

Waltham Forest College



THE CORPORATION OF WALTHAM FOREST COLLEGE

21 DECEMBER 2020

The **TEAMS** meeting of the Corporation of Waltham Forest College will be held on **MONDAY 21 DECEMBER 2020** commencing at **18:00**.

14 December 2020

1. APOLOGIES FOR ABSENCE

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 10 NOVEMBER 2020 Enclosure

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 COLLEGE REPORT

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

Enclosure JG

6. REPORT FROM FURTHER EDUCATION COMMISSIONER VISIT 7-8 OCTOBER 2020

The Corporation is asked to receive and consider the FEC Report and College Action Plan.

Enclosure JG

7. COLLEGE SELF-ASSESSMENT REPORT – SAR – 2019/20

The Corporation is asked to consider and approve the College Self- Assessment Report 2019/20.

Enclosure JG

8. AUDIT COMMITTEE MEETING 16 DECEMBER 2020

8.1 APPOINTMENT OF AUDIT COMMITTEE CHAIR AND VICE CHAIR 2020-21

The Corporation is asked to ratify the appointment of the Chair and Vice Chair of the Audit Committee for 2020-21.

VB



- 8.2 AUDIT COMMITTEE TERMS OF REFERENCE 2020-21**
The Corporation is asked to approve the Audit Committee's Terms of Reference for 2020-21. **Enclosure VB**
- 8.3 INTERNAL AUDIT ANNUAL REPORT 2019-20**
The Corporation is asked to receive and consider the Internal Audit Annual Report 2019-20. **Enclosure GW**
- 8.4 ANNUAL REPORT OF THE AUDIT COMMITTEE FOR 2019-20**
The Corporation is asked to receive and consider the Annual Report of the Audit Committee for 2019-20 and an update from the Audit Committee meeting held on 16 December 2020 where the draft Financial Statements, the report prepared by Grant Thornton and the Letter of Representation were received and considered. **Enclosure GW**
- 9. FINANCIAL STATEMENTS 2019-20**
The Corporation is asked to receive and consider:
- 9.1** The Financial Statements for 2019-20. **Enclosure AC**
- 9.2** The Regularity Audit Report and the Audit Findings Report prepared by the Financial Statements Auditors (Grant Thornton) 2019-20. **Enclosure AC**
- 9.3** 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. **Enclosure AC**
- 10. RISK MANAGEMENT**
The Corporation is asked to receive and consider the Annual Report on Risk Management for 2019-20. **Enclosure AC**
- 11. FINANCE UPDATE - INCOME AND EXPENDITURE BUDGET 2020-21 – MONTHLY MANAGEMENT ACCOUNTS FOR 31 OCTOBER 2020**
The Corporation is asked to receive and consider the Management Accounts to 31 October 2020. **Enclosure AR-T**
- 12. GOVERNANCE MATTERS**
The Corporation is asked to receive and consider an update on a number of Governance issues. **Enclosure VB**
- 13. ANY OTHER ITEMS OF URGENT BUSINESS**
- 14. REFLECTIONS ON THE MEETING**