Annual timetable of business

October

Remuneration Committee
Election of Chair and Vice Chair
Terms of Reference & Self-assessment
Pay review: Senior Postholders and Clerk to Corporation
Scheme of Delegation review
Board Assurance Framework
Summary for Board

Corporation
Principal's Report, including:
Student enrolment update
Strategy development update
AOP completion previous year and AOP/KPIs current year
LSIP and Accountability Statement
Management accounts
Capital projects update
Governance recommendations (attendance, Committee membership, appointment of Chairs/Vice Chairs, previous year's decisions, minutes)
Governors' summary of performance (Governors' self-assessment)

November

Finance & Employment Committee

<u>Annual Employment Reports</u>
 	
   Staff Report
 	
   Staff Development Report
 	
   HR update and news

<u>Health & Safety</u>
 	
   Health and Safety Report
 	
   Health & Safety Policy and minutes of H&S Committee

Annual Operating Plan (verbal update and discussion)

<u>Financial reports</u>
 	
   Management Accounts for year ended 31st July with reconciliation to Financial Statements
 	
   Members' Report and Financial Statements for year ended 31st July 2025 (Draft)
 	
   Consideration of 'Going Concern' status, incl. learner numbers and funding update
 	
   Governing Body Finance Dashboard and CFFR letter
 	
   Management Accounts (to end of October)
 	
   Annual Treasury Management Report
 	
   Annual Accommodation/Estates Report
 	
   Capital projects update
 	
<u>Policies</u>
 	
   Draft FY25 Financial Regulations

Scheme of Delegation review
Board Assurance Framework
Summary for Board

Search & Governance Committee
Governor data
Register of Interests
Equality & Diversity Report
Confirmation of Eligibility of Governors
Governor attendance report
Governor profiles
Recruitment & succession planning
Succession planning (Governor Term of Office report)
Recruitment of independent governors
Recruitment of staff governors
Recruitment of student governors
Committee membership
Governor training & development
Skills Audit
Year-Start survey results
Workshop programme
Governance documents
Standing Orders, Terms of Reference and Scheme of Delegation
AoC Code of Good Governance template review
Scheme of Delegation review
Board Assurance Framework
Summary for Board

Curriculum & Quality Committee

Curriculum

Term 1 Curriculum Review

Local Skills Improvement Plan Progress Report

New Curriculum Approvals

Project and Business Development Report

Quality

Quality Improvement Report

Final FE Data

Draft Self-Assessment Report

Annual HE Report

Final HE Data

Individual Review of Teaching, Learning and Assessment

Learning Walk Summary Report - Term 1

Behaviour – Stage 3 and 5 Misconduct Meeting Record

Accelerated Quality Improvement and Support Plans (update for next year)

Safeguarding, Equality and Diversity

Child Protection and Safeguarding Report

Equality and Diversity Report

Minutes for information

Safeguarding, Equality and Diversity Committee

Safeguarding Network Meeting

Subcontracting - The Skills Network

Residential Self-Assessment Report

Quality Day

SAR moderation event

Policies

Safeguarding and Child Protection Policy

Annual Reports and Plans

Annual Student Disciplinary Report

Annual Complaints Report

Single Equality Scheme

Safeguarding & Prevent Strategy (to be discussed in 2026)

Prevent Risk Assessment

Mental Health Strategy Action Plan

Draft Annual Operating Plan

Audit Comm request to confirm level of BAF risk D2 relating to safeguarding
Scheme of Delegation review
Board Assurance Framework
Summary for Board

December

Audit Committee
Annual reports and financial statements
Internal Auditor's Summary Internal Controls Assurance Report for year ended 31st July 2025
Internal Auditor's Internal Audit Annual Report
External Audit Completion Report for the year ended 31st July 2025
Letters of Representation for financial statements and regularity audits
Audit Committee's Annual Report to 31st July 2025
ACOP Regularity Self-assessment Questionnaire 2024-25
Annual Report and Financial Statements to 31st July 2025
Internal Auditor's Annual Plan (current academic year)
Internal Auditor's reports
Curriculum planning
Risk Management – Mitigating Controls
Value for Money Annual Report to 31st July 2025
Audit Recommendation Tracking Report
Risk Management
Risk Register
Board Assurance Framework
Annual Risk Management Report to 31st July 2025
Emerging sector risks letters to Chairs from OfS
Tender process for internal and external auditors
Scheme of Delegation review
Board Assurance Framework
Summary for Board

