

## **THE CORPORATION OF WALTHAM FOREST COLLEGE**

### **MINUTES OF THE MEETING HELD ON 20 NOVEMBER 2006**

#### **MEMBERS OF THE CORPORATION**

David Pendle	<i>present</i>	Business member and Chair of the Corporation
Afzal Akram	<i>apologies</i>	Business member
Karen Bellamy	<i>apologies</i>	Community member
Shiam Chuttoo	<i>present</i>	Staff member
George Clarke	<i>present</i>	Co-opted member and Chair of Audit Committee
Gavin Foster		Student member
Carol Gibson	<i>present</i>	Principal and Chief Executive
Keith Mogford	<i>apologies</i>	Co-opted member
Martin Moore	<i>apologies</i>	Staff member
John Ralph	<i>present</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>	Business 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**

Darrell Bate	Assistant Principal Curriculum Performance & Improvement
Kully Byatt	Director of Personnel & Student Services
Peter Glasgow	Vice Principal Curriculum
Debbie Greenidge	Director of Finance & Facilities
Robin Jones	Deputy Principal
Chris Killingworth Baird	Vice Principal Curriculum

### ***Theme: PE – People & the Environment***

#### **Part One - PROCEDURAL AND STANDING ITEMS(i):**

##### **199.06 SEARCH COMMITTEE – MEETING HELD ON 20 NOVEMBER 2006**

The Chair gave a brief report on the meeting of the Search Committee which had been held earlier that evening. The minutes of the Committee would be provided to the next meeting of the Corporation on 18 December 2006.

The Corporation noted that the Search Committee had considered the imminent completion of the current Term of Office of a Co-opted Member. The Committee's advice to the Corporation was that the following member was eligible and suitable to be re-appointed within the category stated:

Terry Wheeler Co-opted Member

In accordance with Clauses 5(1) and 9(2) and Articles 5(1) and 5(2) of the Instrument and Articles Government, the Corporation agreed to appoint the member as named above to the stated category from 1 December 2006 for a 4 year Term of Office, ending on 30 November 2010.

*[Terry Wheeler joined the meeting at this point – 19:10]*

It had been reported that, on the basis of the currently determined membership and composition of the Corporation, there was one vacancy. This was for a Community Member.

The Corporation noted that the Search Committee had received a report from the Chair regarding a recent meeting with a potential new governor, Michael Polledri and the Principal, Deputy Principal, Clerk and himself. Michael Polledri possesses a number of skills and a broad range of experience which would be of significant value to the Corporation. However, there were no appropriate vacancies at this time.

In accordance with section 26 of the Corporation's Standing Orders, the Corporation agreed to invite Michael Polledri to become an Associate Member of the Corporation. It was noted that particular opportunities were expected to arise during 2007 that could enable Michael Polledri to be appointed as a member of the Corporation.

#### **200.06 APOLOGIES FOR ABSENCE**

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

Karen Bellamy – due to illness  
Afzal Akram – personal commitments  
Victor Sivagunam – business commitments  
Keith Mogford – business commitments  
Martin Moore – personal commitments

Jacqueline Sheehy had advised that she would be arriving late due to her necessary attendance at a meeting of the Governing Body of the school where she is employed. Terry Wheeler advised that he might have to leave the meeting for a short time if called to attend a Council meeting.

#### **201.06 DECLARATION OF INTERESTS**

The members of the Corporation confirmed that there were no 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.

#### **202.06 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. Members confirmed that there were no other items.

#### **203.06 MINUTES OF THE MEETING OF THE CORPORATION HELD ON 16 OCTOBER 2006**

The minutes of the meeting held on 16 October 2006 were approved and signed by the Chair as a correct record.

#### **204.06 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 16 OCTOBER 2006**

The members of the Corporation confirmed that there were no matters arising from the minutes of the meeting of the Corporation held on 16 October 2006 that were not to be covered by items already appearing elsewhere on the agenda.

#### **205.06 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.

#### **206.06 CALENDAR OF FUTURE MEETINGS**

The Corporation noted that the date previously agreed for the third meeting of the 2006/07 Autumn Term was Monday 18 December 2006.

