

**HEREFORDSHIRE LUDLOW AND NORTH SHROPSHIRE COLLEGE**  
**Business Items Timetable for Board & Committees 2024/25 (working copy subject to regular updates)**

	<b>CORPORATION</b>	<b>AUDIT</b>	<b>FINANCE AND EMPLOYMENT</b>	<b>CURRICULUM AND QUALITY</b>	<b>SEARCH AND GOVERNANCE</b>
<b>OCT</b>	Principal's Report including: - student enrolment update 2023/24: AOP completion previous year and AOP/KPIs current year LSIP and Accountability Statement Management accounts Capital projects update Governance recommendations (attendance, Committee membership, appoint Chairs, Vice Chairs. decisions taken previous year, confidential minutes) Governors' summary of performance (Governors self-assessment)				

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<b>NOV</b>		<p>Annual Value for Money Report  ACOP regularity self-assessment questionnaire  RSM's Internal Auditor's Annual Report for the year ended 31 July 2023  Mazars' Management Letter for the year ended 31 July 2023  Annual Risk Management Report to 31 July 2023  Audit Committee's Annual Report to 31 July 2023  Committee to approve the annual report and financial statements to 31 July 2023 and make a recommendation to the Board  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  Consideration of re-tender/extension of Auditors as appropriate to contract term.</p>	<p>AOP report  Annual Employment Reports 2022/23: -  Staff Report including staff development  Gender pay gap report  Health and Safety Report  Health and Safety Policy and minutes of H&amp;S Committee  Personnel action plan 2023/24  Annual Accommodation/ Estates Report  Annual Treasury Management Report  Revised Financial Regulations  Subcontracting Policy 2023/24 (for Board approval)  Management Accounts, learner numbers and funding update  Capital projects update  Financial Statements to 31 July 2023</p>	<p><b>Curriculum</b>  Term 1 Curriculum Review  Local Skills Improvement Plan  Curriculum Projects  New Curriculum Approvals</p> <p><b>Quality</b>  Quality Improvement Report  Draft Self-Assessment Report  Final FE Data  Annual HE Report  Final HE Data  Individual Review of Teaching, Learning and Assessment  Learning Walk Summary Report  Accelerated Quality Improvement and Support Plans</p> <p><b>Safeguarding, Equality and Diversity</b>  Child Protection and Safeguarding Report  Equality and Diversity Report</p> <p><b>Minutes for information</b>  Safeguarding, Equality and Diversity Committee  Safeguarding Network Meeting  Subcontracting - The Skills Network  Residential Provision  Quality Day</p>	<p>Governors' data  Skills Audit October 2023  Equality and Diversity Profile October 2023  Attendance 2022/23  Succession planning - Board/Cttee vacancies  Governors' feedback from self assessment and development plan  Governors' training needs report and Workshop programme including outline focus for annual strategy meeting in February  Standing orders, terms of reference and scheme of delegation (at least biannually)</p>
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				<p>SAR moderation event</p> <p><b>Policies</b></p> <p>Safeguarding and Child Protection Policy</p> <p><b>Annual Reports and Plans</b></p> <p>Annual Student Disciplinary Report</p> <p>Annual Complaints Report</p> <p>Equality and Diversity SAR - strengths and areas for development</p> <p>Single Equality Scheme</p> <p>Safeguarding SAR - strengths and areas for development</p> <p>Prevent Strategy</p> <p>Prevent Risk Assessment</p> <p>Mental Health Strategy Action Plan</p> <p>Draft Annual Operating Plan</p>	
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<b>DEC</b>	Principal's Report AOP/KPIs Student destination data Annual assurance reports: - TIAA Internal Audit Service's Annual Report to 31 July 2023, and Audit Committee's Annual Report to 31 July 2023 Financial Statements, Management Letter, Letter of Engagement and Letter of Representation Remuneration Committee annual report (option to embed in financial statements) Approve Safeguarding policy Approve Single Equality Scheme Approve Self Assessment Report (previous year) QIP (current year) and HE annual quality report Approve subcontracting policy Standing orders, terms of reference and scheme of delegation (at least biannually) Approve Health and Safety Policy/Statement Minutes of Committees Management accounts BAF/risk register Annual Reports: - Health and Safety Staff and staff development Safeguarding Equality and Diversity Student Discipline Report Student Complaints Report				

