

Annual timetable of business – 2026/27

October

Remuneration Committee
Pay review: Senior Post Holders and Clerk to Corporation
Election of Chair and Vice Chair for next year, Annual Self-Assessment, Terms of Reference review
Scheme of Delegation and Board Assurance Framework reviews

Governing Board
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 Attendance, Committee membership, appointment of Chairs/Vice Chairs, Committee updates Governors' summary of performance (Governors' self-assessment)

November

Finance & Employment Committee
HR Staff Report
Health & Safety Health and Safety Report, Policy and Committee minutes
Annual Operating Plan
Financial reports Management Accounts for year ended 31 st July 2026 Members' Report and Financial Statements for year ended 31 st July 2026 Consideration of 'Going Concern' status, incl. learner numbers and funding update Governing Body Finance Dashboard and CFFR letter Management Accounts Annual Treasury Management Report Annual Accommodation/Estates Report Capital projects update
Policies
Scheme of Delegation and Board Assurance Framework reviews
Summary for Board

Search & Governance Committee
Governor data Register of Interests and confirmation of Governor eligibility Equality & Diversity Report Governor attendance report
Recruitment & succession planning Current vacancies and recruitment Committee membership terms and review
Governor training & development Skills Audit, development and training
Governance Standing Orders, Terms of Reference and Scheme of Delegation External Board Review 2027
Scheme of Delegation and Board Assurance Framework reviews

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
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
Annual Reports and Plans Annual Student Disciplinary Report Annual Complaints Report Single Equality Scheme Safeguarding & Prevent Strategy Prevent Risk Assessment Mental Health Strategy Action Plan Draft Annual Operating Plan
Scheme of Delegation and Board Assurance Framework reviews

December

Audit Committee
Annual reports and financial statements Internal Auditor's Summary Internal Controls Assurance Report for year ended 31 st July 2026 Internal Auditor's Internal Audit Annual Report External Audit Completion Report for the year ended 31 st July 2026 Letters of Representation for financial statements and regularity audits Audit Committee's Annual Report to 31 st July 2026 ACOP Regularity Self-assessment Questionnaire 2025-26 Annual Report and Financial Statements to 31 st July 2026
Internal Auditor's Annual Plan (current academic year)
Internal Auditor's reports Curriculum planning Risk Management – Mitigating Controls Value for Money Annual Report to 31 st July 2026
Audit Recommendation Tracking Report
Risk Management Risk Register Board Assurance Framework Annual Risk Management Report to 31 st July 2026
Tender process for external auditors
Scheme of Delegation and Board Assurance Framework reviews

Governing Board

Principal's Report, including:

Strategy development update
AOP/KPIs
Student destination data

Reports from Committees

Annual assurance reports: Internal Audit Service's Annual Report and Audit Committee's Annual Report to 31st July 2026
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
Reports from Committees
Management accounts
BAF/risk register

Annual Reports

Health and Safety
Remuneration Committee Annual Report
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
Faculty Development and Business Development & Central Services Plans
HR Staff Report
Health and Safety Health and Safety Report, Policy and Committee minutes
Finance Management accounts College financial data Tuition Fee and Remission Policy draft (next academic year)
Projects
Estates Capital projects update Capital projects allocation

Search & Governance Committee
Recruitment & succession planning Current vacancies and recruitment Committee membership terms
Governor training & development
Governance Governance Review 2027

Curriculum & Quality Committee
Curriculum Term 2 Curriculum Review Application Report Projects and Business Development Report New Curriculum Approvals Careers curriculum (next academic year)
Quality Quality Improvement Report National Comparators Student and Apprentice Voice results Learning Walk Summary Report Accelerated Quality Improvement and Support Plans High Needs Term 2 tracking November GCSE results
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 Business Development & Central Services Plan Faculty Development Plans

April

Audit Committee
Internal Auditors' reports Summary Internal Controls Assurance (SICA) Report Completed Internal Audit – Recruitment and Retention Cyber security Safeguarding
Audit Recommendation Tracking Report
Risk Management Risk Register
Internal Auditors External Quality Assessment (EQA) report
Training and development update

Governing Board
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
Reports from Committees

June

Audit Committee
External Auditors Audit Strategy Memorandum to 31/07/2026
Internal Auditor's reports 2025/26 Follow Up – Cyber security, staff recruitment & retention, planned and protective maintenance SICA
Internal Audit Recommendations Status
Risk Management Risk Management Policy Summary Risk Register Annual Counter-Fraud Risk Assessment
Annual committee items Election of Chair and Vice Chair for next year Annual Self-Assessment and Terms of Reference review

Finance & Employment Committee
Employment Staff Report Gender Pay Gap Report and Single Equality Scheme
Finance Management Accounts Draft budget (next academic year) Sub-Contract Policy (next academic year) College Financial Statements Review Letter + College Financial Performance Summary Staff Pay Award
Health & Safety Health & Safety Report and Committee meeting minutes
Estates Any matters arising
IT & Data Any matters arising
Policy reviews/updates Fees Policy (next academic year)
Annual committee items Election of Chair and Vice Chair for next year Annual Self-Assessment and Terms of Reference review

Search & Governance Committee
Recruitment & succession planning Current vacancies and recruitment Committee membership terms Governor attendance Board Chair/Vice Chair – recommendation to Board
Governor training & development
Governance Governance Review 2027
Annual committee items Election of Chair and Vice Chair for next year Annual Self-Assessment and Terms of Reference review

Curriculum & Quality Committee
Curriculum Term 3 Curriculum Review Application Report Projects and Business Development Report New Curriculum Approvals College Accountability Statement
Quality Quality Improvement Report End-of-Year Survey Learning Walk Summary Report Mentee Feedback Summary Accelerated Quality Improvement and Support Plans Teacher Takeaway Report College Self-Assessment Report
Safeguarding, Equality and Diversity Child Protection and Safeguarding Report Equality and Diversity Report
Minutes for information Subcontracting – The Skills Network, Residential Provision, Office of the Independent Adjudicator (OIA) Annual Statement, Disciplinary Records - March to June 2026, Quality Day
Annual committee items Election of Chair and Vice Chair for next year Annual Self-Assessment and Terms of Reference review

July

Governing Board
Principal's Report
Committee items
Search & Governance Committee items specific to Board Timetable of Board and Committee Business (next academic year) Appointment of Chair & Vice Chair of Governing Board
Staff pay award