

## Cycle of Business for 2017-18

\* SCCH and SDC Corporations' decisions on merger in July may lead to amendments to the proposed meeting agenda for 2017-18 and will be a standing item on all committees and Corporation. A cycle of business will be produced for the Transition Board once the detailed timeline is finalised by FEA and this will come to the Corporation.

### AUDIT COMMITTEE ANNUAL CYCLE OF BUSINESS 2017-18

<b>AUTUMN (22 November 2017)</b> <b>Paper deadline 14 November 2017)</b>	<b>SPRING (29 March 2018)</b> <b>Paper deadline 21 March 2018)</b>	<b>SUMMER (5 June 2018)</b> <b>Paper deadline 29 May 2018)</b>
<p><b>Standing items – Risk management update (focus on process), board assurance, schedule of outstanding internal and external audit recommendations, national developments in FE Audit, internal and external audit reports, the opportunity for the Audit Committee to meet with the internal/external auditors without management present.</b>            (See internal audit plan for visits.)</p>		
<p>College year-end audited accounts 2016-17 including financial statements and regularity auditor's management letter</p> <p>Annual Report of the Audit Committee</p> <p>Internal Audit Report y/e 31 July 2017</p> <p>Annual Review of the performance of the internal and external audit service</p> <p><b>Policies</b>            Fraud Policy (Annual)            Whistleblowing Policy (3 years)</p>	<p>Internal Audit update</p> <p>Standing items as above</p>	<p>Annual Internal Audit Strategy</p> <p>External Audit Work Programme and review of in year with interim external audit opinion</p> <p>SAQ for completion</p> <p>Risk Management Report            a) Full risk register            b) Annual report on Risk Management Process</p> <p><b>Policies</b>            Risk Management Policy (annual)            Annual overview of Policy Framework</p> <p><b>Governance</b>            Appointment of Chair/Vice Chair            Review of effectiveness            Review terms of reference            Audit cycle of business for 2018-19</p>

## CORPORATION ANNUAL CYCLE OF BUSINESS 2016-17

Possible additional meeting in September tbc	AUTUMN (18 October 2017) Deadline for papers: 10 Oct	(Autumn) 7 December 2017 Deadline for papers: 30 Nov	STRATEGY DAY tbc	SPRING (25 April 2018) Deadline for papers: 17 April	SUMMER (4 July 2018) Deadline for papers: 27 June
<p><b>Board development at 13.00 before each Corporation meeting.</b></p> <p><b>Standing items</b> Chairs' Introduction; Principal's Report; merger discussions and progress; KPI Performance Update; Quality Improvement Plan; Management Accounts; Risk Management Update (through Audit and FHR); Student Governor Report; Reports from any Committee meetings held since the last meeting.</p> <p>SCCH and SDC Corporations' decisions on merger in July may lead to amendments to the proposed meeting agenda for 2017-18</p>					
<p>Strategic Plan</p> <p><b>CQS focused agenda</b> Emerging Success rates Enrolment to date</p> <p><b>Committee reports:</b></p> <p><b>Governance Committee report from 28 Sept.</b> Statutory updates <b>Rem Com report from 14 Sept.</b> Performance of Senior Post Holders. Review of pay and terms and conditions Interim CEO appointment and SPH's for the new entity discussion <b>FHR – verbal update from 11 Oct</b></p> <p><b>Update on HE and the University Centre</b></p>	<p>Strategic Plan and Agreement of Targets for 2017-18</p> <p>College year-end audited accounts 2016-17 including financial statements and regularity auditor's management letter.</p> <p><b>Audit report from 22 Nov.</b> Board Assurance Annual Report of the Audit Committee Internal Audit Report y/e 31 July 2017</p> <p><b>FHR reports from 11 Oct/22 Nov</b> Student Union budget <b>Policies:</b> Health and Safety Policy and annual report</p> <p><b>CQS report from 23 Nov</b> College SAR</p>	<p>Date to be arranged following the decisions made by the board on 6 July.</p>	<p>Review of Strategic Targets</p> <p><b>CQS report from 29 March.</b> Curriculum Plan 2018-19 National Success Rates Update on International PPR update Mid-Year Partner Update – success rate predictions and focus on quality</p> <p><b>FHR report from the 7 March</b> Draft Budget 2017-18 <b>Subcontracting</b> Update on overall subcontractor landscape 2017/18 Approval of proposed changes to some contracts approval of process for subcontracting 2018/19 with contracts and fees/charging policy. <b>Policies:</b> Tuition and Fees Policy</p>	<p>Progress on Strategic Plan</p> <p><b>Audit report from 5 June</b> Annual Internal Audit Strategy 2018-19 Risk Management Report a) Full risk register b) Annual report on Risk Management Process Policies Risk Management Policy</p> <p><b>FHR report from 9 May/6 June</b> 2017-18 Final budget Student Council Accounts Student Union Constitution Subcontracting - Annual Review of Franchised Provision Financial Regulations</p> <p><b>Governance Committee report from 16 May</b> Cycle of Business for 2018-19 Terms of reference</p> <p><b>CQS report from 21 June</b> Predicted success rates</p>	

