

VARNDEAN COLLEGE CORPORATION CALENDAR OF MAIN BUSINESS FOR CORPORATION AND COMMITTEE MEETINGS 2023-2024

TERM	SPH REMUNERATION COMMITTEE	CORPORATION – October	FINANCE COMMITTEE (wef 2021 (Previously FWG))	SEARCH AND GOVERNANCE	AUDIT (incl Risk matters, transferred from RMG 1/1/22)	CORPORATION - December
Autumn	<p>SPH Remuneration and take into account national pay negotiations/agreements (or Summer Term)</p> <p>Annual Remuneration Committee report to Corporation (to be published) as per AoC Code of Good Governance (annex Remuneration Code).</p>	<p>*Pre-Committee Training (if req'd)</p> <p>*Membership Matters</p> <p>*Chair's Report</p> <p>*Principal's Report – may include Progression and Updates on Strategic plan; Government Policy issues; Sustainability, HR/Staffing Matters, Skills duty developments/update</p> <p><b>*Curriculum and Standards:</b> Data Dashboards, Student Outcomes – Student performance Reports, including Exam Results, Value Added, Student Support Analysis, Student enrolments, class sizes, careers strategy/updates, UCAS placements and HESA Report</p> <p>*HR: Staffing updates – if not in Principal's Report</p> <p><b>*Finance:</b> financial update including dashboard/executive summary, management accounts, property matters, Draft Report and Financial statements, ESFA Funding Agreement (significant changes)</p> <p><b>*Policies and other Documents</b> Health and Safety Policy, Health and Safety Annual Report, Child Protection &amp; Safeguarding Policy, Admissions Policy</p> <p>Other: EBR</p> <p><b>*Confidential Business</b></p>	<p>*Annual Report and Financial Statements</p> <p>*Financial Update including Management Accounts</p> <p>*Financial Dashboard</p> <p>Other: Utility costs/contract renewals, overdraft plan, financial benchmarking information, ESFA dashboard and financial health confirmation, Update on costing model and financial sustainability action plan</p> <p>Policies and Other Documents: Commercial Sponsorship Policy Financial Regulations</p>	<p>*Corporation and Committee/Group Membership Matters and Review including succession (inc. cc Governor recruitment and succession planning policy)</p> <p>*Governance SAR and Action Plan, individual Governor and Committee self-assessment, Summary of 1 to 1 conversations with Chair &amp; Governors</p> <p>*Corporation Annual Reports/returns including attendance, Skills/Experience audit, Corporation, Governor expenses, Annual Governor Training, Governor DBS, Governing Monitoring/EDI (DfE Workforce Survey)</p> <p>*Annual Confidentiality Review</p> <p>*Annual FOI Review and FOI requests for previous year</p> <p>*Governor Link arrangements</p> <p>*Government Initiatives</p> <p>*Policies</p> <p>*AoC Code of Good Governance – Progress Report</p> <p>*Link Governors – review role descriptions to ensure consistency in wording and balance of responsibilities for Governors</p> <p>*Chair appraisal</p> <p>*EBR</p>	<p><b>At least 1 Committee meeting per year - Before leaving the meeting, the External and Internal Auditors must in the absence of the Principal and SLT a) Be given the opportunity to raise any issues or concerns with the Committee, b) Take any questions or queries from the Committee which may arise.</b></p> <p>*Matters Arising, Rolling Action Plan (Update on IA and EA Recommendations)</p> <p>*Audit Committee Annual Report (Chair to sign once Corporation approved in Dec)</p> <p>*Annual Report and Financial Statements/ Audit Completion Report, plus Letters of Representation for FS and Regularity Audit, Regularity Audit Questionnaire, <b>Note: include standing item to seek views on governance aspects from auditors</b></p> <p>*Internal Audit Matters: Annual Report 2022/2023, Internal Audit Plan, Internal Audit Reports</p> <p>*RISK: Risk Management Annual Report, Risk Register, Risk Assurance Map</p> <p>*Policies and other Documents: Risk Management Policy</p> <p>*IT/ILT Strategy (as required)</p> <p>*Critical Incident Plan – scenarios and outcomes (as required)</p> <p>*Fraud Report</p> <p>*AOB – review audit papers to go to Corporation</p> <p><b>OTHER:</b> ESFA Funding Assurance Review – as required</p> <p><b>*Confidential Business</b></p>	<p>*Pre-Corporation Training (if required)</p> <p>*Chair/VC election/appointment (as necessary)</p> <p>*Membership Matters</p> <p>*Chair's Report</p> <p>*Principal's Report: Staff/HR matters incl. pay negotiations, Sector Policy updates, Accommodation Master Plan, Feedback from sector meetings</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 -curriculum costing model -League Tables and other benchmark information for SFC and FE sector (if available) <b>-Report/Update from Link Governor for Quality, Curriculum and Skills</b></p> <p><b>*HR MATTERS:</b>-Outcome of SFC National Pay Negotiations (if finalised – otherwise progress report) -Annual HR Report including Staff development (or Summer Term) EDI Annual Report including Staffing (or Summer Term)</p> <p><b>*AUDIT:</b>-Business from Audit Committee</p> <p><b>*FINANCE:</b>-Business from Finance Committee</p> <p><b>*S &amp; G:</b> Business from S &amp; G Committee</p> <p><b>*Policies and Other Documents:</b> Risk Management Policy, Financial Regs (significant changes only), Child Protection &amp; Safeguarding (if not October/or Summer Term)</p> <p><b>*Confidential Business</b> – including confidential Corporation and Committee/Group minutes, Annual Report on Child Protection, Safeguarding and Prevent – if not May) <b>Annual Remuneration Report and other matters from SPH Remuneration Committee</b></p>

