



## THE CORPORATION OF WALTHAM FOREST COLLEGE

TUESDAY 12 DECEMBER 2017

The meeting of the Corporation of Waltham Forest College will be held on Tuesday 12 December 2017 in Room 123, Waltham Forest College, Forest Road commencing at **19:00**.

5 December 2017

---

### AGENDA

1. **WELCOME TO NEW GOVERNORS: ALISON MORRIS, TERRI STACEY-WHITE AND ANXHELA SEJDINI**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATION OF INTERESTS**  
*Governors are asked to make known if they have any interests to declare given the issues included on this agenda.*
4. **MINUTES OF THE MEETINGS OF THE CORPORATION HELD ON 31 OCTOBER 2017 AND 7 NOVEMBER 2017.**
5. **MATTERS ARISING FROM THE MINUTES WHICH ARE NOT THE SUBJECT OF SEPARATE REPORTS**

### ITEMS FOR DISCUSSION AND/OR APPROVAL

*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.*

6. **AUDIT COMMITTEE MEETING 21 NOVEMBER 2017 AND THE ANNUAL REPORT OF THE AUDIT COMMITTEE FOR 2016-17**
  - 6.1 *The Corporation is asked to receive the unconfirmed Audit Committee Minutes of the meeting held on 21 November 2017;*
  - 6.2 *The Corporation is asked to ratify the appointment of the Chair and Vice Chair of the Audit Committee for 2017-18*
  - 6.3 *The Corporation is asked to approve the Audit Committee's Terms of Reference for 2017-18*
  - 6.4 *The Corporation is asked to receive and consider the Internal Audit Annual Report 2016-17*
  - 6.5 *The Corporation is asked to receive and consider the report on Risk Management*
  - 6.6 *The Corporation is asked to receive and consider the Annual Report of the Audit Committee for 2016-17 and an update from the Audit Committee meeting held on 21 November 2017 where the draft Financial Statements, the report prepared by Grant Thornton and the Letter of Representation were received and considered.*



## **7. FINANCIAL STATEMENTS 2016-17**

*The Corporation is asked to receive and consider:*

7.1 *The draft Financial Statements for 2016-17*

7.2 *The Regularity Audit Management Report and the Audit Findings Report prepared by the Financial Statements Auditors (Grant Thornton) 2016-17*

*The Corporation is asked to approve the Financial Statements and authorise the Chair and the Principal, as appropriate, to sign them and the Letter of Representation for forwarding to the Education Skills Funding Agency and publication.*

## **8. INCOME AND EXPENDITURE 2017-18 – MONTHLY MANAGEMENT ACCOUNTS FOR 31 OCTOBER 2017**

*The Corporation is asked to receive and consider the Management Accounts to 31 October 2017.*

## **9. COLLEGE SELF-ASSESSMENT REPORT (SAR) 2016-17 AND THE QUALITY IMPROVEMENT PLAN (QIP)**

*The Corporation is asked to receive and consider the College SAR for 2016-17 and QIP for 2017-18.*

## **10. PRINCIPAL'S REPORT**

*The Corporation is asked to receive and consider the Principal's Report.*

## **11. SEARCH COMMITTEE**

11.1 *The Corporation is asked to receive the unconfirmed Search Committee Minutes of the meetings held on 27 September 2017 and 31 October 2017.*

11.2 *Re-appointment of an existing member*

## **12. AoC CONFERENCE – FEEDBACK**

*The Corporation is asked to receive a verbal update from the Chair of the Corporation regarding the recent AoC Annual Conference, which was held on 14 –15 November 2017.*

## **13. ANY OTHER ITEMS OF URGENT BUSINESS**

## **14. CONFIDENTIAL ITEM – UPDATE FROM REMUNERATION COMMITTEE MEETING**