

HEREFORDSHIRE LUDLOW AND NORTH SHROPSHIRE COLLEGE
Business Items Timetable for Board & Committees 2022/23

	CORPORATION	AUDIT	FINANCE AND EMPLOYMENT	QUALITY AND STANDARDS	SEARCH AND GOVERNANCE
OCT	Principal's Report including: - Full time enrolment 2022/23: FE and HE AOP completion previous year and AOP/KPIs current year Strategic Plan and targets Management accounts Governance recommendations (attendance, Committee membership, appoint Chairs, decisions taken previous year, confidential minutes) Governors' summary of performance (Governors self assessment) Governors' Workshop: Venue: TBC				
NOV		Annual Value for Money Report ACOP regularity self-assessment questionnaire RSM's Internal Auditor's Annual Report for the year ended 31 July 2022 Mazars' Management Letter for the year ended 31 July 2022 Annual Risk Management Report to 31 July 2022 Audit Committee's Annual Report to 31 July 2022 Committee to approve the annual report and financial statements to 31 July 2022 and make a recommendation to the Board	Annual Employment Reports 2021/22: - Staff Report including staff development Gender pay gap report Health and Safety Report Health and Safety Policy and minutes of H&S Committee Annual Accommodation/ Estates Report Management Accounts including learner no's and funding update Financial Statements Sub-contracting Policy 2022/23 (for Board approval) Annual Treasury Management Report Revised Financial	Student outcomes and student experience: - Qualification Achievement Rates 2021/22 Graduate outcomes 2022 Courses identified in serious concern (verbal update) NSS results 2022 (HE) Developmental observation cycle and learning walks Policies as applicable Single Equality Scheme 2022/23 Minutes of the Safeguarding, Equality and Diversity Committee, Child Protection and Safeguarding Annual Report 2021/22 Safeguarding Annual Plan 2022/22 Safeguarding and Child Protection Policy (Board approval)	Governors' data Skills Audit October 2022 Equality and Diversity Profile October 2022 Attendance 2021/22 Succession planning - Board/Cttee vacancies Governors' feedback and self assessment /development plan Governors' training needs report and Workshop programme Standing orders, terms of reference and scheme of delegation (biannually)

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		<p>Letter of representation Internal Audit progress report, audits and sector briefings Board Assurance Framework (BAF) Risk Register College risk evaluation (from insurers if provided) Recommendation tracker Training and development update: TBC</p>	<p>Regulations</p>	<p>Prevent Strategy Action Plan 2022/23-2023/24 Prevent Risk Assessment 2022/23-2023/24 Student Discipline and Complaints: Student Discipline Annual Report 2021/22 and student Complaints: Annual Report 2021/22 Self Assessment Report and Quality Improvement Plan Annual Quality Report – Higher Education and Enhancement Action Plan Strategic Higher Education Committee minutes Stakeholders' satisfaction, account of employer/communities college serves towards meeting education and training (Option to report in AOP) Careers Programme 2022/23 and progress against the Gatsby benchmarks Sub-contracting termly meeting minutes</p>	
DEC	<p>Principal's Report Approve/review Strategic Plan (as applicable) KPIs Student destination data Annual assurance reports: -RSM Internal Audit Service's Annual Report to 31 July 2022, and Audit Committee's Annual Report to 31 July 2022 Financial Statements, Management</p>				

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	CORPORATION	AUDIT	FINANCE AND EMPLOYMENT	QUALITY AND STANDARDS	SEARCH AND GOVERNANCE
	Letter, Letter of Engagement and Letter of Representation Remuneration Committee annual report (option to embed in financial statements) Approve Safeguarding policy Self Assessment Report (previous year) QIP (current year) Approve sub-contracting policy Standing orders, terms of reference and scheme of delegation (biannually) Minutes of Committees Management accounts BAF/risk register Annual Reports: - Business Plan Health and Safety and Health and Safety Policy Staff and staff development Safeguarding Equality and Diversity Estates/Accommodation Risk Management Value for Money Treasury Management Venue Hereford Campus				
JAN					
FEB	AWAY DAY 12.30pm Strategy Venue TBC	<i>Tender for internal and external auditors</i>			Remuneration Committee decide whether to commission independent SPH salary review (biannually last commissioned 2022)