<u>LE</u>	<u>PE</u>	<u>FH</u>
Monday 16 October 2006	Monday 20 November 2006	Monday 18 December 2006
Tuesday 16 January 2007	Monday 19 February 2007	Tuesday 20 March 2007
Monday 21 May 2007	Tuesday 19 June 2007	Monday 16 July 2007

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.

#### **207.06 CORPORATION PLANNING CONFERENCE – 2006/07**

It was noted that the Corporation had previously agreed that the next Corporation Planning Conference would be held on Friday 9 and Saturday 10 February 2007. It had been hoped that the

venue would be the Waltham Abbey Marriott Hotel however, it has been discovered that this would not be available and the Clerk was now making other enquiries.

The Corporation noted the following further details for the Conference:

Friday -	Arrival:	17:00
	Session 1:	17:30
	Dinner:	19:30 for 20:00
Saturday -	Lunch:	13:00
	Departure:	14:00

The remaining timings for Saturday morning would be identified in due course.

## **Part Two – PEOPLE AND THE ENVIRONMENT:**

### **208.06 STAFF PROFILE**

The Corporation received and considered a report on the profile of staff within the College for 2005/06 together with comparisons for the previous two years. In presenting the report the Director of Personnel & Student Services explained that, where feasible, information on disability is included in the report. However, data is not fully present in all cases, for example where an employee has chosen not to disclose it.

The report contained a range of data including headcount levels, the representation of minority ethnic groups and staff turnover.

The Principal said that the College welcomes the new Age Discrimination prevention legislation as it gives opportunities to continue working with valued colleagues.

A member asked if workforce diversity targets are used. The Deputy Principal referred the meeting to the Comparison with Race Equality in Education Standard section of the report and explained that the College's race equality targets are being prepared and will be included in the Development Plan. This will be presented to the March 2007 meeting of the Corporation. The Director of Personnel & Student Services added that the College's recruitment processes actively encourage applicants who would benefit from job sharing and other flexible working arrangements.

A member enquired about the Future Manager's Programme mentioned in the list of initiatives undertaken. The Director of Personnel & Student Services confirmed that details of this could be found in the Development Plan.

A member asked about part-time and casual staff. The Principal explained that, traditionally within the FE sector, the term 'part-time staff' had meant 'casual staff' but this is no longer the case at Waltham Forest College. The term 'Fractional Staff' more accurately describes established posts which are less than full-time and reflects the extension of employment rights to such staff over recent years. She reminded the Corporation that all vacancies for established posts are scrutinised by SMT to ensure cost effectiveness and affordability.

A member asked if there was a hidden liability with agency staff and those on the temporary register. The Deputy Principal said on the basis of current understanding of the position it was believed that there was not a risk as far as employment legislation to date is concerned, however, employment law, and its interpretation, changes very frequently.

A member asked if there was any data on the numbers of staff who were previously students of the College. It was confirmed that this information has not been overtly collected but it might be possible, subject to other priorities, to provide it in the future.

The Corporation agreed to receive and note the Workforce Profile for 2005/06.

### **209.06 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 report also gave an overview of the previous legislation that has impacted on the College in the recent

past together with the initiatives that have been put in place to keep abreast of legislative changes.

The Corporation agreed to receive and note the Legislative Update on Employment Related Issues as at November 2006.

#### **210.06 ANNUAL REPORT ON STAFF TRAINING AND DEVELOPMENT – 2005/06**

The Corporation received and considered the Annual Report on Staff Training and Development for the period to 31 July 2006.

The Corporation noted the importance of staff training and development to the achievement of the ongoing improvements in performance and the impact on student recruitment, retention and achievement. The Annual Report identified a range of initiatives that have contributed to the improvements in College performance and, in coming years, will assist in workforce planning.

The initiatives included: the Waltham Forest College Management Development Programme; the Centre for Excellence and Leadership (CEL) Modular Management Programme (MMP) (jointly run with the College of North East London); the introduction of the Standards Unit training for Subject Learning Coaches; the Leaders as Coaches Programme; embedding Skills for Life provision; implementation of the intensive in-house professional development programme for teaching staff i.e. master classes; the roll-out of child protection training for staff.

