



Agenda Planner 2023/24 (updated Jan 2024)

All Committee agendas include the following standing items:

- Apologies
- Declaration of Interest
- Minutes of the previous meeting
- Matters arising from the Minutes
- Any other Business
- Determination of confidentiality
- Date of the next meeting

Membership 2023/24	
Ms S Whitworth Ms R Drury (co-opted) Ms C Watterston (chair)	In Attendance: Ms H Brian (Clerk) Ms C Coupland, (Assistant Principal) (as appropriate) Mr M Smtih - Connor (Principal) (as appropriate) Ms L Paddon, HR Director (as appropriate) Ms M Dean (Assistant Principal) (as appropriate)

Meetings take place at 5pm via Teams

Date	Outline agenda
5 th October 2023	<p>Staffing matters: (R&P members, clerk and staff as necessary)</p> <ul style="list-style-type: none"> - Staff Pay Framework and Awards: Update to include annual reviews of i) working time (specific reference to contact time) and ii) management responsibilities allowances. (so full range of information submitted for consideration). (to recommend / approve) - Year end Staffing Report / Performance Management (to receive) (equality objective 3) - General Staffing Policy Reviews as necessary (to recommend for approval) - KPI progress review (People KPIs relevant for committee) - Wellbeing strategy (to receive) - BAF assurance Reviews as necessary <p>Remuneration matters: (R&P members only and clerk)</p> <ul style="list-style-type: none"> - Remuneration and performance review for all SPH (to receive – Clerk to leave for this item) - Remuneration of Governors Expenses policy – extra-ordinary work (to approve) - SPH Remuneration report (to approve)
16 th April 2024	<p>Staffing matters: (R&P members, clerk and staff as necessary)</p> <ul style="list-style-type: none"> - Staff Pay Framework and Awards: Update to include annual reviews of i) working time (specific reference to contact time) and ii) management responsibilities allowances. (so full range of information submitted for consideration). (if necessary) (to approve / recommend) - Gender Pay Gap Report* (equality objective 1 and 3) – snap shot review March 31st 2023 (meeting held late in april to allow for benchmarking) - Policy Reviews (as necessary) (to recommend for approval) - BAF assurance reviews as necessary - Equality, Diversity and Inclusion Annual Report (staff & Students) (To receive)

	<p>Remuneration matters: (R&P members only and Clerk)</p> <ul style="list-style-type: none"> - Mid-year review for SPH (to receive)
11 th June 2024	<p>Staffing matters: (R&P members, clerk and staff as necessary)</p> <ul style="list-style-type: none"> • Staff Pay Framework and Awards: Update (if necessary) to include annual reviews of i) working time (specific reference to contact time) and ii) management responsibilities allowances. (so full range of information submitted for consideration). (to recommend / approve) • General Staffing Policy Reviews as necessary. (to recommend for approval) • CPD review and plan for next academic year (to receive) • BAF assurance reviews as applicable <p>Remuneration matters: (R&P members and clerk only)</p> <ul style="list-style-type: none"> • Annual review of Remuneration Policy, Framework and Criteria for Senior Post Holders (to approve) • Self- Assessment of Committee Work/Business (to inform corporation) • Terms of Reference: Annual Review (to inform corporation)

□ **SEARCH & GOVERNANCE COMMITTEE**

Membership 2023/24	
Committee: Ms L Lomas (Chair) Mr M Smith-Connor Ms J Muscroft (co-optee)	In attendance: Ms H Brian, Clerk Ms C Coupland (Assistant Principal as required)

Meetings take place at 5.00 pm via Teams

Meeting Date	Outline Agenda
17 th October 2023	<ul style="list-style-type: none"> • Governor Vacancies / members report (to receive and make recommendations) • Stakeholder Engagement Framework, Plan and Tracker: annual review • Governor attendance review (to receive) (equality objective 3) • Governor training annual programme and policy review.(to approve) • Skills training and development audit (to receive) • Code of Governance Compliance Report (to receive) • Governance Self- Assessment Review (to recommend to corporation) • Governance Quality Improvement Plan (to recommend to corporation) • BAF Assurance Review – Governance (to determine) • Horizon scanning – national developments impacting on governance framework
29 th February 2024	<ul style="list-style-type: none"> • Governor Vacancies / members report (to receive / make recommendations) • Policy reviews (as applicable) (to recommend) : <ul style="list-style-type: none"> - Access to Corporation Information - Guidance for Clerk on public access to meetings of the Corporation - Policy for nomination and election of Chair and Vice Chair of the Corporation (every 3 years or as required) - Procedure for the removal of a Governor from office for reasons other than statutory disqualification. (annual review) Annual review of Policies: - Selection of Governors - Succession planning - Governor Induction Policy - Mentoring Policy • Governance Quality Improvement Plan – Progress Review (to receive) • Feedback from stakeholder events (to receive) • Horizon scanning – national developments impacting on governance framework
13 th June 2024 No additional staff presence needed	<ul style="list-style-type: none"> • Governor Vacancies (to receive / make recommendations) • Annual Reviews (to recommend) : <ul style="list-style-type: none"> - Standing Orders - Code of Conduct - scheme of delegation - Self assessment framework • Self-Assessment : Business & annual review of Terms of Reference (to inform corporation) • Horizon scanning – national developments impacting on governance framework

