

CORPORATION CALENDAR OF BUSINESS UNDER NEW GOVERNANCE ARRANGEMENTS

REVISED AUTUMN TERM 2017

AUTUMN TERM

AGENDA ITEM	OCTOBER	DECEMBER
Welcomes/Apologies/Declaration of Interests	YES	YES
Membership Matters (Governor appointments etc.)	NO	YES
Minutes from Last Meeting and Matters Arising/Actions/Significant Risks (Key Category A Risks)	YES	YES
Chair's Report	YES	YES
Principal's Report	YES	YES
Student Governors' Report	YES	YES
Strategy a) Strategic Plan b) College Development Plan (Operational Plan)/ c) Progress/Updates re a) and b) termly d) Government Policy and Initiatives (as required) e) Data Dashboard (October and then termly – May 2015 minutes refers)	YES (c) within Principal's report e)	c) as necessary within Principal's Report e) if not October
Curriculum and Standards a) Student Outcomes b) Quality of Teaching and Learning c) Effectiveness of Leadership and Management	Student Performance Reports including Exam Results and Value Added; Annual Student Support Analysis Student Enrolment (recruitment and class sizes) NO	League Tables (SFC/Other) and other comparison and benchmarking information for past years in SFC and whole sector (if available) College SAR (incl. Student Surveys/questionnaires), Progression QIPs SAR

Human Resources	Staffing Updates	Outcome of SFCA National Pay Negotiations <i>(if available)</i>
Finance #	Financial Update incl. Financial Dashboard, Property Matters/Capital Development (as necessary) Health and Safety Annual Report	Financial Update including financial dashboard and Executive Summary, Finance Record, Management Accounts, Property Matters/Capital Development, ESFA assessment of College Financial Plan, Key SFCs' financial performance indicators <i>(when available)</i> Property Strategy <i>(as required)</i>
Audit Committee Matters and Minutes (incl. business from Autumn Term Risk Group) (NB additional Risk Group Meeting held in Autumn Term (October), with effect from 2016/2017 year)	NO @ NB latest signed report and financial statements must be uploaded to website by January 31 st after December Corporation meeting approval, along with previous year's report and FS as 2 years required on website at a time.	Minutes (Risk Group and Audit), Internal Assurance Report (if required), Performance Review Indicators, Audit Committee Annual Report (must be approved before Financial Statements), @ Annual Report and Financial Statements and External Audit Management Letter/Letter or Representation (financial statements), Audit Completion Report, Letter of Representation (regularity audit), Regularity Audit (and regularity audit self-assessment questionnaire), RISK: Risk Management Action Plan (if updated, otherwise Summer Term), Risk Management Annual Report, Risk Register (if revised, otherwise Summer Term), Risk Assurance Map Update/risk gross to net analysis (if necessary), Risk Management Policy, Performance Review/Indicators for Internal Assurance Auditors
Search and Governance Committee Matters and Minutes	NO	Minutes, Membership Review/recommendations, Confidentiality Review, FOI Review, Governance SAR and Action Plan, Governor Links (as necessary) Corporation Annual Reports (attendance – enc. with Corporation meeting papers for information).

Policies: a) New or Re-write b) Review/updated c) Refresh/Housekeeping revisions	b) Health and Safety Policy	b) Risk Management Policy – refer Audit Committee section
Any Other Business	YES	YES
Date of Next Meeting	YES	YES
Part II Confidential Papers	As necessary	As necessary

SPRING TERM

AGENDA ITEM	JANUARY	MARCH
Welcomes/Apologies/Declaration of Interests	YES	YES
Membership Matters (Governor appointments etc.)	NO	YES
Minutes from Last Meeting and Matters Arising/Actions/Significant Risks (Key Category A Risks)	YES	YES
Chair's Report	YES a) Governor Links Day	YES
Principal's Report	YES	YES
Student Governors' Report	YES	YES
Strategy a) Strategic Plan b) College Development Plan c) Progress/Updates re a) and b) termly d) Government Policy and Initiatives (as required) e) Data Dashboard	NO Data Dashboard (or March)	a) Strategic Planning Day feedback (as appropriate). b) CDP Data Dashboard (if not January) (e)
Curriculum and Standards a) Student Outcomes	Attendance and Retention, Student Destinations (including Careers Guidance), Benchmarking information/league tables (if available) Projected Student Numbers, Student Performance against Target Grades/Data Dashboard (or March) Equality Duty: Annual Data Report (Staff and Students) (inc. Success Rates and details for previous year by age, ethnicity, disability and gender).	TBA/as necessary

Policies: a) New or Re-write b) Review/updated c) Refresh/Housekeeping revisions	TBA Annual Report from Principal's Report on changes to policies/new policies where authority rests with Principal/SLT	TBA
Any Other Business	YES	YES
Date of Next Meeting	YES	YES
Part II Confidential Papers	NO	NO

