

VARNDEAN COLLEGE CORPORATION CALENDAR OF MAIN BUSINESS FOR CORPORATION AND COMMITTEE MEETINGS 2024-2025

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 Performance Review and review of 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>Rem/Performance Review Policies for SPHs – as necessary</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 and progress report including KPIs; Government Policy issues; Sustainability, HR/Staffing Matters, Skills duty developments/update</p> <p>*Curriculum and Standards: 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>*Finance: financial update including dashboard/executive summary, management accounts, property matters, Draft Report and Financial statements, Accountability Agreement - ESFA Funding Agreement (significant changes)</p> <p>*Policies and other Documents Health and Safety Policy, Health and Safety Annual Report, Child Protection & Safeguarding Policy (or December), Admissions Policy</p> <p>Other: EBR</p> <p>*Confidential Business</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, staff pay, overdraft plan, financial benchmarking information</p> <p>*ESFA dashboard and financial health confirmation,</p> <p>*Update on costing model and financial sustainability action plan</p> <p>*Capital Works/Plans/Updates</p> <p>Policies and Other Documents:</p> <p>Commercial Sponsorship Policy – if/when applicable</p> <p>Financial Regulations or Summer Term</p> <p>*EASU Pension Valuation Report (issued annually in October)</p>	<p>*Corporation and Committee/Group Membership Matters and Review including succession planning (inc. cc Governor recruitment and succession planning/policy for ref)</p> <p>*Governance SAR and Action Plan incorp EBR Actions, individual Governor and Committee self-assessment, Summary of 1 to 1 conversations with Chair & 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 and updates including link governor reporting/records and link days</p> <p>*Government Initiatives</p> <p>*Policies</p> <p>*AoC Code of Good Governance – Progress Report</p> <p>*Chair appraisal</p> <p>*EBR – as necessary (last visit 23/24) due every 3 years</p>	<p>At least 1 Committee meeting per year (usually Autumn Term)- 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.</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, Note: include standing item to seek views on governance aspects from auditors</p> <p>*Internal Audit Matters: Annual Report 2023/2034, Internal Audit Plan, Internal Audit Reports</p> <p>*Internal Audit Performance Indicators</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>OTHER: Accountability Agreement/ESFA Funding Assurance Review – as required</p> <p>*Confidential Business</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, Government Policy Updates,</p> <p>*Student Governors' Report</p> <p>*Strategic Items/Updates including KPIs</p> <p>* Lead/Link Governor Updates</p> <p>*CURRICULUM/STANDARDS: -College SAR (inc. Student Surveys) and QIPs -Student Performance Data -Dashboard incl Value Added and Exam results -Student Enrolment and class sizes -Careers Strategy -Learner Voice -Destinations -curriculum costing model -League Tables and other benchmark information for SFC and FE sector (if available) -Report/Update from Link Governor for Quality, Curriculum and Skills</p> <p>*HR MATTERS: -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 and Students (or Summer Term)</p> <p>*AUDIT: -Business from Audit Committee</p> <p>*FINANCE: -Business from Finance Committee</p> <p>*S & G: Business from S & G Committee</p> <p>*Policies and Other Documents: Risk Management Policy, Financial Regs (significant changes only), Child Protection & Safeguarding (if not October/or Summer Term)</p> <p>*Confidential Business – including confidential Corporation and Committee/Group minutes, Annual Report on Child Protection, Safeguarding and Prevent – if not October or May) Annual Report on Complaints Annual Remuneration Report and other matters from SPH Remuneration Committee</p>

TERM	FINANCE COMMITTEE	CORPORATION January – IF REQUIRED	AUDIT	SEARCH AND GOVERNANCE	CORPORATION – March
Spring	<ul style="list-style-type: none"> *Financial Update including Management Accounts *Draft Budget and review key risks *ESFA funding *ONS Reclassification – update *National Staff Pay Negotiations *Financial Sustainability Action Plan update including curriculum provision *Capital Projects – Progress or Plans *Other: Property Matters, catering provision *Policies and Other Documents 	<ul style="list-style-type: none"> *Pre-Committee Training (if req'd) *Membership Matters *Chair's Report *Principal's Report <p>FINANCE:</p> <ul style="list-style-type: none"> *Financial Update including Management Accounts *Dashboard and Executive Summary *Funding Update if available *Property Matters <p>CURRICULUM AND STANDARDS:</p> <ul style="list-style-type: none"> -*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 gend2er) <p>HR MATTERS:</p> <ul style="list-style-type: none"> * College Pay Settlement (subj. to SFCA national agreement outcome) - if not Autumn *Risk Assurance <p>*Policies and Other Documents – Annual Report on Policies/new Policies delegated to SLT</p> <p>*Confidential Business</p>	<p>PROVISIONAL MEETING – TBA by Chair/JHK</p> <p>At least 1 Committee meeting per year (usually Autumn Term) – 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.</p> <ul style="list-style-type: none"> *Matters Arising, Rolling Action Plan (Update on IA and EA Recommendations) *Internal Audit Reports *Performance Indicators for Internal (if not Autumn) and Financial Statements Auditors (External Auditors - or Summer Term) *Reappointment and Remuneration of Auditors (or Summer Term) *RISK: Risk Register (incorporating RM Action Plan wef 2020/2021 academic year), Risk Assurance Map <p>*Policies and Other Documents</p> <ul style="list-style-type: none"> *Fraud Report *AOB – review audit papers to go to Corporation <p>*Confidential Business</p>	<p>PROVISIONAL MEETING – TBA</p> <ul style="list-style-type: none"> *Membership Matters – end of office review/appointments/vacancies/recruitment <p>Governance SAR and QIP incl. EBR actions – update</p> <p>COGG – compliance update</p>	<ul style="list-style-type: none"> *Pre-Committee Training (if req'd) *Membership Matters *Chair's Report <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>*Annual Strategic Conversation (or May)</p> <p>*Annual Gender Pay Gap Report</p> <p>*Annual Equality Duty Report</p> <p>*Student Governors' Report</p> <p>*Strategy Items: Data Dashboard, Strategic Plan Update including KPIs</p> <p>*Lead/Link Governor Updates</p> <p>CURRICULUM AND STANDARDS:</p> <ul style="list-style-type: none"> *Student Support Analysis *EQR Reports *Update on SAR QIPs *Value Added Scores/Student Progress Data *Dashboards <p>HR MATTERS:</p> <ul style="list-style-type: none"> *outcome from SFCA National pay negotiations (if not Autumn Term) <p>*Annual Equality Duty Report *Gender Pay Analysis</p> <p>FINANCE: business from Finance Committee</p> <p>AUDIT (including Risk) – business from Audit Committee</p> <p>Policies and Other Documents</p> <p>Confidential Business – including confidential Corporation and Committee Minutes</p>