□ **FINANCE & RESOURCES COMMITTEE**

Membership 2023/24	
Ms S Whitworth Mr P Cropper (co-opted) Mr M Smith-Connor (Chair) Mr T Hosker	In attendance: Mr J Flynn - CFO Ms H Brian , Clerk Mrs C Coupland (Assistant Principal)

Meetings take place at 5.00pm via Teams

Date	Outline agenda
23rd October 2023	<p>Finance:</p> <ul style="list-style-type: none"> • Update on Year end accounts (receive & approve for submission to external auditors) • Latest Management Accounts (receive) • Reserves policy (to approve) • Bank Mandate (and revised signatures) (approve) • Review of financial parameters / assumptions to inform budgeting and forecasting (to recommend to corporation) post CSR - if possible • Finance Dashboard (all relevant strategic KPIS) • BAF assurance reviews as applicable <p>Estates:</p> <ul style="list-style-type: none"> • Capital Project: Review (to receive) • KPI progress review (All relevant strategic KPIS) <p>Health & Safety:</p> <ul style="list-style-type: none"> • H&S Year end report (to receive) • Policy review due (last undertaken 2020) <p>ESG:</p> <ul style="list-style-type: none"> • Property Strategy Group : Environmental Sustainability Strategy (to receive)
27th Nov 2023 (to join audit committee meeting for shared items only)	<p>Finance:</p> <ul style="list-style-type: none"> • External Audit Report (to receive and make comments) • Financial Statements & Members Report (to receive and make comments) • Management Letter (to recommend to receive and make comments) • BAF assurance reviews as applicable <p>Estates:</p> <ul style="list-style-type: none"> • Capital Project: Review (to receive – if applicable)
20th March 2024	<p>Finance:</p> <ul style="list-style-type: none"> • Latest Management Accounts (to receive) • Review of financial parameters to inform budgeting and forecasting in light of CSR • BAF assurance reviews as applicable • ESFA conditions of funding (to receive if available) □ ESFA financial dashboard - if available. □ Finance Dashboard (all relevant strategic KPIS) <p>Estates:</p> <ul style="list-style-type: none"> • Capital projects (to receive) <p>Health and Safety</p> <ul style="list-style-type: none"> • H&S mid year report (to receive)

24 th June 2024	<p>Finance:</p> <ul style="list-style-type: none"> • Latest management accounts (to receive) • Review of financial parameters and financial KPIS to inform budgeting and forecasting in light of CSR and outcome of strategy planning day and to inform commentary (to recommend to corporation) – ESFA return • Financial Health of College (to recommend) – ESFA Return • Fees & Charges Policy (to approve) • Business travel and expenses Policy (to approve) • Financial Regulations (to recommend any changes) • BAF assurance reviews as applicable • Finance Dashboard (all relevant strategic KPIS) • liability renewal declaration (to sign off as applicable) <p>Estates:</p> <ul style="list-style-type: none"> • Capital projects (to receive) <p>Health & Safety:</p> <ul style="list-style-type: none"> • Policy review if applicable. (last undertaken 2020 – moved to autumn 2023) <p>Other:</p> <ul style="list-style-type: none"> - Self Assessment of Committee Work/Business & annual review of terms of reference (to inform corporation)
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□ **AUDIT COMMITTEE**

Membership 2023/24	
Mr N Uppal (Chair/Co-opted) Ms P Cooke Mr S Williams	In Attendance: Ms H Brian, Clerk Mr J Flynn CFO Ms C Coupland (Assistant Principal) Ms M Smith-Connor (Principal – observing) Internal Audit (Tiaa) External Audit(Wylie & Bissett)

Cross-membership of the Audit and the Finance & Resources Committees is prohibited.