			<p>Student Support Funds Policy</p> <p><b>Audit report from 29 March</b> Internal audit reports</p> <p><b>Governance Committee report from 7 Feb</b> Statutory updates as required</p>	<p>Equality and Diversity Report and Single Equality Action Plan</p>
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# CURRICULUM, QUALITY AND STANDARDS COMMITTEE ANNUAL CYCLE OF BUSINESS

## Curriculum, Quality and Standards Committee Annual Cycle of Business 2017-18

AUTUMN (CQS focus for Corporation on 18 October 20167)	AUTUMN (23 Nov 2017)	SPRING (29 March 2018)	SUMMER (CQS focused Corporation on 25 April 2018)	SUMMER (21 June 2018)
<b>Deadline for papers: 10 Oct</b>	<b>Deadline for papers: 15 Nov</b>	<b>Deadline for papers:21 Mar</b>	<b>Deadline for papers:17 April</b>	<b>Deadline for papers:13 June</b>
<p>The VP Curriculum and VP EES will hold informal meetings to update the Committee on monitoring, performance and progress. Following the meeting a short report will be circulated to the full committee. (Meetings for 2017-18 tbc)</p> <p><b>Standing items</b> – Quality Improvement Plan, KPIs relating to curriculum, quality and standards, Learning, Assessment and Teaching, E learning, Risks delegated to the Committee</p> <p><b>PPRs:</b> dates tbc</p> <p><b>Surveys</b> – Parent Voice, Student and teacher surveys, Employer survey, HE survey (dates to follow)</p> <p>Governance SAR (date to follow), SAR moderation (date to follow)</p> <p><b>SCCH and SDC Corporations' decisions on merger in July may lead to amendments to the proposed meeting agenda for 2017-18</b></p>				
Visit to the 5 <sup>th</sup> floor and update from the VP EES and the HR Manager as part of board development.  QIP Enrolment Average group size Staff utilisation Attendance E Learning English Maths Prevent/British value update Enrolment to date VLE	College SAR 2016-17 (includes success rates)  Emergent Curriculum Plan  2017-18 QIP Lesson observations Attendance Right Choice Retention Work Experience and Social action progress report E Learning  Curriculum Plan  HE update and HE Quality report and	Curriculum Plan 2018-19  Apprenticeships Report Mid-Year Partner Update – success rate predictions and focus on quality  Safeguarding Annual report and review of policy  QIP review Attendance Destinations outturn final Work experience and Social action progress report E learning	QIP Attendance Retention Learner numbers Staff utilisation  Update on International  PPR update	Quality of Learning, Assessment and Teaching report  SAR timetable and process for October 2018 (reporting on 2016-17)  PPR update  QIP review and Emergent QIP areas for development for 2018-19  Predicted Achievement  Equality and Diversity Report and Single Equality Action Plan

Update on HE Strategic Risks	signed statement to HEFCE  Key Performance Indicators relating to CQS -agree strategic targets for 2017-18  PPR update  Risks allocated to the Committee	PPR update from February  Risks allocated to the Committee		Annual Complaints Report  Monitoring Performance and Progress Schedule for 2018-19  <b>Survey results:</b> Employer survey, National Student Survey, HE Survey  <b>Governance matters:</b> Appointment of Chair/Vice Chair Review of effectiveness Review terms of reference Cycle of Business for 2018-19
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## FINANCE AND HUMAN RESOURCES COMMITTEE ANNUAL CYCLE OF BUSINESS 2016-17

