

VARNDEAN COLLEGE CORPORATION CALENDAR OF MAIN BUSINESS FOR CORPORATION AND COMMITTEE MEETINGS 2020-2021

TERM	CORPORATION 1 – Sept. 2020 only	CORPORATION 2 - October	RISK MAN. GROUP	FINANCE WORKING GROUP	SEARCH AND GOVERNANCE	AUDIT	CORPORATION 3 - December
Autumn	<p>*Membership Matters – if any</p> <p>*Chair’s Report ?</p> <p>*Principal’s Report ?</p> <p>*Strategic Plan ?</p> <p>*Results</p> <p>*Budget – review income streams</p>	<p>*Pre-Committee Training (if req’d)</p> <p>*Membership Matters</p> <p>*Chair’s Report</p> <p>*Principal’s Report</p> <p>*Strategy: Progression and Updates on Strategic Plan; Government Policy issues; Data Dashboard</p> <p>*C &amp; S Items: Student Outcomes – Student performance Reports, including Exam Results, Value Added, Student Support Analysis, Student enrolments, class sizes, careers strategy etc</p> <p>*HR: Staffing updates</p> <p>*Finance: financial update including dashboard/executive summary, management accounts, property matters, health and safety annual report, <b>Draft Report and Financial statements (?)</b>, ESFA Funding Agreement (significant changes)</p> <p>*Policies: Health and Safety Policy,</p> <p><b>*Confidential Business</b></p>	<p>*Rolling Action Plan</p> <p>*Risk Management Annual Report</p> <p>*Risk management action plan (if updated, otherwise Summer Term)</p> <p>*Risk Register including emerging risks</p> <p>*Risk Assurance Map</p> <p>*Risk Management Policy</p> <p>*RMG TOR</p>	<p>*Draft Annual Report and Financial Statements</p> <p>*Management Accounts</p> <p>*Financial Dashboard</p> <p>*Financial Regulations – review (if required)</p>	<p>*Corporation and Committee/Group Membership Matters and Review including succession</p> <p>*Governance SAR and Action Plan, individual Governor and Committee self-assessment including 1 to 1 with Chair if completed</p> <p>*Corporation Annual Reports including attendance, Skills/Experience audit, Corporation, Governor expenses, Annual Governor Training, Governor DBS</p> <p>*Annual Confidentiality Review</p> <p>*Annual FOI Review</p> <p>*Governor Link arrangements for January (deferred 2021)</p> <p>*Government Initiatives</p> <p>*Policies</p>	<p>*Rolling Action Plan – include within Matters Arising</p> <p>*Audit Committee Annual Report (Chair to sign once Corporation approved in Dec)</p> <p>*Audit Completion Report (with Financial Statements for info) plus Letters of Representation for FS and Regularity Audit, RAQ,</p> <p>*Update on External/Internal Audit Recs.</p> <p>*Performance Indicators for Internal Audit (only Autumn 2020 as outstanding from Summer 2020)</p> <p>*Assurance Strategy and Plan 2020-2021 (as outstanding from Summer Term 2020)</p> <p>*RISK: Risk Management Annual Report, Risk Register, RM Action Plan (if updated, otherwise Summer Term), Risk Assurance Map, RMG Minutes, Gross to Net Update</p> <p>*Policies and other Documents: Risk Management Policy</p> <p>*IT/ILT Strategy</p> <p>*Critical Incident Plan – scenarios and outcomes (as req’d)</p> <p>*Fraud Report</p> <p>*NB: after management letters Principal and AP (finance) to leave meeting for Chair to check co-operation with External Auditors etc</p> <p>*ESFA Funding Assurance Review – as required</p> <p><b>*Confidential Business</b></p>	<p>*Pre-Corporation Training (if req’d)</p> <p>*Chair/VC election/appointment (if req’d)</p> <p>*Membership Matters</p> <p>*Chair’s Report</p> <p>*Principal’s Report</p> <p>*Student Governors’ Report</p> <p>*Strategic Items/Updates – as necessary</p> <p><b>*CURRICULUM/STANDARDS:</b>-College SAR (inc. Student Surveys) and QIPs -Student Performance Data -Dashboard incl Value Added and Exam results -Student Enrolment and class sizes -Careers Strategy -League Tables and other benchmark information for SFC and FE sector (if available)</p> <p><b>*HR MATTERS:</b>-Outcome of SFCA National Pay Negotiations (if finalised – otherwise progress report) -Annual HR Report including Staff development (or Summer Term)</p> <p><b>*AUDIT:</b>-Audit Committee Annual Report (and TOR), Audit Completion Report (and AR and FS – see FINANCE section), draft Audit Committee minutes, Letters of Representation (x2), RAQ. RISK Items</p> <p><b>*FINANCE:</b>-Financial Updates including dashboard/executive summary, Management accounts, ESFA assessment of Financial Health grade (if available), Key SFCs’ financial performance indicators (if available), -Annual Report and Financial Statements with recommendations from FWG (incl. Minutes) -Property strategy and Property Report/Updates</p> <p><b>*S &amp; G:</b>-Governance SAR, FOI, Confidentiality, etc draft minutes</p> <p>*Policies and Other Documents: Risk Management Policy, Financial Regs (significant changes only), Child Protection &amp; Safeguarding (deferred from Summer 2020)</p> <p><b>*Confidential Business</b> – including confidential Corporation and Committee/Group minutes,</p>

