

## Annual Cycle of Business for Corporation and its Standing Committees for 2016-17

Two main items of business for 2016-17 will be the University Centre and the outcomes from the Feasibility Study which will be included on the Corporation and committee cycles as appropriate. Acquire e learning is currently a standing item on the CQS and F&HR agendas.

<b>AUDIT COMMITTEE ANNUAL CYCLE OF BUSINESS 2016-17</b>		
<b>AUTUMN (23 November 2016)</b> <b>Paper deadline 15 November 2016)</b>	<b>SPRING (1 March 2017)</b> <b>Paper deadline 21 February 2017)</b>	<b>SUMMER (7 June 2017)</b> <b>Paper deadline 30 May 2017)</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.</b> (See internal audit plan for visits. 19 September 216 for follow up on audit points which will be sent to the Committee by email)</p>		
<p>College year-end audited accounts 2015-16 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 2016</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 2017-18</p>

# FINANCE AND HUMAN RESOURCES COMMITTEE ANNUAL CYCLE OF BUSINESS 2016-17

AUTUMN (6 October 2016)	AUTUMN (23 November 2016)	SPRING (1 March 2017)	SUMMER (3 May 2016)	SUMMER (7 June 2016)
<b>Deadline for papers: 28 Sept</b>	<b>Deadline for papers: 15 Nov</b>	<b>Deadline for papers: 21 Feb</b>	<b>Deadline for papers: 25 April</b>	<b>Deadline for papers: 30 May</b>
<b>Standing items – KPIs relating to finance, resources and human resources, HR report, latest Management accounts, risk management and strategic risk register</b>				
Enrolment update  SPH and Governor expenses  Review of Capital and ICT Strategy  Accommodation and Estates Report  <b>Policies</b> Financial Regulations (annual)  Health and Safety Policy (annual) and report Data Protection policy	College year-end audited accounts 2015-16 including financial statements and regularity auditor's management letter.  Key Performance Indicators relating to Finance and HR – agree F&HR strategic targets for 2016/17 Student Union budget  HR update (focus on Pay Awards)  Annual review of risk management	Budget 2015-16 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 2016/17 subcontractor list.  Review of Capital and ICT Strategy and ICT strategy metrics  <b>Policies:</b> Tuition and Fees Policy (annual)	Draft Budget 2016-17  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 policy  <b>Policies</b> Student Support Funds Policy (annual)	2016-17 Final Budget  Update on banking  Student Council Accounts Student Union Constitution (every two years)  Subcontracting - Annual Review of Franchised Provision  <b>Governance</b> Appointment of Chair and Vice Chair Review of effectiveness Review terms of reference Cycle of business for 2017-18

## GOVERNANCE COMMITTEE ANNUAL CYCLE OF BUSINESS 2016-17

**AUTUMN (15 September 2016)**

**SPRING (22 February 2017)**

**SUMMER (17 May 2017)**

**Deadline for papers: 7 Sept**

**Deadline for papers:14 Feb**

**Deadline for papers:9 May**

**Standing items –Succession Planning. Membership and renewals. Governance QIP. Updates on national policy/legislative developments affecting governance. Policy reviews when required.**

Succession Planning – skills audit results, equality and diversity data, Strategic item on succession planning

**Governor Performance**

Self-Assessment – analysis, outcomes and actions of self-assessments, skills audit and training requirements.

Training sessions for 2016-17

Planning for the Strategic Away Day

**Items to note:**

Review of attendance for 2015-16  
Review of the Clerk's independence.  
Schedule of Corporation and Committee Meetings for 2017-18

**Governor Performance**

Self-Assessment planning (Corporation, Committee, Individual Self-Assessment, Training Needs, Skills Audit, Review of the Chair)

**Statutory updates (full review in 2017)**

Review of Corporation I&As and bylaws - Standing Orders  
Code of Conduct  
Scheme of Delegation

**Items to note:**

Attendance and training records for 2016-17

Strategic item on governor involvement (link governors, visits, governor impact, training)

**Governance matters:**

Appointment of Chair if required  
Review of effectiveness  
Review terms of reference  
Cycle of Business for 2017-18