Meetings take place at 5.00pm via Teams

Date	Outline agenda
26th September 2023	<ul style="list-style-type: none"> • Internal Audit Reports (to receive) • Recommendation tracking (to receive) • Annual Internal Audit Report (to receive) • TPS (to receive) • Internal Audit Strategy Update (to receive) • BAF / Risk Register: A Review (to receive) • Post 16 Audit Code of Practice inc Self assessment questionnaire. (to approve) • Cyber security breaches, data breaches and testing report (to receive) term 3 to date • BAF assurance reviews as applicable
27th November 2023 (to be joined by F&R members for elements of agenda *)	<ul style="list-style-type: none"> • Internal Audit Reports (if applicable) (to receive) • Recommendation Tracking (to receive) • *Financial Statements & Members Report (to recommend to corporation) • *Management Letter (to recommend to corporation) • Annual Audit Committee Report (to approve) • Data Protection and Security Report (to receive) if necessary • BAF assurance reviews as applicable • ABC policy and response plan
12 th March 2024	<ul style="list-style-type: none"> • Internal Audit Reports (to receive) • Recommendation tracking (to receive) • Cyber security breaches, data protection breaches and testing report (to receive) term 1 • Risk Register: A Review (to receive) • Disaster Recovery Plan (Biennial Review- due formally 2023) • External Audit Strategy and Planning Memorandum (to approve) • BAF assurance reviews as applicable • Audit finding : The procurement waiver process be formalised, each instance documented to preserve an audit trail, approved at an appropriate level and periodically reported to the Audit Committee.
18th June 2024	<ul style="list-style-type: none"> • Recommendation tracking (to receive) • Risk Management Policy – Biennial review (to approve) • Cyber security breaches, general data breaches and testing report (to receive) term 2 • Appointment of Internal Audit Service (to recommend) • Appointment of Financial Statement Auditors. (to recommend) • Whistleblowing Policy (annual review) (to recommend) • Self Assessment of Committee Work/Business and annual review of Terms of Reference (to determine) • Performance indicators for Auditors (to determine) • Post 16 audit code of practice (to receive) • BAF assurance reviews as applicable

CORPORATION

Membership 2023/24

In attendance:
other SLT members as invited.

Mr M Smith-Connor,
Principal

All Corporation agendas include the following standard items:

- Apologies
- Declaration of Interest
- Minutes of the previous meeting
- Matters Arising from the Minutes
- Corporate Report
- Governors Committees: Chairpersons Feedback
- Any Other Business
- Learner Impact Reflection
- Determination of Confidentiality
- Date of next Meeting

Risk Assurance Reviews to also be incorporated into relevant committee / corporation agenda plans as per review cycle.

- ☐ **All Meetings commence at 5.00pm to be held in college**
(except for strategy planning days – proposed times indicated)

<i>Date</i>	<i>Outline agenda</i>
6th September 2023	<ul style="list-style-type: none"> Summary Outcome of results annual review of achievement, retention and success rates including EDI student data; Equality Objective 2 (to receive)
23rd November 2023	<ul style="list-style-type: none"> Corporate report (inc Complaints data / stakeholder feedback) to include changes to entry requirements as needed. Safeguarding annual report and policy review (inc Prevent) (to receive) Ofsted report : thematic review of safeguarding - action planning BAF reviews as applicable Remuneration of SPH (reserved item) (to approve) Committee feedback (as applicable) (to receive / approve) Annual review of Risk Register – confirmation of all (to receive) BAF reviews as applicable College SAR (and Governance SAR) (to approve) (equality Objective 2) Quality Improvement Plan / targets for Strategic plan (to approve)

14th December 2023	<ul style="list-style-type: none"> • Audit Committee Annual Report (to receive) • External audit report (to receive) • Financial Statements & Management Letter (to approve) • Corporate report (to receive) • Policy reviews (as applicable) (to approve) • Committee feedback (as applicable) (to receive/ approve) • R&P annual report (to receive and to publish) • BAF reviews: as applicable (to determine)
23rd February 2024 10-3pm	<ul style="list-style-type: none"> • STRATEGY PLANNING DAY 10am – 3pm • ALL SLT
16th May 2024	<ul style="list-style-type: none"> • Corporate report including : • Policy reviews (as applicable) • Committee feedback (as applicable) * • Funding Allocation / Financial parameters /KPI (review) • Strategy planning/ curriculum planning as necessary from strategy planning day. • Part 2 accountability agreement return
4th July 2024	<ul style="list-style-type: none"> • EFSA CFFR return (to approve) • Financial Forecast & Budget • Financial Health of College • Corporate Report including: stakeholder survey findings Admissions Policy and Procedure; Entry Criteria • SLT update on academisation conversations/exploration (if applicable) • Schedule of meetings and events/Agenda planner (to approve) • Committees' revised Terms of Reference (to receive/ approve) • Safeguarding policy • Policy Reviews (as applicable) (to approve) • Committee feedback (as applicable) (to receive / approve) • Annual review of Risk Register (to receive) • BAF reviews as applicable