There was continued attention to health and safety training – building on the foundation work of previous years; lesson observation training for teaching staff and shadowing protocol observations; the Teaching and Learning induction programme; further embedding evaluation processes for training & development activities; building and developing generic training matrixes so that individuals and areas of the College have clear guidance on the generic training needs; promotion and take-up of training and work shadowing opportunities through the Black Leadership Initiative; College Training and Development Days – October, March and July.

The Corporation agreed to receive and note the Annual Report on Staff Training and Development for 2005/06.

#### **211.06 INVESTORS IN PEOPLE**

The Corporation received and noted an update on the new Investors in People (IIP) Standard. The report included an action plan detailing the College's current position in relation to a programme of necessary activities in order to achieve the Standard. An appendix to the report outlined the changes in the new Standard.

The Corporation noted that the changes to the IIP Standard came into effect from 4 January 2005 and that Waltham Forest College will be re-assessed against the new Standard by May 2007. The College continues to liaise with the IIP Advisor, Maria Baxter, to seek to ensure that the revised action plan and progress made reflects the requirements of the new Standard.

In addition to the standard assessment, the College has chosen to be assessed against the 3 new models i.e. Recruitment and Selection, Work Life Balance and Leadership & Management. This will enable the College to obtain logo's to state the additional achievements.

The Corporation agreed to receive and note the progress report on Investors in People.

#### **212.06 DISCIPLINARY AND GRIEVANCE PROCEDURES FOR SENIOR POST HOLDERS**

The Corporation noted that the promised clarification from the DfES on the most recent changes to the Instrument & Articles of Government in terms of the implications on the employment framework for, in particular, the senior post holders had not been forthcoming.

The Clerk reported that immediately prior to the commencement of the meeting he and the Chair had received a consultation document from the DfES on proposals to modify the 2006 Instrument and Articles of Government. It initially appeared that the proposed changes would primarily affect the arrangements for staff other than senior postholders.

The Corporation agreed that the current arrangements will continue pending a review of the detail once the national framework is known.

#### **213.06 ANNUAL REPORT ON HEALTH AND SAFETY - 2005/06**

The Corporation received and considered the Annual Report on Health and Safety for 2005/06.

The Report contained information on a range of issues including: implementation of health and safety legislative requirements; health and safety training and development; fire and emergency evacuation arrangements; accidents and incidents; the range of initiatives undertaken to embed health and safety with the College.

The Corporation noted that, in the second 'external' audit of health and safety carried out in April 2006, the College was ranked as 'Excellent'. The minutes of the meetings of the Audit Committee have provided an awareness of the audit and the progress of follow-up work. The guiding principle for the College in terms of health and safety is one of continuous monitoring, evaluation and improvement so as to reduce the risks for the benefit of students, staff and visitors.

The Corporation noted that a "Health & Safety Champion" has previously been designated from within the membership of the Corporation and that the role had not been covered since the retirement from membership of the Corporation of John Pearson. The Chair of the Audit Committee agreed that a future meeting of the Committee would address the position with regard to the Health & Safety Champion in the context of the oversight of the audit review and the Corporation would be updated accordingly.

The Corporation agreed:

1. to receive and note the Annual Report on Health and Safety for 2005/06;
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.

#### **214.06 HEALTH AND SAFETY – POSITION STATEMENT**

The Corporation received a position statement on Health and Safety within the College for the period from 27 May 2006 to 31 October 2006.

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

*[Terry Wheeler left the meeting at this point – 20:07]*

#### **215.06 PROPERTY STRATEGY**

The Corporation received and considered a report which provided a brief update on the Property Strategy. The Deputy Principal reminded the Corporation that, subject to securing financial support from the LSC, planning permission and the approval of the Corporation, the Strategy planned to achieve the following by 2012:

- The College's learning and working environment being greatly enhanced in line with the national aim of having world class education and training in world class buildings;
- The demolition of the Lowery Centre and some other areas so as to provide the space for the creation of state of the art facilities which are capable of relatively easy remodelling to meet the changing needs of education and training over the next 30 years and beyond;
- The release of the rented units in Lockwood Way and Priestley Way;
- The retention of the Uplands House site and, subject to ongoing review, Café Horizon in Lloyd Park.

