007.

234.07 THE THREE COLLEGES OF WALTHAM FOREST

The Corporation resolved that the record of the discussion of this item be made under its arrangements for restricted minutes.

235.07 THE FURTHER EDUCATION AND TRAINING ACT 2007

The Corporation noted that the Further Education and Training Act 2007 received Royal Assent on 23 October 2007. Copies of the Act were available from the Clerk upon request.

236.07 THE NATIONAL CONTEXT FOR COLLEGES AND OTHER PROVIDERS

The Acting Principal briefly introduced three national documents published on 16 November 2007 and, therefore, not available when the agenda for the meeting on 19 November 2007 was prepared. The following documents were provided for the information of and future consideration by the Corporation:

- LSC Grant Letter 2008/09 signed by the Secretary of State for Innovation, Universities & Skills and the Secretary of State for Children, Schools and Families
- LSC Our Statement of Priorities – Better Skills, Better Jobs, Better Lives – the LSC's Priorities and key actions for 2008/09 to 2010/11
- Adult Learning and Skills – Investing in the First Steps – Department for Innovation, Universities & Skills

The documents will provide a framework for the forthcoming Corporation Planning Session (7/8 December 2007) and subsequent discussions on, for example, the Development Plan and the budgets for 2008/09 and beyond.

237.07 ANY OTHER ITEMS OF URGENT BUSINESS

There were no other items of urgent business.

Part Four – PROCEDURAL AND STANDING ITEMS(ii):

238.07 ITEMS FOR FUTURE MEETINGS OF THE CORPORATION

The Corporation noted that, at this stage, it was intended that the agenda for the meeting of the Corporation to be held in December 2007 and/or, as appropriate, on future occasions, would include the following items:

- Income and Expenditure Budget – Financial Year 2007/08 – Management Accounts for October 2007
- Income and Expenditure Budget – Financial Year 2007/08 – any issues emerging from the preparation of the Management Accounts for November 2007
- Disciplinary Procedure – proposed review
- Disciplinary Procedure for Senior Post Holders
- Instrument and Articles of Government
- Waltham Forest College Students' Union – Income & Expenditure
- Audit Committee and the Auditors Annual Review of Performance
- Self Assessment Report 2006/07
- Development Plan 2006 to 2009 – Monitoring Statement
- Internal Audit Annual Report – 2006/07
- Race Equality Policy Statement – Review
- Disability Equality Statement – Review
- Central Government Arrangements Impacting On Further Education
- AOC Annual Conference November 2007 – Emerging Issues
- Financial Statements 2006/07
- Insurance - overview
- Open Learning Partnership (OLP) - Position Statement

- Annual Report on Risk
- Annual Review of the Performance of the Corporation
- International Students

239.07 ACTION POINTS ARISING FROM THE MEETING OF THE CORPORATION

The action points arising from the meeting of the Corporation are detailed in appendix 1 to these minutes for future reference.

240.07 MESSAGES TO STAFF

It was agreed that a message of thanks and congratulations should be extended to all staff for the good news of the improving success rate for 2006/07.

241.07 MEETING REVIEW

The Corporation had previously agreed that, in addition to an overall annual review of the Policy Governance Model, each meeting would close with a review as to the effectiveness of that meeting within the adopted framework.

Members had no additional comments to make over those made during the reviews of previous meetings.

[Shiam Chuttoo, Robin Jones, Ken Parker, Peter Glasgow and Debbie Greenidge left the meeting at this point - 21:05]

242.07 APPOINTMENT OF PRINCIPAL AND CHIEF EXECUTIVE

The Chair advised that, as there was no longer a quorum, a substantive discussion of the arrangements in progress for the appointment of a new Principal and Chief Executive would not be appropriate. It was confirmed that the advert had been placed in the 9 November 2007 edition of the Times Educational Supplement. The closing date was 17:00 on Monday 3 December 2007. The Chair would meet with the Clerk on 6 December to make arrangements for presenting copies of the applications to the Selection Panel members on the afternoon of Saturday 8 December.

○ ○ ○ ○ ○ ○ ○

There being no other business to report, the Chair thanked those present for attending and closing the meeting *[at 21:10 hrs]*.

THE CORPORATION OF WALTHAM FOREST COLLEGE

ACTION POINTS ARISING FROM MEETINGS OF THE CORPORATION

Minute No.	Issue and Action	Target Date	Achievement Date
175.04 (see also 92.06 below)	<u>DISCIPLINARY AND GRIEVANCE PROCEDURES FOR SENIOR POST HOLDERS</u> It was agreed to receive revised versions of the Disciplinary and Grievance Procedures for Senior Post Holders.	Following receipt of DfES guidance	
12.06	<u>CHILD PROTECTION</u> To carry out the annual review of the College's Child Protection Policy and Procedure.	January 2008	
92.06	<u>REVISED INSTRUMENT AND ARTICLES OF GOVERNMENT</u> To receive recommendations in respect of: a. revisions to the grievance and disciplinary procedures for the senior postholders; b. other aspects relating to HR best practice;	Following receipt of DfES guidance	
185.07	<u>COVERING CLASSES AT VERY SHORT NOTICE</u> Amongst the points discussed was the perceived cancelling of classes highlighted by question 10 of the survey. It was suggested there could be a link to poor success rates. The Acting Principal said that covering classes at very short notice, especially for practical courses, was a sector-wide issue. The Chair said that the Corporation needs further information on this problem and the remedies being put in place.	January 2008	
218.07	<u>WORKFORCE PROFILE ANNUAL REPORT 2006/07</u> Recruiting from outside the UK: The Acting Principal said that all vacancies now appear on the internet and therefore have potential international exposure but no overt overseas campaigning has been pursued. He agreed to follow this up as an action point.	16 June 2008	