TERM	FINANCE COMMITTEE	CORPORATION January – IF REQUIRED	AUDIT	SEARCH AND GOVERNANCE	CORPORATION – March
Spring	<ul style="list-style-type: none"> <li>*Financial Update including Management Accounts</li> <li>*Draft Budget and review key risks</li> <li>*ESFA funding</li> <li>*ONS Reclassification – update</li> <li>*National Staff Pay Negotiations</li> <li>*Financial Sustainability Action Plan update</li> <li>*Capital Projects – Progress</li> <li>*Other Property Matters</li> <li>*Policies and Other Documents</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> </ul> <p><b>FINANCE:</b></p> <ul style="list-style-type: none"> <li>*Financial Update including Management Accounts</li> <li>*Dashboard and Executive Summary</li> <li>*Funding Update if available</li> <li>*Property Matters</li> </ul> <p><b>CURRICULUM AND STANDARDS:</b> -</p> <ul style="list-style-type: none"> <li>*Attendance/Retention/Destinations, Benchmarking, Student Numbers, Student performance against target grades</li> <li>*Equality Duty: Annual Report (Staff and Students (incl. success rates and information by age, ethnicity, disability and gend2er)</li> </ul> <p><b>HR MATTERS:</b></p> <ul style="list-style-type: none"> <li>* College Pay Settlement (subj. to SFCA national agreement outcome) - if not Autumn</li> <li>*Risk Assurance</li> </ul> <p><b>*Policies and Other Documents –</b> Annual Report on Policies/new Policies delegated to SLT</p> <p><b>*Confidential Business</b></p>	<p><b>PROVISIONAL MEETING – TBA by Chair/JHK</b></p> <p><b>At least 1 Committee meeting per year - Before leaving the meeting, the External and Internal Auditors must in the absence of the Principal and SLT a) Be given the opportunity to raise any issues or concerns with the Committee, b) Take any questions or queries from the Committee which may arise.</b></p> <ul style="list-style-type: none"> <li>*Matters Arising, Rolling Action Plan (Update on IA and EA Recommendations)</li> <li>*Internal Audit Reports</li> <li>*Performance Indicators for Internal and Financial Statements Auditors (External) <i>Or Summer Term</i></li> <li>*Reappointment and Remuneration of Auditors (<i>or Summer Term</i>)</li> <li>*RISK: Risk Register (incorporating RM Action Plan wef 2020/2021 academic year), Risk Assurance Map</li> </ul> <p><b>*Policies and Other Documents</b></p> <ul style="list-style-type: none"> <li>*Fraud Report</li> <li>*AOB – review audit papers to go to Corporation</li> </ul> <p><b>*Confidential Business</b></p>	<p><b>PROVISIONAL MEETING - TBA</b></p> <ul style="list-style-type: none"> <li>*Membership Matters</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> </ul> <p>*Principal's Report: Skills Duty Update (Board curriculum review, accountability statement etc), HR/Staff matters including national pay negotiations, ONS reclassification update, property matters</p> <p>*Student Governors' Report</p> <p>*Strategy Items: Data Dashboard, Strategic Plan Update</p> <p><b>CURRICULUM AND STANDARDS:</b></p> <ul style="list-style-type: none"> <li>*Student Support Analysis</li> <li>*EQR Reports</li> <li>*Update on SAR QIPs</li> <li>*Value Added Scores/Student Progress Data</li> <li>*Dashboards</li> </ul> <p><b>HR MATTERS:</b></p> <ul style="list-style-type: none"> <li>*outcome from SFCA National pay negotiations (if not Autumn Term)</li> </ul> <p><b>*Annual Equality Duty Report</b></p> <p><b>*Gender Pay Analysis</b></p> <p><b>FINANCE:</b> business from Finance Committee</p> <p><b>AUDIT (including Risk) –</b> business from Audit Committee</p> <p><b>Policies and Other Documents</b></p> <p><b>Confidential Business –</b> including confidential Corporation and Committe Minutes</p>

