

THE CORPORATION

**CONFIRMED MINUTES OF THE MEETING
HELD ON WEDNESDAY, 24 MARCH 2010**



Present:

Ms S Annan
Mr F Ahmed
Ms M-A Chong
Ms K L Clifford

Student member
Business member
Independent Member
Principal

Present
Present
Present
Present until
8.48 pm
Present
Present
Apologies
Present
Present
Present
Present
Present

Ms A Dixon
Ms B Graham (Vice Chair)
Mr T Grainger
Mr J Hedges (Chair)
Mr N A Hudson
Mr D Johnston
Ms S Medd
Ms M Mensah
Mr H Nur
Vacancy

Teaching staff member
Co-opted member
Independent member
Co-opted member
Co-opted member
Independent member
Support staff member
Student member
Parent Member
Independent member

**Clerk to the Corporation:
Mr C Bond**

Also Present:

Mr D Ball
Mr P Ramella

Vice Principal: Corporate Services
Vice Principal: Curriculum & 14-19

Present
Present until
8.48 pm

Minute DC/01/10 (7.16pm)

Declarations of Interest

There were none

Minute DC/02/10 (7.17pm)

Apologies for Absence

Apologies were received from Toby Grainger.

Minute DC/03/10 (7.18pm)

Membership of the Corporation

On the recommendation of the Search and Governance Committee

- Farid Ahmed was appointed as an Independent member for second four year term to serve until 23 March 2014.
- Hussein Nur was appointed as Parent member to serve until the end of the term in which his son completes his course or the date on which his son leaves the college.

Post Ofsted Progress Report

(Document DQ/4/10)

Paolo Ramella (PR), Vice Principal Curriculum gave a presentation on this item. He considered the following issues:

a) **Impact Assessment Team – roles and responsibilities**

PR explained that the Ofsted report had given the college management a mandate to tackle weak provision in the college. To this end an Impact Assessment Team had been formed consisting of the Senior Post Holders and Brenda Watson, a consultant retained by the college. They had together put in place a post Inspection action plan.

b) **Learning Walks**

Paolo Ramella outlined the purpose and the function of the Learning Walks. He said that he hoped that they would improve the quality of, teaching and learning. The focus of the Learning Walks was in areas that had been graded Inadequate in inspection or where there were agreed weaknesses. PR asked members to note that there had been some opposition to the introduction of the learning walks by the NUT members in the college. The key findings were that there were pockets of very good practice in the college but also some significant weakness. There were also inconsistencies between and within different teams. The areas for improvement were the development of learners' skills of analysis and evaluation which would enable them to meet the more demanding assessment objectives.

c) **New SMT Structure and Curriculum Changes**

It was the view of the team that the college would require a revision to Senior Management responsibilities. The Principal proposed the removal of the Assistant Principal posts and the creation of two new third tier Associate Vice Principal posts. In restructuring the SMT in this way the Principal was not asking the Corporation to vary the number of senior post holders.

The team had also identified certain changes that needed to be made to the Curriculum.

Courses were identified which had:

- Poor or declining success rates
- Failed to meet recruitment targets over a three year period

The subjects falling into these categories were:

A Levels

- Accounts
- French
- Music
- Philosophy

Foundation Degree

- Retail Management

It was proposed that these subjects be removed from the curriculum offer. As a result it was possible that staff would become redundant. Therefore the college had issued notifications to relevant staff on 19 March and initiated a consultation process. If any member of staff were to be declared redundant then notices would be issued at the end of May.

PR completed his presentation and was thanked by the Chair.

The Chair asked the meeting to note that since the issuing of the letters notifying staff that they may be at risk of being made redundant, he had received a letter from the college NUT which they had asked to be placed before the meeting. Members were happy to have the letter tabled but wished first to consider whether to request the Staff and Student members should withdraw for this item. After lengthy debate it was apparent that there was a clear majority in favour of the Staff and Student members remaining.

Members considered the contents of the letter and the Principal's response. After considerable debate members resolved:

- To support the Principal in her proposed restructuring of the Senior Management Team
- to support the Principal in her decision to withdraw the courses
- to write to the staff explaining the reasons why they felt that the Principal's decision was the right one to take at this time

Minute DC/05/10 (8.36 pm)

Unconfirmed Minutes of the Meeting of the Corporation held on 9 December 2009
(Document DC/29/09)

The minutes were agreed as an accurate record and signed by the chair.

Minute DC/06/10 (8.37 pm)

Matters arising from the Confirmed Minutes of the Meeting of the Corporation held on 9 December 2009 which are not the subject of separate items on this agenda

There were no matters arising.

