

CORPORATION BOARD AND COMMITTEE ANNUAL ITEMS OF BUSINESS 2020-21

A – approve/recommend to Corporation Board I – information

<u>A/I</u>	<u>Audit Committee</u>	<u>Sept 2020</u>	<u>Oct 2020</u>	<u>Nov 2020</u>	<u>Dec 2020</u>	<u>Jan 2021</u>	<u>Feb 2021</u>	<u>Mar 2021</u>	<u>Apr 2021</u>	<u>May 2021</u>	<u>Jun 2021</u>	<u>Jul 2021</u>
	Items of Business											
	Standing items at each meeting <ul style="list-style-type: none"> • Declarations of Interest • Apologies for absence • Approval of minutes from previous meeting • Matters arising – action points from previous meeting(s) • Agreed any other business items 				x			x			x	
I	Review of outstanding audit items				x			x			x	
A	Internal Annual Audit Report for 2019/20				x							
I	Internal Audit Service Progress Report				x			x			x	
I	Internal Audit Assignment Reports				x			x			x	
A	Financial Statements/Annual Report, including external auditors management letter and regularity assurance report for 2019/20				x							
A	Annual Report of the Audit Committee for 2019/20				x							
A	Annual Risk Management Report for 2019/20				x							
A	Risk Management – Termly Risk Register review				x			x			x	
A	Annual Value for Money Report for 2019/20				x							
I	Relevant audit codes, e.g. Post-16 Audit Code of Practice				x			x			x	
A	Relevant policies/strategies – e.g. Fraud/Whistleblowing/ GDPR/Data Protection/Freedom of Information/Risk Management				x			x			x	
A	Internal Audit Strategy Plan for 2021/22										x	
A	Internal Audit Letter of Engagement for 2021/22										x	
A	Financial Statements Audit Strategy for 2019/20										x	
A	Financial Statements/Regularity Audit – Letter of Engagement for 2019/20										x	

<u>A/I</u>	Finance and Resources Committee	<u>Sept 2020</u>	<u>Oct 2020</u>	<u>Nov 2020</u>	<u>Dec 2020</u>	<u>Jan 2021</u>	<u>Feb 2021</u>	<u>Mar 2021</u>	<u>Apr 2021</u>	<u>May 2021</u>	<u>Jun 2021</u>	<u>Jul 2021</u>
	Items of Business											
	Standing items at each meeting <ul style="list-style-type: none"> • Declarations of Interest • Apologies for absence • Approval of minutes from previous meeting • Matters arising – action points from previous meeting(s) • Agreed any other business items 	x		x				x			x	
I	Financial Reporting, including management accounts, enrolment update/review of budget/mid-year outturn/KPI Dashboard/subsidiary company reporting	x		x				x			x	
A	Financial Statements for 2019/20			x								
A	Annual Review Financial Regulations	x										
A	Annual Health and Safety Report and policy review	x										
I	Health and Safety update			x				x			x	
A	Relevant HR Policies and Frameworks			x				x			x	
I	HR report – turnover/absence monitoring/staff development/			x				x			x	
A	Annual HR Report	x										
A	HE Tuition Fees for 2021/22										x	
A	Annual Capital and Revenue Budget for 2021/22										x	
A	Integrated Financial Model (3 year plan)			x								
A	Annual Pay Review for staff			x								
A	Relevant Policies/Strategies e.g. – Fees/Treasury Management/Subcontracting/Supply Chain/Disaster Recovery	x		x				x			x	
A	Approval of subcontracting provision	x		x				x			x	
I/A	Property Strategy/Capital Projects – progress/update	x		x				x			x	
A	Approval of Contracts above £50k, £100k+	x		x				x			x	
A	Terms of Reference and annual schedule of business for 2021/22										x	
A	Insurance provision for the college, as appropriate	x		x				x			x	
A	Annual Report of the Finance and Resources Committee for 2019/20			x								

A/I	Learning and Quality Committee	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021
	Items of Business											
	Standing items at each meeting <ul style="list-style-type: none"> • Declarations of Interest • Apologies for absence • Approval of minutes from previous meeting • Matters arising – action points from previous meeting(s) • Agreed any other business items 			X		X	X				X	
A	College Self-assessment report for 2019/20			X		X						
A	College Quality Improvement Plan 'sign off' for 2019/20			X								
A	College Quality Improvement Plan for 2020/21					X	X				X	
A	Annual Safeguarding report for 2019/20			X								
I	Safeguarding update			X			X				X	
A	HE Quality Assessment Report and Action Plan			X								
A	Student Performance Targets for 2020/21			X								
A	Complaints and Compliments Summary for 2019/20			X								
A	Risk Management – Termly Risk Register review			X			X				X	
I	Termly Quality & Standards Report covering the following issues/activities at the relevant meeting:			X			X				X	
	Student Destinations						X					
	Retention/achievement/progression/attendance (classroom based and apprenticeships)			X			X				X	
	Equality & Diversity update			X			X				X	
	Value Added			X			X				X	
	Employer Engagement			X			X				X	
	Work experience progress			X			X				X	
	Quality of Teaching, Learning and Assessment			X			X				X	
	Stakeholder/student voice			X			X				X	
	Subcontracting/partnerships monitoring			X			X				X	