<p>Curriculum and Standards</p> <p>a) Student Outcomes</p> <p>b) Quality of Teaching and Learning</p> <p>c) Effectiveness of Leadership and Management</p>	<p>Curriculum Updates: Data Dashboard - Attendance, Retention, Applications etc Projected Student Numbers</p> <p>Curriculum Provision Update (if necessary)</p> <p>NO</p>	<p>Student Management Analysis</p> <p>Child Protection Annual Report, Safeguarding Annual Report (including Annual report on Vulnerable Groups).</p> <p>EQR</p> <p>NO</p>
<p>Human Resources</p>	<p>NO</p>	<p>Annual HR Report including staffing matters (turnover, absence, sickness, disciplinary, staff development etc for teaching and support/full-time and part-time).</p>
<p>Finance #</p>	<p>Financial Update incl. Dashboard and Management Accounts, Property Matters/Capital Development (as necessary)</p> <p>Charging Students and Financial Support Policy including Fees for next academic year (see policies below) (OR JUNE)</p> <p>Funding Allocation (if not March)</p>	<p>Draft Minutes from Finance Working Group</p> <p>Financial update including financial dashboard, Management Accounts period 8 or 10, Property Matters/Capital Development (if necessary).</p> <p>Financial Plan, Financial Forecasts, Budget and Capital Expenditure Budget, ESFA Key Financial Performance Indicators,</p> <p>Charging Students and Financial Support including Fees for next academic year (see policies below) (OR MAY)</p>

<p>Audit Committee Matters and Minutes</p> <p>Risk Management Group meets in May and reports to Audit Committee</p>	<p>NO</p>	<p>Minutes, Internal Assurance Reports (if necessary), Internal Assurance Strategy and Plan, Re-appointment and Remuneration of Auditors (EA and IA), Risk Management register, action plan and Map, Risk Management Group minutes and TOR, Critical Incident Plan (previously Business Continuity Plan – as necessary).</p> <p><i>Re risk map item – annually - Audit Chair to ask Governors whether there are any other issues which Governors require for assurance purposes).</i></p>
<p>Search and Governance Committee Matters and Minutes</p>	<p>NO</p>	<p>Minutes, Membership Review and Recommendations, Review of Corporation Documentation (Standing Orders etc – or SPRING) and Committee TOR.</p>
<p>Policies:</p> <p>a) New or Re-write b) Review/updated c) Refresh/Housekeeping revisions</p>	<p>TBA</p> <p>Fees and Charging Policy Review for all Students, including International and Access (refer Finance above) (OR JULY),</p> <p>Admissions 16-18/19+ (or July)</p> <p>Child Protection and Safeguarding (or July)</p>	<p>Admissions (16-18 and 19+) (if not May),</p> <p>Fees and Charging Policy review for all Students, including International and Access (refer Finance above) (If not May)</p> <p>Child Protection and Safeguarding (if not May)</p>
<p>Any Other Business</p>	<p>YES</p>	<p>YES</p>
<p>Date of Next Meeting</p>	<p>YES</p>	<p>YES</p>
<p>Part II Confidential Papers</p>	<p>Minutes and Minutes from SPH Remuneration Committee and recommendations from Committee (SPH Performance Review SPH Terms and Conditions/Remuneration Review)</p>	<p>As necessary</p>

- **Governors' informal strategic discussions held in Autumn and Summer Terms**

Finance Working Group will be held in Summer Term to discuss budget/financial forecast and otherwise as necessary, but unlikely to be more than twice per year. However in 2014, there was a meeting in March to consider SFCA national negotiated 1% pay increase for teaching and support staff, once the final ESFA funding information has been announced.

E & D Annual Report – usually in January, Spring Term, but in 2013/2014 was in March.

NOTES:

- 1) **Policies – details regarding policies to be approved by Governors and those to be retained by Management (with information/annual reporting to Governors) to be confirmed and note corresponding revision to Scheme of Delegation**
- 2) **Audit Committee and Search and Governance Committee to continue with termly meetings**
- 3) **Pre-Corporation training to be given at the start of a Summer Term meeting as required.**
- 4) *Strategy: October Meeting – Update and focus upon external drivers; March Meeting – Strategic Plan/College Development Plan review including review of Mission Statement; Summer Term – College Development Plan; Government Policy and Initiatives to include local and national initiatives and developments and information from local partnership arrangements; - TO BE REVISED*
- 5) **Learner Voice – to include student survey summary.**
- 6) **SAR – summary to be presented to Governors with whole document available on request; SAR includes subject analysis, student feedback, reasons for student withdrawal, course benchmarking information, and action plans.**
- 7) **Management Accounts (Finance section or enclosures) generally to be included once per term (last meeting of Corporation) but available on request - Refer December 2014 Corporation minutes. May be included within Finance section of Agenda or separately with Enclosures at end of Agenda in documents for information.**