TERM	SPH REMUNERATION COMMITTEE	CORPORATION - May	FINANCE COMMITTEE	AUDIT	SEARCH AND GOVERNANCE	CORPORATION – July
<p><b>Summer</b></p>	<p>*SPHs’ Performance Reviews and Remuneration (if not Autumn and taking into account national pay agreements) – recommendations to Corporation for approval</p> <p>*SPH policy documents – review as necessary</p>	<p>*Pre-Committee Training (if req’ed)</p> <p>*Membership Matters</p> <p>*Chair’s Report</p> <p>*Principal’s Report: Sustainability, Feedback from sector meetings, Gender Pay Gap (?)</p> <p>*Strategic update, data dashboard</p> <p><b>C &amp; S:</b></p> <p>* Student and curriculum updates</p> <p>*QIP Review</p> <p>*Curriculum Costing Model</p> <p>*Student Application Numbers</p> <p><b>*FINANCE:</b> financial update, dashboard, management accounts/executive summary, Property Update, ESFA financial Plan and funding allocation</p> <p><b>*HR</b> – outcome/update on SFCA National Pay negotiations</p> <p><b>EDI Staffing Update (if not earlier)</b></p> <p><b>*Policies/Other Documents:</b> Charging &amp; Financial Support Policy and Fees for next year if not Spring (or July), Admissions Policy, Child Protection/Safeguarding Policy (if not earlier)</p> <p><b>Confidential Business</b></p> <p>*Annual Complaints Report</p> <p>*SPH Remuneration Matters</p>	<p>*Financial Review</p> <p>*Budget including Capital budget and key risks/forecast for subsequent year</p> <p>*Financial Update including Management Accounts</p> <p>*Staff pay negotiations</p> <p>*Capital Projects’ update and other Property Updates</p> <p>*ESFA Reports – Dashboard, EASU Pension Valuation, Benchmarking Reports</p> <p>*ONS reclassification – update</p> <p>*financial sustainability action plan - update</p> <p>*Financial Regulations – update/review</p> <p>*Annual Committee review/self-assessment</p> <p>*review Committee TOR</p>	<p><b>At least 1 Committee meeting per year - Before leaving the meeting, the External and Internal Auditors must in the absence of the Principal and SLT a) Be given the opportunity to raise any issues or concerns with the Committee, b) Take any questions or queries from the Committee which may arise.</b></p> <p>*Matters Arising, Rolling Action Plan (Update on IA and EA recommendations)</p> <p>*Internal Audit Reports</p> <p>*Internal Audit/Assurance Strategy and Plan 2021 (or Autumn Term 2021)</p> <p>External Audit – Audit Strategy Memorandum</p> <p>*Performance Indicators for Internal and Financial Statements Auditors (External) (if not Spring Term)</p> <p>*Reappointment and remuneration of Internal and External Auditors (if not Spring Term)</p> <p>*Preparation for next year’s FS Audit</p> <p>*RISK: Risk Register (incorporating RM Action Plan wef 2020/2021 academic year), Risk Assurance Map</p> <p><b>*Policies/Other Documents:</b></p>	<p>*Membership Matters</p> <p>*Review Corporation documentation (as necessary)</p> <p>*SAR QIP Progress</p> <p>*EBR</p> <p>*AoC Code of Good Governance – progress update/compliance</p> <p>*Links visits/reports</p> <p>*Committee Self-Assessment</p> <p>*Review TOR</p>	<p>*Pre-Corporation Training (if req’d)</p> <p>*Chair/VC Election/Appointment – as necessary</p> <p>*Membership Matters</p> <p>*Chair’s Report: Sustainability, Annual Partnership Report, Staff Focus Groups, Appraisals, Staff Survey</p> <p>*Principal’s Report</p> <p>*Student Governors’ Report</p> <p>*Strategic Update</p> <p><b>C &amp; S:</b></p> <p>*Student Survey and Tutorial survey reports</p> <p>*Careers’ Report and Destinations</p> <p>*Enrichment Report</p> <p><b>HR MATTERS:</b> HR Annual Report (if not Autumn Term)</p> <p><b>FINANCE:</b> Business from Finance Committee</p> <p><b>AUDIT:</b> Business from Audit Committee</p> <p><b>*Policies and Other Documents:</b> Annual Child Protection/Safeguarding (if not May or Autumn), Charging and Financial Support incl Fees (if not May), EDI Policy</p> <p><b>(NOTE: Audit/Risk Group Chairs to ask Governors annually if there are any other issues which Governors require for assurance purposes)</b></p> <p><b>*Confidential Business</b> – including confidential Corporation and Committee/Group minutes. SPH Remuneration Committee business</p>

				<ul style="list-style-type: none"><li>-ILT Strategy (as required)</li><li>-Critical Incident Plan – scenarios/outcomes (as required)</li><li>*Fraud Report</li> <li>*Committee Self-Assessment</li> <li>*Review TOR (Audit and Risk)</li> <li>*AOB – review audit papers to go to Corporation</li> <li>*<b>Confidential Business</b></li></ul>		
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## 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 – to be kept under review/subject to Government guidelines and re-scheduled during Spring Term 2023
- 3) Standing Agenda Items for all Corporation and Committee Meetings: Apologies/Welcomes, Matters Arising, Declaration of Interests, AOB and Date of Next Meeting
- 4) 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 news SLT policies/changes to existing policies, which fall within SLT's remit, is presented annually to Corporation for information.
- 5) Governors' Strategy Event – normally held annually during the Spring Term (in 2020/2021, 2 hour Corporation Strategy Event held in December 2020 (ONLINE), Mid-Term Strategy Event for Governors 23<sup>rd</sup> November 2022 onsite.