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	CORPORATION	AUDIT	FINANCE AND EMPLOYMENT	QUALITY AND STANDARDS	SEARCH AND GOVERNANCE
MAR	Commission review of senior postholders' salaries (2024 onwards)	Internal Audit progress report, audits and sector briefings Board Assurance Framework (BAF) Risk Register Recommendation tracker Training and development update: TBC Discuss tendering for FS auditors 2024 and Internal Audit Service in 2025/and or option to reappoint for 2 more years	Staff Report Personnel and HR Action Plan Health and Safety Report Management accounts including learner no's ESFA correspondence regarding the College's financial statements 2021/22 and dashboard: Tuition Fee and Remission Policy 2022/23	Student outcomes and student experience: - Retention 2022/23 Attendance 2022/23 Student progress 2022/23 Nov 2022 GCSE results Apprenticeship 2022/23 Learner voice 2022/23 National Achievement Rate Tables 2021/22 DofE Performance Table Headlines Courses identified in serious concern (Confidential) Developmental observation cycle and learning walks L&M: Equality and Diversity Report Child Protection and Safeguarding Report Minutes of the Safeguarding, Equality and Diversity Meeting Minutes of the Deputy Designated Safeguarding Leads Meeting Quality (Self Assessment Report/Quality Improvement Plan Update HE Self Evaluation Document Strategic Higher Education Committee minutes Sub-contracting Provision 2022/23 (verbal) Quality Policy and Procedures if applicable	Succession planning - Board/Cttee vacancies Governors' workshop programme Format for assessment: 1:1 appraisals, self assessment Governors' Training report and Workshops Report against AoC Code of Governance
APR	Principal's Report Student enrolments and 2023/24 finances based on enrolment scenarios				

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	<p>KPIs ESFA correspondence: College's financial statements 2021/22 and dashboard Tuition Fee and Remission Policy BAF/risk register Management accounts including learner no's Learner voice feedback Student destination report (external) Minutes of Committees Equality & Diversity report Schedule of dates for Board and Committee meetings 2023/24 Appoint Internal Auditors Appoint Financial Statements (including Regularity) Auditors</p> <p>Venue TBC Governors' Workshop</p>				
MAY					Clerk to ascertain interest in Chair/VC/Committee Chair roles
JUN	<p>REMUNERATION COMMITTEE: Election of Chair next year Terms of Reference Self assessment Pay Review for Senior Postholders and Clerk to Corporation</p> <p>Clerk to arrange SPH appraisals and review of job descriptions on 3 year cycle. <i>Principal: 2020</i> <i>Deputy Principal 2022</i> <i>Director of Finance 2022</i> <i>Clerk to the Corporation 2022</i></p>	<p>Election of Chair next year Terms of Reference Self assessment Counter Fraud Self Assessment Internal Audit progress report, audits and sector briefings TIAA's Audit Needs Strategy (IAS) Mazars' Audit strategy memorandum (financial statements auditors) Board Assurance Framework (BAF)</p>	<p>Election of Chair next year Terms of Reference Self assessment Employment Reports: - Health and Safety Report Staff Report Gender pay gap report (current year) Management accounts Write off bad debts, if any Budget update 2023/24 and draft cashflow forecast (information) College pay award</p>	<p>Election of Chair next year Terms of Reference Self assessment Student Outcomes and Student Experience Applications 2023/24, retention 2022/23, achievement 2022/23, attendance 2022/23 Developmental observation cycle and learning walks Minutes of the Safeguarding, Equality and Diversity Meeting Monitor implementation of SAR and QIP Stakeholders' satisfaction, account</p>	<p>Election of Chair next year Terms of Reference Succession planning - Board/Cttee vacancies Update on Governors' assessment: process Governors' Workshop programme Board and Committees' business timetable for next year</p>

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		Risk Register Recommendation tracker Training and development update: TBC Assessment of Auditors' performance		of employer/communities college serves towards meeting education and training (Option to report in AOP)	
JUL	Principal's Report Review progress of strategic targets and agree targets for next year Review KPIs TIAA's Audit Needs Strategy (IAS) Mazars' Audit Strategy memorandum (financial statements auditors) Minutes of Committees Management accounts BAF/risk register Self assessment Timetable of Board and Committees' business 2023/24 College pay award Senior Postholders and Clerk to Corporation's Pay Award Budget 2023/24 and cashflow forecast Venue TBC Governors' Workshop				