Minute DC/07/10 (8.38 pm)

Unconfirmed Minutes of the Meeting of the Search and Governance Committee held on Wednesday, 3 February 2010

(Document DS/09/10)

The minutes were received by the Corporation.

The Corporation resolved:

- a) To appoint My-Anh Chong as a member of the Remuneration and Appraisal Committee
- b) Subject to the agreement of Mr Morris, transfer Alan Morris from the Audit Committee to the Personnel, Finance and General Purposes Committee
- c) To note that the Corporation will have to ratify the Waltham Forest Children and Young People Plan 2010-13 when it is published in April 2010.
- d) To consider at the annual conference in May the proposed arrangements for the appraisal of the Chair

Minute DC/08/10 (8.40 pm)

Unconfirmed Minutes of the Meeting of the Personnel, Finance and General Purposes Committee held on Tuesday, 9 February 2010

(Documents DPF&GP/10/10)

The minutes were received by the Corporation.

The Corporation resolved:

- a) to approve the minor changes to the Disciplinary, Capability and Grievance Procedures as recommended by the SFCF (Document PF&GP/04/10)
- b) to approve the revised Grievance Procedure (Document PF&GP/05/10)
- c) to approve the College's Fees Policy 2010/11 (Document DPF&GP/08/10)

Minute DC/09/10 (8.48 pm)

Unconfirmed Minutes of the Remuneration and Appraisal Committee held on Wednesday 23 February 2010

(Document DR/02/10)

The minutes were received by the Corporation.

The Corporation was asked to consider two items:

a) **Senior Post Holders Salaries**

The Principal, Vice Principal Curriculum and the Vice Principal Corporate Services withdrew for this item.

The Clerk tabled a report requested by the Remuneration Committee (Document DR/03/10) written by a consultant provided by the AoC setting out advice to the Corporation about proposed changes to Senior Post Holder Remuneration.

The Corporation approved the proposed changes to the senior post holders' salaries as set out in document. The Corporation requested that the Remuneration Committee bring forward proposals for the detailed structure of the proposed new bands and the criteria for progression within the proposed bands.

b) **Clerks probationary targets**

The Clerk withdrew for this item. My-Anh Chong was nominated to serve as Clerk in his absence.

The Corporation approved the Clerk's probationary targets as set out in document.

Minute DC/10/10 (9.33 pm)

Unconfirmed Minutes of the Quality and Performance Monitoring Committee held on Wednesday 3 March 2010

(Document DQ/07/10)

The minutes were received by the Corporation.

The Corporation noted the technical difficulties which have caused the inaccurate reporting of success rates.

Minute DC/11/10 (9.39 pm)

Audit Committee

The Corporation noted that there was no substantial business to be considered by the Audit Committee at the scheduled meeting on Wednesday 24 February 2010. The meeting was therefore postponed.

Post Meeting Note: At a subsequent meeting held on 26 May the Audit Committee had considered substantial revisions to the annual schedule of business and timing of meetings to ensure the more efficient and effective discharge of its duties.

Minute DC/12/10 (9.40 pm)

Healthy Hub

(Document DC/2/10)

The Vice Principal Corporate Services presented a report on the issue. There was considerable debate about how best to proceed with regard to the safeguarding of college assets. The Corporation resolved to take all effective steps to protect the college's assets but to investigate cheaper ways of achieving this than those so far presented. It was also proposed that the Vice Principal Corporate Services should contact other Finance Directors to seek advice and that the Corporation should consider investigating the possibility of obtaining *pro bono* legal advice and support.

Minute DC/13/10 (9.49 pm)

Budget Report

(Document DC/3/10)

The Vice Principal Corporate Services presented the report which was received by the Corporation.

Minute DC/14/10 (9.53 pm)

Draft Corporation/SMT Conference 2010

(Document DC/4/10)

The draft programme was received. Members and officers were invited to propose any changes. The final calendar would be approved at the meeting on 2 July 2010.

Minute DC/15/10 (9.54 pm)

Draft Corporation Business Calendar 2010-11

(Document DC/5/10)

The draft Business Calendar was approved.

Minute DC/16/10 (9.56 pm)

Any Other Business

There was none

Minute DC/17/10 (9.57 pm)

Future Items

No future items were suggested

Minute DC/18/10 (9.59 pm)

Date and Time of Next Meeting

The next meeting of the Corporation is scheduled for Friday, 2 July 2010 at 2.00 pm.

The meeting conclude at 10.01pm No items were to be the subject of separate confidential minutes.