The Deputy Principal confirmed that contact has been maintained with the LSC Property Team throughout the last year and there is a high degree of enthusiasm and support for progressing the Waltham Forest College strategy. To provide a focus for the next phase in planning, representatives of the College will be visiting Aylesbury College and Hammersmith, Ealing & West London College to see and hear of their recent experiences of progressing major building programmes. Learning points from these and other such visits will be made known to the Corporation at future meetings as the Property Strategy is progressed.

The Deputy Principal's report also provided an update on the work associated with improving access and removing barriers having regard to the provisions of the Disability Discrimination Act (DDA) for which the College secured funding from the LSC for initiatives totalling approximately £1.1 million. The replacement of the Forest Road building passenger lift, the refurbishment of the Catering lift in the West Wing of the Forest Road building, the refurbishment of toilets and provision of additional facilities for people with disabilities, have all now been completed. The provision of improved signage on all College sites is underway. Tenders have been obtained for a project to improve internal fire doors and provide of push button automatic opening facilities and is now at pre contract discussions stage with the intention of work starting shortly.

Works regarding access to the swimming pool are now unlikely to progress due to the Property Strategy's expected impact on the centre spine of the Forest Road building which is where the pool is located.

The Corporation agreed to

1. to receive and note the position statement on the Property Strategy and the DDA related works;
2. to note that further reports will be presented to the Corporation before any commitments are made to progress the Property Strategy.

### **Part Three - OTHER MATTERS:**

#### **216.06 STUDENT SUCCESS – 2005/06**

The Corporation received and considered a report which provided a further update on student success in 2005/06. At the time of the report, the success rate stood at 74% against the Development Plan target of 73%.

The Deputy Principal said that, with student outcomes continuing to be processed, the report only shows an interim position at this stage. However, the latest situation is indicating that a rate 75% may be possible. He confirmed that the figure reported to the Corporation at a similar point last year was 64%. One of the factors contributing to the increase is the significant improvement in performance amongst the College's franchise partners.

The Principal said that average rate of improvement currently for colleges in the sector was +3% and the anticipated benchmark for 2005/06 is 75 or 76%. She emphasised that it will become harder each year to secure overall increases in the success rate.

The Corporation agreed:

1. to note the update report on success rates in 2005/06;
2. to note the intention to present further position statements to the Corporation on future occasions.

#### **217.06 ANNUAL ASSESSMENT VISIT – 31 OCTOBER 2006**

The Corporation received and noted a presentation from the Principal on the outcome of the recent visit to the College by representatives of Ofsted and ALI to carry out the Annual Assessment Visit (AAV). The presentation was based on the verbal feedback received, as the written report had not yet issued to the College.

The Principal said that the AAV is one of the most important events in the College year. The following were amongst the key points in her presentation:

##### Achievements and Standards

- 73% - "Celebrating yet another year of improved success" in line with target and a 75% prediction.
- 19+ - Dramatic improvements at Levels 1 and 2 with high success maintained at Level 3.
- Actions taken to improve the quality of teaching and learning in ESOL.
- Work with External providers (franchise partners) - (*as performance begins to exceed mainstream levels in some cases*).
- 16 - 19 - "Moving in the right direction".
- Not afraid to make hard decisions.
- Level 2 (16-19) stubbornly close to last year.
- Stronger and more systematic tutorial bearing fruit.
- Commends the (*spectacular*) rise in retention at Level 3 (16-19) but unfortunately there is a commensurate drop in achievement.

There is a need to look at current interventions for poor achievement.

##### Differential Achievement

- The College has taken strong steps to ensure the accuracy of its data on ethnicity (*missing data had previously exceeded 3,000 but is now down to 3 or 400*).
- Data have been distributed across the College to inform self assessment and planning.
- There is still some underperformance with regard to younger Black Caribbean and Pakistani students although there has been a significant improvement (*this will be covered in the next Teaching and Learning report*).
- Funding has been acquired to investigate successful strategies.

