



## THE CORPORATION OF WALTHAM FOREST COLLEGE

TUESDAY 4 DECEMBER 2018

The meeting of the Corporation of Waltham Forest College will be held on Tuesday 4 December 2018 in Room 126, Waltham Forest College, Forest Road commencing at 19:00.

27 November 2018

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### AGENDA

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 MEETINGS OF THE CORPORATION HELD ON 6 NOVEMBER 2018**
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. **COLLEGE SELF-ASSESSMENT REPORT (SAR) 2017-18**  
*The Corporation is asked to receive and consider the College Self-Assessment Report for 2017-18.*
6. **PRINCIPAL'S REPORT**  
*The Corporation is asked to receive and consider the Principal's Report.*
7. **COLLEGE STRATEGIC PLAN 2019-2022**  
*The Corporation is asked to receive, consider and approve the College Strategic Plan for 2019-2022.*
8. **AUDIT COMMITTEE MEETING 14 NOVEMBER 2018 AND THE ANNUAL REPORT OF THE AUDIT COMMITTEE FOR 2017-18**
  - 8.1 *The Corporation is asked to ratify the appointment of the Chair and Vice Chair of the Audit Committee for 2018-19.*
  - 8.2 *The Corporation is asked to approve the Audit Committee's Terms of Reference for 2018-19.*
  - 8.3 *The Corporation is asked to receive and consider the Internal Audit Annual Report 2017-18.*



8.4 *The Corporation is asked to receive and consider the Annual Report of the Audit Committee for 2017-18 and an update from the Audit Committee meeting held on 14 November 2018 where the draft Financial Statements, the report prepared by Grant Thornton and the Letter of Representation were received and considered.*

8.5 *The Corporation is asked to receive and consider the report on Risk Management.*

## **9. FINANCIAL STATEMENTS 2017-18**

*The Corporation is asked to receive and consider:*

9.1 *The draft Financial Statements for 2017-18.*

9.2 *The Regularity Audit Management Report and the Audit Findings Report prepared by the Financial Statements Auditors (Grant Thornton) 2017-18.*

9.3 *Note the ESFA Finance Record for Waltham Forest College 2017-18 which may be found on SharePoint.*

*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.*

## **10. INCOME AND EXPENDITURE 2018-19 – MONTHLY MANAGEMENT ACCOUNTS FOR 31 OCTOBER 2018**

*The Corporation is asked to receive and consider the Management Accounts to 31 October 2018.*

## **11. GOVERNANCE ISSUES**

*The Corporation is asked to receive and consider an update on Governance issues.*

## **12. CAPITAL PROJECT RISK REVIEW REPORT**

*The Corporation is asked to receive and consider the capital project risk report prepared by Grant Thornton.*

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

## **14. CONFIDENTIAL ITEM – REPORT FROM REMUNERATION COMMITTEE ON SENIOR POST HOLDERS**