	Learner Satisfaction Survey			x									
	HE update												x
	Curriculum Planning for 2021/22						x						
A	Relevant Policies and Strategies – e.g. Safeguarding/E&D			x			x						x
A	Learning and Quality Committee Terms of Reference and annual schedule of business for 2021/22												x
I	KPI Dashboard for Curriculum and Quality			x			x						x
A	Annual report of the Learning and Quality Committee for 2019/20			x									
I	Annual review of the business of the Learning and Quality Committee			x									
A	Annual review of the restricted minutes of the Learning and Quality Committee			x									

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	Search and Governance Committee											
	Standing items at each meeting <ul style="list-style-type: none"> • Declarations of Interest • Apologies for absence • Approval of minutes from previous meeting • Matters arising – action points from previous meeting(s) • Agreed any other business items 		x				x			x		
I	Review of membership of Board and Committees		x				x			x		
A	Annual report on the Governors' Development & Training		x									
I	Termly Review of Governors' Development & Training		x				x			x		
A	Appointment of new members, reappointments of members, as appropriate		x				x			x		
I	Review of attendance at meetings		x				x			x		
A	Review of governance documents such as <ul style="list-style-type: none"> - Instrument & Articles - Terms of Reference & Standing Orders for Board & Committees - Code of Conduct 									x		
A	Audit of Compliance with Code of Good Governance for English Colleges		x									
I	Review of governor skills audit, as appropriate		x				x			x		
A	Monitoring of Governor self-assessment/QIP		x				x			x		
A	Governor self-assessment process for 2020/21									x		
A	Annual report of the Search and Governance Committee for 2019/20		x									
I	Annual review of the business of the Search and Governance Committee		x									
A	Annual review of the restricted minutes of the Search and Governance Committee		x									
A	Review of College Governance with Members of the Corporation						x					
A	Risk Management – Termly Risk Register review		x				x			x		

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	Senior Postholders' Employment Committee												
	Standing items at each meeting <ul style="list-style-type: none"> • Declarations of Interest • Apologies for absence • Approval of minutes from previous meeting • Matters arising – action points from previous meeting(s) • Agreed any other business items 										X		
A	Review pay, terms and conditions of employment, performance of Senior Postholders and /Director of Governance											X	
A	Audit of Compliance with Senior Postholders Remuneration Code											X	
A	Relevant College Policies relating to senior postholders											X	
A	Senior Postholders' Employment Committee Terms of Reference and annual schedule of business for 2021/22											X	
A	Annual Report of the Senior Postholders' Employment Committee											X	
A	Annual Statement to the Board on senior pay											X	

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	Strategy Committee											
	Standing items at each meeting <ul style="list-style-type: none"> • Declarations of Interest • Apologies for absence • Approval of minutes from previous meeting • Matters arising – action points from previous meeting(s) • Agreed any other business items 			x				x		x		
I/A	To consider and advise the Board on any proposals for the College that <ul style="list-style-type: none"> • Meets the education and training needs of the students, stakeholders, the community and employers • Secures the long term sustainability of the College • Contributes to ongoing investment in the College 			x				x		x		
A	Annual Report of the Strategy Committee for 2019/20			x								
A	Terms of Reference and Standing Orders and annual schedule of business for the Strategy Committee for 2021/22									x		
A	Annual review of College Strategic Statement and progress against strategic aims									x		

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	Corporation Board											
	Standing items at each meeting <ul style="list-style-type: none"> • Declarations of Interest • Apologies for absence • Approval of minutes from previous meeting • Matters arising – action points from previous meeting(s) • Agreed any other business items 											
I	Learner Voice				x			x				x
I/A	Membership report – appointment of new members, reappointment of members, as appropriate				x			x				x
A	Annual review of College Strategic Statement and progress against strategic aims										x	x
I	KPI Dashboard for Finance and Quality				x			x				x
I	Chief Executive’s report				x			x				x
A	Committee reports and endorsement of recommendations from committees				x			x				x
A	Governors’ self-assessment for 2020/21										x	
A	Annual review of restricted minutes				x							
I	Annual review of the business of the Corporation Board				x							

Approved by each Committee: June 2020
Approved by Corporation Board: 9 July 2020