### NVOs in Hairdressing

- There has been a slight improvement in success rates but this is still an area of concern.
- The need for a stronger focus on supporting learners through their main qualification aim has been recognised as has the need for more consistent student tracking.

It has emerged since the AAV that there is a much stronger profile of teaching and learning observations in this area this term.

### Key Skills

- Still early days to have made any progress since the May '06 Inspection.
- Post Inspection Action Plan has already resulted in organisational change but the model needs to be further refined.
- New Assistant Principal will give more support - is in the process of producing a development plan to ensure all aspects of key skills development cohere.
- There are "green shoots": On line testing; Base room; Action Planning; Targeted staff support.
- It will be important to link functional literacy and numeracy with the Every Child Matter Theme of Achieving Economic Well-Being.

### Work Related Curriculum in Business & International Development Unit

- The College has made progress with regard to the weakness of work placement
- Role of Business and International Development Unit was commended
- The College has acquired funding for London Development Agency (LDA) paid student internships initially in Catering and Hospitality.
- Increased contact with employers (40 Training Needs Analysis with accompanying training).
- Work with partners to expand construction provision.

### Work Related Curriculum in the Schools

- Industrial Placement Officer in Health and Social Care.
- Local Garage consortium in Motor Vehicle.
- Catering students undertake simulated work experience.
- Catering and Hospitality students will undertake paid internships between years 1 and 2.
- Health Academy.
- Engineering plan to re-launch the industrial liaison group.
- In Travel and Tourism, the responsibility for work placement has been allocated to a specific member of staff.
- There is College wide recognition of the challenges faced by some students with the cost of travel.

### Hospitality

There have been improvements since the allocation of a Grade 4 in the May 2006 Ofsted inspection (overseen by project management team including CKB) include:

- Significant staffing changes over the last few months including the Head of School, Curriculum Manager and Catering Operations Manager;
- There has been withdrawal of some provision with concomitant staffing reductions;
- Greater staff involvement in the recruitment of students;
- Student evaluations of lessons;
- The development (by the CM) of a shared resource bank;
- Focus on teaching materials development;
- 1 round of formal graded observations;
- Timetabling for peer observation;
- Assignment of peer mentors to staff receiving a Grade 4 for observation;
- Weekly team meetings with shared good practice;
- Visits to other colleges.

### Developments in Teaching and Learning

- The College has derived enormous benefit from working with Protocol on the observation of teaching and learning.
- The findings and outcomes of observations are used well to inform improvements.
- The new management structure allows the diagnosis of weakness and "pinpointed improvement".
- The Teaching and Learning Improvement Team has renewed energy, rigour and enthusiasm and the staff of the team clearer and better placed to draw on their expertise.
- There is an exciting menu of practitioners workshops.

### Monitoring Student Attendance

- The staff and managers are acutely aware of the importance of attendance.
- A clear strategy is in place.
- There is senior staff presence on the corridors.

### Impact of new posts and other management factors

- SMT has been enhanced by the new Assistant Principal posts.
- There are already signs of positive impact.
- Middle managers and others are mobilised into a clearly focused working group.
- The College is (*more confident in*) drawing more effectively on the wealth of skills and existing capacity.
- Staff are more clear about their roles, are more confident and talk more expertly.

#### Accommodation

- The College has a property strategy and is working closely with the LSC.
- Timescales are in place to progress issues.
- Some rooms are drab and dreary but are fit for purpose (as we move into the new property strategy).

#### CRB

- There is a comprehensive central record showing recruitment checks.
- Regular monitoring takes place.
- The College is thorough in ensuring that enhanced CRB and List 99 checks take place.
- The College does not carry out CRB and List 99 check on members of the Governing Body – at present this is not mandatory but the College will be raising this with Corporation in January 2007 as a matter of good practice.

*[Jacqueline Sheehy joined the meeting at this point – 20:32]*

The Chair said that the longer serving members of the Corporation would have noticed the difference in the report compared to the report of the previous year. He thanked the Principal for her very informative and most welcome report.