**Items to note:**

Attendance and training records for 2016-17  
Training Programme for 2017-18

## REMUNERATION COMMITTEE ANNUAL CYCLE OF BUSINESS 2016-17

**8 September 2016**

**Deadline for papers:1 September 2016**

**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 2016-17

# CORPORATION ANNUAL CYCLE OF BUSINESS 2016-17

<b>AUTUMN (19 October 2016)</b> <b>Deadline for papers: 11 Oct</b>	<b>(Autumn) 8 December 2016</b> <b>Deadline for papers: 1 Dec</b>	<b>STRATEGY DAY 10 March 2017)</b> <b>Deadline for agenda: 2 March</b>	<b>SPRING (26 April 2017)</b> <b>Deadline for papers: 18 April</b>	<b>SUMMER (6 July 2017)</b> <b>Deadline for papers: 28 June</b>
<b>Board development at 13.00 before each Corporation meeting.</b> <b>Standing items</b> Chairs' Introduction; Principal's Report; 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>Presentation from the VC, UoB</p> <p>Strategic Plan</p> <p><b>CQS focused agenda</b> Emerging Success rates Enrolment to date <b>Committee reports:</b></p> <p><b>Governance Committee report from 15 Sept.</b> Succession Planning</p> <p><b>Remuneration report from 8 Sept</b> Performance of Senior Post Holders. Review of pay and terms and conditions Update on pension arrangements for senior staff and remuneration of Chairs</p> <p><b>Update on HE</b></p>	<p>Presentation from the VC, UoB</p> <p>Strategic Plan and Agreement of Targets for 2016-17</p> <p>College year-end audited accounts 2015-16 including financial statements and regularity auditor's management letter.</p> <p><b>Audit report from 23 Nov.</b> Board Assurance Annual Report of the Audit Committee Internal Audit Report y/e 31 July 2016 Whistleblowing Policy</p> <p><b>FHR reports from 6 Oct/23 Nov</b> Student Union budget <b>Policies:</b> Financial Regulations Health and Safety Policy and annual report</p> <p><b>CQS report from 24 Nov</b> College SAR</p>	<p>Provisional date, dependent on when a full strategy day is required.</p>	<p>Review of Strategic Targets</p> <p><b>CQS report from 19 Jan/30 March.</b> Curriculum Plan 2017-18 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 1 March</b> Draft Budget 2016-17 <b>Subcontracting</b> Update on overall subcontractor landscape 2016/17 Approval of proposed changes to some contracts approval of process for subcontracting 2017/18 with contracts and fees/charging policy. <b>Policies:</b> Tuition and Fees Policy Student Support Funds</p>	<p>Progress on Strategic Plan</p> <p><b>Audit report from 7 June</b> Annual Internal Audit Strategy 2017-18 Risk Management Report a) Full risk register b) Annual report on Risk Management Process Policies Risk Management Policy</p> <p><b>FHR report from 3 May/7 June</b> 2016-17 Final Student Council Accounts Student Union Constitution Subcontracting - Annual Review of Franchised Provision</p> <p><b>Governance Committee report from 17 May</b> Cycle of Business for 2017-18 Terms of reference</p> <p><b>CQS report from 22 June</b> Predicted success rates</p> <p>Equality and Diversity Report and</p>

			<p>Policy</p> <p><b>Audit report from 1 March</b> Internal audit reports</p> <p><b>Governance Committee report from 22 Feb</b> Statutory updates as required</p>	Single Equality Action Plan
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# CURRICULUM, QUALITY AND STANDARDS COMMITTEE ANNUAL CYCLE OF BUSINESS 2016-17

AUTUMN (CQS focus for Corporation on 19 October 2016)	AUTUMN (24 Nov 2015)	SPRING (30 March 2017)	SUMMER (CQS focused Corporation on 26 April 2017)	SUMMER (22 June 2017)
<b>Deadline for papers: 11 Oct</b>	<b>Deadline for papers: 15 Nov</b>	<b>Deadline for papers:22 Mar</b>	<b>Deadline for papers:18 April</b>	<b>Deadline for papers:14 June</b>
<p>The VP Curriculum and VP EES will hold monthly meetings to update the Committee key monitoring, performance and progress. The Chair and Vice Chair of CQS and other governors as required to attend. Following the meeting a short report will be circulated to the full committee. (Meetings: 29 September 2016; 15 December 2016; 2 February 2017; 4 May 2017)</p> <p>The UoB and outcomes from the Feasibility Study with Sussex Downs College will be scheduled into agendas.</p> <p><b>Standing items – Quality Improvement Plan, standardized progress review papers from Monthly Monitoring Meetings</b>, KPIs relating to curriculum, quality and standards, Learning, Assessment and Teaching, E learning and Acquire, Risks delegated to the Committee</p> <p><b>PPRs:</b> PPRs- PPR1 – 3-7 October 2016; PPR 2 – 6-10 February 2017; PPR3 – 22-26 May 2017</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 (11 November 2016), post-moderation SAR to CQS (16 November 2016)</p>				
University of Brighton Outcomes of the feasibility study  QIP Enrolment Average group size Staff utilisation Attendance Acquire English Maths Prevent/British value training for staff update Enrolment to date VLE	College SAR 2015-16 (includes success rates)  Emergent Curriculum Plan  2016-17 QIP Lesson observations Attendance Right Choice Retention Work Experience and Social action progress report Acquire  Curriculum Plan  Key Performance Indicators relating	Curriculum Plan 2017-18  Apprenticeships Report Mid-Year Partner Update – success rate predictions and focus on quality  QIP review Attendance Destinations outturn final Work experience and Social action progress report Acquire  PPR update from February  Risks allocated to the Committee	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 2017 (reporting on 2015-16)  PPR update from May  QIP review and Emergent QIP areas for development for 2017-18  Predicted Achievement  Equality and Diversity Report and Single Equality Action Plan

<p>Update on HE Strategic Risks</p>	<p>to CQS -agree strategic targets for 2016-17</p> <p>PPR update from October</p> <p>Risks allocated to the Committee</p>			<p>Safeguarding Annual report and review of policy</p> <p>Annual Complaints Report</p> <p>Monitoring Performance and Progress Schedule for 2017-18</p> <p><b>Survey results:</b> Employer survey, National Student Survey, HE Survey</p> <p><b>Governance matters:</b>  Appointment of Chair/Vice Chair  Review of effectiveness  Review terms of reference  Cycle of Business for 2017-18</p>
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