TERM	FINANCE WORKING GROUP	CORPORATION 1 January	AUDIT	SEARCH AND GOVERNANCE	CORPORATION 2
Spring	*IFMC	*Pre-Committee Training (if req'd) *Membership Matters *Chair's Report *Principal's Report <b>FINANCE:</b> *IFMC and recommendations from FWG *Management Accounts *Dashboard and Executive Summary *Funding Update if available *Property Matters <b>CURRICULUM AND STANDARDS:</b> - *Attendance/Retention/Destinations, Benchmarking, Student Numbers, Student performance against target grades *Equality Duty: Annual Report (Staff and Students (incl. success rates and information by age, ethnicity, disability and gender) <b>HR MATTERS:</b> * College Pay Settlement (subj. to SFCA national agreement outcome) - if not Autumn *Risk Assurance *Policies and Other Documents – Annual Report on Policies/new Policies delegated to SLT <b>*Confidential Business</b>	<b>PROVISIONAL MEETING – TBA by Chair/JHK</b> *Internal Audit Reports *Update on Internal/External Audit Recommendations *Performance Indicators for Internal and Financial Statements Auditors (External) <i>Or Summer Term</i> *RISK: Risk Management Action Plan, Risk Register, Risk Assurance Map *Reappointment and Remuneration of Auditors ( <i>or Summer Term</i> ) *Fraud Report *Policies *NB: Re Internal Auditor if exercise not dealt with at Autumn Term meeting - Principal and AP (finance) to leave meeting for Chair to check co-operation with Auditors etc <b>*Confidential Business</b>	<b>PROVISIONAL MEETING - TBA</b> *Membership Matters	*Pre-Committee Training (if req'd) *Membership Matters *Chair's Report *Principal's Report *Student Governors' Report *Strategy Items: Data Dashboard, Strategic Plan Update <b>CURRICULUM AND STANDARDS:</b> *Student Support Analysis *EQR Reports *Update on SAR QIPs *Value Added Scores/Student Progress Data Dashboard <b>HR MATTERS:</b> *outcome from SFCA National pay negotiations (if not Autumn Term) <b>FINANCE:</b> *update including dashboard, management accounts/Executive Summary, *Property Update, *ESFA Financial Plan (if available), *ESFA final funding allocation *Tuition fees for next academic year *Policies/Other Documents <b>AUDIT (including Risk)</b> <b>Confidential Business</b> – including confidential Corporation and Committee/Group Minutes