*[Terry Wheeler re-joined the meeting at this point – 20:34]*

### **218.06 COLLEGE SELF ASSESSMENT REPORT (SAR) 2005/06 – INITIAL REVIEW**

The Corporation received and considered an initial draft of the College's Self Assessment Report (SAR) for 2005/06. The Principal explained that the format of the Report was the same as the previous year's. The evidence and the basis of the conclusions drawn will be subjected to external scrutiny and validation via an internal panel with, it is anticipated, an external member.

The Assistant Principal – Curriculum Performance & Improvement said that some of the data might change where achievement information was still being processed. He added that the validation process was an increasingly important element as the College moves towards self assessment and validation. Versions of the SAR will be uploaded to the LSC over the forthcoming period.

The Chair encouraged members to read the SAR and similar reports as if the College was going to be inspected again in 2007 and in 2008. With this approach in mind, the Chair of the Audit Committee suggested that the current draft needed to be as dynamic as, for example, an equivalent document in the primary school sector would be where just three day's notice is received before an Ofsted inspection.

The Principal acknowledged that in the previous year the SAR had been updated regularly until the actual date of the inspection was known. She confirmed that the most recent Success Rate data would be fed in to the SAR as and when it became available.

The Clerk referred the meeting to page 31 of the draft where the target for attendance at Corporation meetings needed to be confirmed. An actual level of 63% had been raised as an issue of concern during the recent inspection. It was noted that a sector best practice target would be in the region of 70%.

The Corporation agreed:

1. to receive and note the initial draft of the College's Self Assessment Report for 2005/06;
2. that the target for members' attendance at Corporation meetings should be set at 70%.

### **219.06 INCOME AND EXPENDITURE BUDGET – FINANCIAL YEAR 2006/07: MANAGEMENT ACCOUNTS FOR SEPTEMBER 2006**

The Corporation received and considered a report that provided information on the financial health of the College as at 30 September 2006 (i.e. the end of period 2 of 2006/07 Financial Year). In addition to the Management Accounts, the report also provided a position statement on the financial performance of Waltham Forest College.

An appendix to the report gave an initial indication of performance against the funding and learner number targets for the year and the Deputy Principal highlighted that there may be concerns over the FTE for part-time students. However, it was anticipated that any eventual shortfall would be covered by an over-achievement of full-time enrolments.

The Director of Finance & Facilities drew the Corporation's attention paragraph 10 of the commentary where, for the first time, information was included on the notional in-year effect of the depreciation charge for College-owned buildings on the projected year-end surplus.

The Corporation agreed:

1. to receive and note the position statement relating to the financial performance of Waltham Forest College in September 2006 (period 2 of 2006/07);
2. to note that the current performance against the LSC funding target for 2006/07 is encouraging;
3. to note that the current projection is that income will exceed expenditure by £368k as at 31 July 2007;
4. to note the information in paragraph 10 of the report relating to the impact of depreciation on the Month 2 performance.

#### **220.06 INCOME AND EXPENDITURE BUDGET – FINANCIAL YEAR 2006/07: MANAGEMENT ACCOUNTS FOR OCTOBER 2006**

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 2006 (period 3 of the 2006/07 Financial Year).

#### **221.06 REVIEW OF THE INDEPENDENCE OF THE CLERK TO THE COLLEGE CORPORATION**

The Corporation carried out a review of the independence of the Clerk to the Corporation.

The Corporation noted that it ensures that the Clerk has sufficient independence from the Governors and management of the College by approving a job description for the Clerk which clearly states that he is responsible to the Corporation through the Annual Appraisal of the Clerk being carried out by the Chair of the Corporation and by the Clerk completing a personal entry in the Register of Interests.

The Corporation noted that it ensures that the Clerk has sufficient expertise in the administration of governing body business and adequate understanding of matters relating to the provision of further education through the current Clerk having over 28 years experience of committee administration gained through working in the public sector, in further education and in community activities outside work; through him being experienced in administration, minute taking, the development and application of committee standing orders and, prior to his appointment as Clerk, through him working for 24 years in a further education college in either middle or senior management capacities.

