



## THE CORPORATION OF WALTHAM FOREST COLLEGE

TUESDAY 10 DECEMBER 2019

The meeting of the Corporation of Waltham Forest College will be held on Tuesday 10 December 2019 in Room 126, Waltham Forest College, Forest Road commencing at **19:00**.

3 December 2019

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### AGENDA

- 1. APOLOGIES FOR ABSENCE** **19:00**
- 2. DECLARATION OF INTERESTS**  
*Governors are asked to make known if they have any interests to declare given the issues included on this agenda.*
- 3. MINUTES OF THE MEETING OF THE CORPORATION HELD ON 12 NOVEMBER 2019**
- 4. 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.*

- 5. PRINCIPAL'S REPORT** **19:10**  
*The Corporation is asked to receive and consider the Principal's Report.*
- 6. AUDIT COMMITTEE MEETINGS 21 NOVEMBER 2019 AND 9 DECEMBER 2019 AND THE ANNUAL REPORT OF THE AUDIT COMMITTEE FOR 2018-19** **19:20**
  - 6.1** *The Corporation is asked to ratify the appointment of the Chair and Vice Chair of the Audit Committee for 2019-20.*
  - 6.2** *The Corporation is asked to approve the Audit Committee's Terms of Reference for 2019-20.*
  - 6.3** *The Corporation is asked to receive and consider the Internal Audit Annual Report 2018-19.*
  - 6.4** *The Corporation is asked to receive and consider the Annual Report of the Audit Committee for 2018-19 and an update from the Audit Committee meetings held on 21 November 2019 and 9 December 2019 where the draft Financial Statements, the report prepared by Grant Thornton and the Letter of Representation were received and considered.*
  - 6.5** *The Corporation is asked to receive and consider the Annual Report on Risk Management for 2018-19.*



- 7. FINANCIAL STATEMENTS 2018-19** **19:30**
- The Corporation is asked to receive and consider:*
- 7.1** *The draft Financial Statements for 2018-19.*
- 7.2** *The Regularity Audit Management Report and the Audit Findings Report prepared by the Financial Statements Auditors (Grant Thornton) 2018-19.*
- 7.3** *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. FINANCE UPDATE** **19:40**
- 8.1 INCOME AND EXPENDITURE 2019-20 – MONTHLY MANAGEMENT ACCOUNTS FOR 31 OCTOBER 2019**
- The Corporation is asked to receive and consider the Management Accounts to 31 October 2019.*
- 8.2 ESFA LETTER – EARLY INTERVENTION**
- The Corporation is asked to receive and consider the ESFA letter regarding early intervention.*
- 9. GOVERNANCE ISSUES** **19:45**
- The Corporation is asked to receive and consider an update on a number of Governance issues.*
- 10. ANY OTHER ITEMS OF URGENT BUSINESS**
- PART TWO** **20:00 to 20:45**
- 11. REFLECTIONS ON THE MEETING**
- 12. CONFIDENTIAL ITEM**