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	Estates/Accommodation Risk Management Value for Money Treasury Management				
<b>JAN</b>					
<b>FEB</b>					
<b>MAR</b>	Principal's Report Student enrolments and 2024/25 finances based on enrolment scenarios KPIs AOP Annual Accountability Statement ESFA correspondence: College's financial statements year ended July 2023 and dashboard Tuition Fee and Remission Policy Minutes of Committees Appoint Internal Auditors and Financial Statements (including Regularity) Auditors if applicable	Internal Audit progress report, audits and sector briefings Board Assurance Framework (BAF) Risk Register Recommendation tracker Training and development update: TBC  <i>Check timescale to re-tender for auditors annually (appointed 2022 for 3 years with option for 2 annual extensions)</i>	AOP report Staff Report Health and Safety Report Management accounts Capital projects update ESFA correspondence regarding the College's financial statements 2022/23 and dashboard: Tuition Fee and Remission Policy 2024/25	<b>Curriculum</b> Term 2 Curriculum Review Application Report Curriculum Projects New Curriculum Approvals  <b>Quality</b> Quality Improvement Report National Comparators HE KPIs and Student Voice Student Voice Survey Results Apprentice Voice Survey Results  <b>Learning Walk Summary Report</b> Accelerated Quality Improvement and Support Plans  <b>Safeguarding, Equality and Diversity</b> Child Protection and Safeguarding Report (Update) Equality and Diversity Report (Update)	Succession planning - Board/Cttee vacancies Governors' workshop programme Format for self assessment of the Board, unless in the year independent review of governance commissioned (every 3 years) Governors' Training report and Workshops Report against AoC Code of Governance

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				<b>Minutes for information</b> Safeguarding, Equality and Diversity Committee Safeguarding Network Meeting Subcontracting - The Skills Network Residential Provision Quality Day  <b>Policies</b>  <b>Annual Reports and Plans</b> Annual Operating Plan 2023/24 - progress update	
<b>APR</b>					
<b>MAY</b>					
<b>JUN</b>	<b>REMUNERATION COMMITTEE:</b> Election of Chair and Vice Chair next year Terms of Reference Self assessment Pay Review for Senior Postholders and Clerk to Corporation	Election of Chair and Vice 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) Risk Register	AOP Report Election of Chair and Vice Chair next year Personnel Action Plan 2023/24 Terms of Reference Self assessment Employment Reports: - Health and Safety Report Staff Report Gender pay gap report (current year) Management accounts Capital projects update Write off bad debts, if any (check against ONS reclassification)	Election of Chair and Vice Chair next year Terms of Reference Self assessment  <b>Curriculum</b> Term 2 Curriculum Review Application Report Curriculum Projects New Curriculum Approvals  <b>Quality</b> Quality Improvement Report National Comparators HE KPIs and Student Voice	Election of Chair and Vice 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

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		Recommendation tracker Training and development update: TBC Assessment of Auditors' performance	Budget update 2024/25 and draft cashflow forecast (information) College pay award	Student Voice Survey Results Apprentice Voice Survey Results  <b>Learning Walk Summary Report</b> Accelerated Quality Improvement and Support Plans  <b>Safeguarding, Equality and Diversity</b> Child Protection and Safeguarding Report (Update) Equality and Diversity Report (Update)  <b>Minutes for information</b> Safeguarding, Equality and Diversity Committee Safeguarding Network Meeting Subcontracting - The Skills Network Residential Provision Quality Day  <b>Policies</b>  <b>Annual Reports and Plans</b> Annual Operating Plan 2023/24 - progress update	
<b>JUL</b>	Principal's Report Review progress of strategic targets and agree targets for next year if applicable Review KPIs AOP TIAA's Audit Needs Strategy (IAS)				

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	Mazars' Audit Strategy memorandum Minutes of Committees Board self assessment Timetable of Board and Committees' business 2024/25 College pay award Senior Postholders and Clerk to Corporation's Pay Award Budget 2024/25 and cashflow forecast Management accounts BAF/risk register				