The Corporation noted that it ensures that the Clerk has sufficient support to undertake the role by confirming that an administrator supports the Clerk in the preparation and despatch of agendas and papers and that the Clerk has been provided with an office where he can meet with Governors and staff.

The Corporation noted that it ensures that the Clerk has sufficient access to legal advice when it is required by having previously authorising the Clerk to take direct legal and other professional advice for and on behalf of the Corporation.

The Corporation noted that it ensures that the Clerk is able to provide it with independent advice through the Clerk's entitlement to attend all meetings of the Corporation; his direct and regular access to the Chair and Vice-Chair of the Corporation, Chairs of Committees and individual Governors; through supporting the Clerk's attendance at network events run by AOC and others at which issues of Governance and best practice are discussed; the Clerk having access to legal advice, and to the AOC and Clerks' e-mail network and the Clerk having access to guidance material issued by DfES and LSC on governance matters.

#### **222.06 ANY OTHER ITEMS OF URGENT BUSINESS**

There were no other items of urgent business.

#### **Part Four - PROCEDURAL AND STANDING ITEMS(ii):**

**223.06 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 on 18 December 2006 and, as appropriate, on future occasions, would include the following items:

- Income and Expenditure Budget – Financial Year 2006/07 - Management Accounts for October 2006
- Income and Expenditure Budget – Financial Year 2006/07 – any issues emerging from the preparation of the Management Accounts for November 2006
- AOC Annual Conference November 2006 – Emerging Issues
- Internal Audit Annual Report – 2005/06
- Audit Committee Annual Report
- 2005/06 Financial Statements
- Insurance - overview
- Open Learning Partnership (OLP) - Position Statement
- Development Plan – 2006 to 2009 – Monitoring Statement
- Charities Bill – Implications for Waltham Forest College
- Annual Report on Risk
- Annual Review of the Performance of the Corporation
- Disability Equality Statement
- Waltham Forest College Students’ Union’s – Income & Expenditure

**224.06 ACTION POINTS ARISING FROM THE MEETING OF THE CORPORATION**

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

**225.06 MESSAGES TO STAFF**

It was agreed that staff should be congratulated on the outstanding outcome of the AAV.

**226.06 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.

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There being no other business to report, the Chair thanked those present for attending and closed the meeting. *[at 20:52 hrs]*

**THE CORPORATION OF WALTHAM FOREST COLLEGE**

**ACTION POINTS ARISING FROM MEETINGS OF THE CORPORATION**

<b>Minute No.</b>	<b>Issue and Action</b>	<b>Target Date</b>	<b>Achievement Date</b>
175.04 (see also 92.06 below)	<b><u>DISCIPLINARY AND GRIEVANCE PROCEDURES FOR SENIOR POST HOLDERS</u></b> It was agreed to receive revised versions of the Disciplinary and Grievance Procedures for Senior Post Holders.	Following receipt of DfES guidance	
219.04	<b><u>CHARITIES LEGISLATION</u></b> Further information on the proposed charities legislation will be presented to the Corporation as and when it becomes available.	18 December 2006	
12.06	<b><u>CHILD PROTECTION</u></b> To carry out the annual review of the College's Child Protection Policy and Procedure.  To receive and consider a report on the Criminal Records Bureau and related issues in the light of national developments.	January 2007  As and when appropriate	
92.06	<b><u>REVISED INSTRUMENT AND ARTICLES OF GOVERNMENT</u></b> To receive recommendations in respect of: (1) revisions to the grievance and disciplinary procedures for the senior postholders;  (2) other aspects relating to HR best practice;	Following receipt of DfES guidance	
124.06	<b><u>SEARCH COMMITTEE</u></b> It was agreed to defer any decision regarding the Community Member vacancy until a future meeting.	As and when appropriate	
172.06	<b><u>ATTENDANCE, RETENTION, ACHIEVEMENT AND SUCCESS - 2005/06</u></b> It was confirmed that there will be detailed consideration of the data, analysed by ethnicity, at the December meeting of the Corporation.	18 December 2006	