Corporation
Principal's Report
Strategy development update
AOP/KPIs
Student destination data
Annual assurance reports: Internal Audit Service's Annual Report and Audit Committee's Annual Report (both to 31st July of previous academic year)
Financial Statements, Management Letter, Letter of Engagement and Letter of Representation
Remuneration Committee annual report
Approve Safeguarding policy
Approve Single Equality Scheme
Approve Self-Assessment Report (previous year) QIP (current year) and HE annual quality report
Approve sub-contracting 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
Estates/Accommodation
Risk Management
Value for Money
Treasury Management
College Governing Body Finance Dashboard
College Financial Forecasting Return (CFFR)

March

Finance & Employment Committee
AOP report
Staff Report
Gender Pay Gap Report
Health and Safety Report
Management accounts
Capital projects update
ESFA correspondence regarding College's financial statements (previous academic year) and dashboard
Tuition Fee and Remission Policy (current academic year)
Scheme of Delegation review
Board Assurance Framework
Summary for Board

Search & Governance Committee
Succession planning - Board/Committee vacancies
Succession planning - review any term extensions due in following 9 months
Governors' workshop programme
Format for self-assessment of Board, unless in-year independent review of governance is commissioned (every 3 years)
Governors' training report and workshops
AoC Code of Good Governance template review
Scheme of Delegation review
Board Assurance Framework
Summary for Board

Curriculum & Quality Committee
Curriculum
Term 2 Curriculum Review
Application Report
Curriculum Projects
New Curriculum Approvals
Quality
Quality Improvement Report
National Comparators
HE KPIs and Student Voice
Student Voice Survey Results
Apprentice Voice Survey Results
Learning Walk Summary Report
Accelerated Quality Improvement and Support Plans
Safeguarding, Equality and Diversity
Child Protection and Safeguarding Report (update)
Equality and Diversity Report (update)
Minutes for information
Safeguarding, Equality and Diversity Committee
Safeguarding Network Meeting
Subcontracting - The Skills Network
Residential Provision
Quality Day
Policies
Annual Reports and Plans
Annual Operating Plan (previous academic year) progress update
Scheme of Delegation review
Board Assurance Framework
Summary for Board

April

Audit Committee
Internal Audit progress report, audits and sector briefings
Board Assurance Framework (BAF)
Risk Register
Annual Fraud Strategy review
Recommendation tracker
Annual formal discussion of Internal Auditors' quality and performance (including formally noting their current External Quality Assessment (EQA) report)
Training and development update: TBC
Scheme of Delegation review
Board Assurance Framework
Summary for Board

Corporation
Principal's Report
Strategy development update
Student enrolments and next academic year finances based on enrolment scenarios
KPIs
AOP
Annual Accountability Statement
ESFA correspondence: College's financial statements (year-end previous July) and dashboard
Tuition Fee and Remission Policy
Minutes of Committees
Appoint Internal Auditors and Financial Statements (including Regularity) Auditors if applicable

June

Finance & Employment Committee
Election of Chair and Vice Chair for next year
Terms of Reference & Self-assessment
AOP Report
Finance   Capital projects update   Write off bad debts, if any (check against ONS reclassification)   Budget update 2025/26 and draft cashflow forecast (information)   College pay award   Management accounts
Employment   Personnel Action Plan 2025/26   Health and Safety Report   Staff Report
Scheme of Delegation review
Board Assurance Framework
Summary for Board

Search & Governance Committee
Election of Chair and Vice Chair for next year
Terms of Reference & Self-assessment
Update on Governors' assessment: process
Governor attendance
Governor recruitment update
Governors' development and training
Enrichment activities
External Governance review - progress
Governors' Workshop programme
Board and Committees' business timetable for next year
AoC Code of Good Governance template review
Scheme of Delegation review
Board Assurance Framework
Summary for Board

Curriculum & Quality Committee
Election of Chair and Vice Chair for next year
Terms of Reference & Self-assessment
Curriculum
Term 3 Curriculum Review
Application Report
Curriculum Projects
New Curriculum Approvals
Quality
Quality Improvement Report
National Comparators
HE KPIs and Student Voice
Student Voice Survey Results
Apprentice Voice Survey Results
Learning Walk Summary Report
Accelerated Quality Improvement and Support Plans
Safeguarding, Equality and Diversity
Child Protection and Safeguarding Report (Update)
Equality and Diversity Report (Update)
Minutes for information
Safeguarding, Equality and Diversity Committee
Safeguarding Network Meeting
Subcontracting - The Skills Network
Residential Provision
Quality Day
Policies
Annual Reports and Plans
Annual Operating Plan (current academic year) - progress update
Scheme of Delegation review
Board Assurance Framework
Summary for Board

July

Corporation
Principal's Report
AOP
External Audit Strategy memorandum
Minutes of Committees
Board Self-Assessment
Scheme of Delegation review
Timetable of Board and Committee Business (next academic year)
College pay award
Budget and cashflow forecast (next academic year)
Management accounts
BAF/Risk Register