AUTUMN (11 October 2017)	AUTUMN (22 November 2017)	SPRING (7 March 2018)	SUMMER (9 May 2018)	SUMMER (6 June 2018)
<b>Deadline for papers: 3 October</b>	<b>Deadline for papers: 14 Nov</b>	<b>Deadline for papers: 27 Feb</b>	<b>Deadline for papers: 1 May</b>	<b>Deadline for papers: 29 May</b>
<b>Standing items – KPIs relating to finance, resources and human resources, HR report, latest Management accounts, risk management and strategic risk register, E learning, University Centre SCCH and SDC Corporations’ decisions on merger in July may lead to amendments to the proposed meeting agenda for 2017-18</b>				
Enrolment update  SPH and Governor expenses  Review of Capital and ICT Strategy  Accommodation and Estates Report  <b>Policies</b>	College year-end audited accounts 2016-17 including financial statements and regularity auditor’s management letter.  Key Performance Indicators relating to Finance and HR – agree F&HR strategic targets for 2017/18  Student Union budget  HR update (focus on Pay Awards)	Budget 2018-19 initial assumptions  End of Jan mid-year allocations update  <b>Subcontracting</b> Update on overall subcontractor landscape Approval of proposed changes to some contracts – to recommend to Full Corporation. Proposed process for agreeing	Draft Budget 2018-19  Full Estates/Accommodation Strategy with planned works  Health and Safety report  Risk Management Annual Report and Risk Management <b>Policy</b> (annual)  Subcontractor overview and	2018-19 Final Budget  Update on banking  Student Council Accounts  Student Union Constitution (every two years)  Subcontracting - Annual Review of Franchised Provision

Health and Safety Policy (annual) and report  Data Protection policy	Annual review of risk management	2017/18 subcontractor list.  Review of Capital and ICT Strategy and ICT strategy metrics  <b>Policies:</b> Tuition and Fees Policy (annual)	policy  <b>Policies</b> Student Support Funds Policy (annual)  Financial Regulations (annual)	<b>Governance</b> Appointment of Chair and Vice Chair Review of effectiveness Review terms of reference Cycle of business for 2018-19
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## GOVERNANCE COMMITTEE ANNUAL CYCLE OF BUSINESS 2017-18

AUTUMN (28 September 2017)	SPRING (7 February 2018)	SUMMER (16 May 2018)
<b>Deadline for papers: 20 Sept</b>	<b>Deadline for papers:14 Feb</b>	<b>Deadline for papers:9 May</b>
<p><b>Standing items –Succession Planning. Membership and renewals. Governance QIP. Updates on national policy/legislative developments affecting governance. Policy reviews when required. Governance arrangements and support for structural change*</b> SCCH and SDC Corporations' decisions on merger in July may lead to amendments to the proposed meeting agenda for 2017-18</p>		
<p><b>Statutory updates</b> Review of Corporation I&amp;As and bylaws - Standing Orders Code of Conduct Scheme of Delegation</p> <p>Succession Planning – skills audit results, equality and diversity data, Strategic item on succession planning</p> <p><b>Governor Performance</b> Self-Assessment – analysis, outcomes and actions of self-assessments, skills audit and training requirements.</p> <p>Training sessions for 2017-18</p> <p>Planning for the Strategic Away Day</p> <p><b>Items to note:</b> Review of attendance for 2016-17</p>	<p><b>Governor Performance</b> Self-Assessment planning (Corporation, Committee, Individual Self-Assessment, Training Needs, Skills Audit, Review of the Chair)</p> <p><b>Items to note:</b> Attendance and training records for 2017-18 Review of the Clerk's independence.</p>	<p>Strategic item on governor involvement (link governors, visits, governor impact, training)</p> <p><b>Governance matters:</b> Appointment of Chair and Vice Chair for 2018-19 Review of effectiveness Review terms of reference Cycle of Business for 2018-19</p> <p><b>Items to note:</b> Attendance and training records for 2017-18 Training Programme for 2018-19</p>

Schedule of Corporation and Committee Meetings for 2018-19		
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\*in 2017-18 it is expected that the Governance Committee will focus on the governance arrangements required for the new entity

## REMUNERATION COMMITTEE ANNUAL CYCLE OF BUSINESS 2016-17

14 September 2017

**Deadline for papers:** 7 September 2017

**Standing items** – Performance of Senior Post Holders. Review of pay and terms and conditions

**Changes in the sector** – pension arrangements for senior staff; remuneration of Chairs, review of remuneration policies

Governance matters:

Appointment of Chair and Vice Chair

Review of effectiveness

Review terms of reference

Cycle of Business for 2017-18

Additional item- appointment of an interim CEO and SPH appointments to the new entity