TERM	SPH REMUNERATION COMMITTEE – if needed	CORPORATION - May	FINANCE COMMITTEE	AUDIT	SEARCH AND GOVERNANCE	CORPORATION – July
Summer	<p>*SPHs’ Performance Reviews and Remuneration Review (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 (or March)</p> <p>*Accountability Statement</p> <p>*Strategic update, data dashboard plus KPIs</p> <p>*Annual Strategic Conversation (or March)</p> <p>*Lead/Link Governor Updates</p> <p>C & S:</p> <p>* Student and curriculum updates</p> <p>*QIP Review</p> <p>*Curriculum Costing Model</p> <p>*Student Application Numbers</p> <p>*FINANCE: financial update, dashboard, management accounts/executive summary, Property Update, ESFA financial Plan and funding allocation</p> <p>*HR – outcome/update on SFCA National Pay negotiations</p> <p>EDI Staffing Update (if not earlier)</p>	<p>*Financial Review</p> <p>*Final Budget including Capital budget and key risks/forecast for subsequent years, Staff updates</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 (or Autumn Term), Benchmarking Reports</p> <p>*ONS reclassification – update</p> <p>*financial sustainability action plan – update including curriculum provision</p> <p>*Financial Regulations – update/review if not Autumn</p> <p>*Annual Committee review/self-assessment</p> <p>*review Committee TOR</p>	<p>At least 1 Committee meeting per year (usually Autumn Term) - 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.</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 (or Autumn Term)</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>*Membership Matters – vacancies, end of office, recruitment etc</p> <p>*Review Corporation documentation (as necessary)</p> <p>*SAR QIP Progress</p> <p>*EBR if necessary</p> <p>*AoC Code of Good Governance – progress update/compliance</p> <p>*Links visits/reports</p> <p>*Chair appraisal (if not Autumn)</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, National Staff pay negotiations</p> <p>*Principal’s Report</p> <p>*Student Governors’ Report</p> <p>*Strategic Update including KPIs</p> <p>*Accountability Statement (if not May)</p> <p>*Lead/link Governor updates</p> <p>C & S:</p> <p>*Student Survey and Tutorial survey reports</p> <p>*Careers’ Report and Destinations</p> <p>*Enrichment Report</p> <p>HR MATTERS: HR Annual Report (if not Autumn Term)</p> <p>FINANCE: Business from Finance Committee</p> <p>AUDIT: Business from Audit Committee</p> <p>*Policies and Other Documents: Annual Child Protection/Safeguarding (if not May or Autumn), Charging and Financial Support incl Fees (if not May), EDI Policy</p> <p>(NOTE: Audit/Risk Group Chairs to ask Governors annually if there are any other issues which Governors require for assurance purposes)</p> <p>*Confidential Business – including confidential Corporation and Committee/Group minutes. SPH Remuneration Committee business</p>

		<p>*Policies/Other Documents: Charging & Financial Support Policy and Fees for next year if not Spring (or July), Admissions Policy, Child Protection/Safeguarding Policy (if not earlier)</p> <p>Confidential Business</p> <p>*Annual Complaints Report</p> <p>*SPH Remuneration Matters</p>		<p>*RISK: Risk Register (incorporating RM Action Plan), Risk Assurance Map</p> <p>*Policies/Other Documents:</p> <ul style="list-style-type: none"> -ILT Strategy (as required) -Critical Incident Plan – scenarios/outcomes (as required), Anti Bribery, Anti Fraud, Cyber, Digital etc <p>*Fraud Report</p> <p>*Committee Self-Assessment</p> <p>*Review TOR (Audit and Risk)</p> <p>*AOB – review audit papers to go to Corporation</p> <p>*Confidential Business</p>		
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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 onwards
- 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 23rd November 2022 onsite.
- 6) External Board Review (completed Summer 2024 Stone King) – required every 3 years
- 7) Accommodation Working Group – meets on an ad hoc basis, depending on estates' plans, funding etc
- 8) Ofsted Report/Updates – last visit 2023/2024 academic year