TERM	RISK MANAGEMENT GROUP	SPH REMUNERATION COMMITTEE	CORPORATION 1	FINANCE WORKING GROUP	AUDIT	SEARCH AND GOVERNANCE	CORPORATION
Summer	<ul style="list-style-type: none"> <li>* Rolling Action Plan</li> <li>*Risk Management Annual Report</li> <li>*Risk management action plan (if updated, otherwise Summer Term)</li> <li>*Risk Register including emerging risks</li> <li>*Risk Assurance Map</li> <li>*Risk Management Policy</li> <li>*RMG TOR</li> </ul>	<ul style="list-style-type: none"> <li>*SPHs' Performance Reviews and Remuneration – recommendations to Corporation for approval</li> <li>*SPH policy documents – review as necessary</li> </ul>	<ul style="list-style-type: none"> <li>*Pre-Committee Training (if req'd)</li> <li>*Membership Matters</li> <li>*Chair's Report</li> <li>*Principal's Report</li> <li>*Strategic update, data dashboard</li> <li>*Student Outcomes: Student and curriculum updates</li> <li>*FINANCE: financial update, dashboard, management accounts/executive summary, Property Update, ESFA financial Plan and funding allocation (if available)</li> <li>*HR – outcome/update on SFCA National Pay negotiations</li> <li>*Policies/Other Documents: Charging &amp; Financial Support Policy and Fees for next year if not Spring (or July), Admissions Policy, Child Protection/Safeguarding Policy (or July)</li> <li><b>Confidential Business</b></li> <li>*Annual Report on Child Protection, Safeguarding and Prevent</li> <li>*Annual Complaints Report</li> <li>*SPH Remuneration Matters</li> </ul>	<ul style="list-style-type: none"> <li>*Financial Review</li> <li>*Budget including Capital budget</li> <li>*Management Accounts</li> <li>*Financial Regs – review if necessary</li> </ul>	<ul style="list-style-type: none"> <li>*Rolling Action Plan</li> <li>*Internal Audit/Assurance Reports</li> <li>*Update on Internal and External Audit Recommendations</li> <li>*Internal Audit/Assurance Strategy and Plan 2021 (or Autumn Term 2021)</li> <li>*Performance Indicators for Internal and Financial Statements Auditors (External) (if not Spring Term)</li> <li>*Reappointment and remuneration of Internal and External Auditors (if not Spring Term)</li> <li>*Preparation for FS Audit 2021</li> <li>*RISK: Risk Register, RM Action Plan, Risk Assurance Map and RMG draft minutes</li> <li>*Policies/Other Documents: <ul style="list-style-type: none"> <li>-ILT Strategy (if not Autumn/Spring Term)</li> <li>-Critical Incident Plan – scenarios/outcomes (if not Autumn), fin. Regs</li> </ul> </li> <li>*Fraud Report</li> <li>*Committee Self-Assessment</li> <li>*Review TOR (Audit and Risk)</li> <li>*<b>Confidential Business</b></li> </ul> <p>NB: if not Autumn or Spring Terms - Principal and AP (Resources) to leave meeting for Chair to check co-operation with Internal Auditors etc</p>	<ul style="list-style-type: none"> <li>*Membership Matters</li> <li>*Review Corporation documentation (as necessary)</li> <li>*Committee Self-Assessment</li> <li>*Review TOR</li> </ul>	<ul style="list-style-type: none"> <li>*Pre-Corporation Training (if req'd)</li> <li>*Chair/VC Election/Appointment – as necessary</li> <li>*Membership Matters</li> <li>*Chair's Report</li> <li>*Principal's Report</li> <li>*Student Governors' Report</li> <li>*Strategic Update</li> <li><b>C &amp; S:</b></li> <li><b>HR MATTERS:</b> HR Annual Report (if not Autumn Term)</li> <li><b>FINANCE:</b> Financial Update, Budget Update, Management Accounts, Financial Forecast, Property Matters, *ESFA Key performance indicators and Financial Planning Checklist, Minutes from FWG</li> <li><b>AUDIT:</b> IA Strategy/Plan, PI for Auditors, Reappointment/Rem for auditors, Risk Items, draft minutes</li> <li>*Policies and Other Documents: Annual Child Protection/Safeguarding (if not May), Charging and Financial Support incl Fees (if not May)</li> <li>(NB: Audit/Risk Group Chairs to ask Governors annually if there are any other issues which Governors require for assurance purposes)</li> <li>*<b>Confidential Business</b> – including confidential Corporation and Committee/Group minutes.</li> </ul>

## NOTES

- 1) Examination Results to be despatched to Governors annually in August/September
- 2) Annually in January Governors' will be invited to participate in Governor Links Visit Day – deferred 2020/2021 academic year owing to Covid-19
- 3) Standing Agenda Items for all Corporation and Committee Meetings: Apologies/Welcomes, Matters Arising, Declaration of Interests, AOB and Date of Next Meeting
- 4) Spring Term – Governor Links visits (deferred in 2020/2021 year)
- 5) Policies/procedures are reviewed as per the list of Policies' timetable and approved by Corporation if required. The Scheme of Delegation allows for some policies to be assigned to the Principal/SLT for review and in this regard an annual report regarding any new SLT policies/changes to existing policies, which fall within SLT's remit, is presented annually to Corporation for information.
- 6) Governors' Strategy Event – normally held annually during the Spring Term.