

TIMETABLE OF MEETINGS 2009/2010

Committee	Date of meeting	Indication of likely main agenda items
F&GP (7.00 pm)	22.09.09	<ul style="list-style-type: none"> • Receive draft end of year accounts to 31/7 • Receive Student Union end of year accounts • Update on 3 year financial Forecasts • Receive a progress report on the operational effectiveness of the Risk Management Plan with respect to financial issues • Annual report on procurement • Consider progress in the Capital Project Property Developments • Training: FRS 17??
Corporation (7.00 pm)	6.10.09	<ul style="list-style-type: none"> • Report on previous years PI's for Corporation • Retention and Funding report • Termly Finance Monitoring report • Receive annual H&S report • Consider re-appointment of members on expiry of term of office • Consider the update of the Strategic Plan • Receive outcome of the review of standing orders, code of conduct, composition/membership of Cttee's etc • Review of confidential minutes 2008/09 • Consider a report on Student Views 2008/09, if available • Consider progress in the Capital Project Property Developments • Decide on a training item for the 3.11.09
Estates 6.30pm	20.10.09	<ul style="list-style-type: none"> • Report on the work undertaken on the annual adaptation programme and maintenance investment planned works • Consider progress in the Capital Project Property Developments • Training: Report on the results of the EMandate return, if available
Corporation (7.00 pm)	3.11.09 New date	<ul style="list-style-type: none"> • Training and Development Evening
Human Resources (6.30 pm)	10.11.09	<ul style="list-style-type: none"> • Equality & Diversity Staff Monitoring Report • Annual Review of Human Resources Plan • Review Terms of Reference/Identify training needs of individuals or Cttee • Report on Sickness Absence • Update on the introduction of the ISA • Training: Organisational approach to managing workplace stress
Curriculum & Quality (6.30 pm)	17.11.09 New date	<ul style="list-style-type: none"> • Consider the principles for establishing student related PI targets • Consider progress on actions arising from the previous Self Assessment Report • Consider the Governance SAR • Annual Review of the Staff Development Programme • Review terms of reference and identify any training needs • Appoint Chair/Vice Chair • Consider the 2008/09 Annual Review of Complaints • Consider the draft College SAR • Consider a report on student destinations • Receive a report on the Committee's meeting with a student focus group • Receive the outcome of the phone survey on the reasons for leaving • Receive a report on attendance and withdrawal for 2008/09 broken down into level & qual

<p>Audit</p> <p>(5.30 pm)</p> <p>NB Start Time</p>	<p>01.12.09</p> <p>New date & time</p>	<ul style="list-style-type: none"> • Consider Committee's Annual Report to the Corporation and the Principal • Consider the FMCE Questionnaire • Monitor recommendations made by Auditors • Receive a progress report on the operational effectiveness of the Risk Management Plan • Receive Draft Ext. Audit Mgt. Letters (Financial Statements) • Consider the Corporations Annual Report and Financial Statements for recommendation to the Corporation • Receive and recommend the financial External Auditor's Letter of Engagement for the 08/09 Accounts • Appoint Chair/Vice Chair • Consider the PI's of the IAS • Consider the ReAppt of the IAS • Consider a Partner Provider Provision Update report, if applicable • Consider the engagement letter for work on student data • Receive a report on the audit of Student Data
<p>F&GP</p> <p>(7.00 pm)</p>	<p>08.12.09</p> <p>New Date</p>	<ul style="list-style-type: none"> • September Accounts • Consider End of year accounts for recommendation to the Corporation • Appoint Chair/Vice Chair • Update of the 3-year Financial Forecasts • Annual review of alternatives for cash investment • Review terms of reference and training needs • Annual Review of the Finance Plan • Update report on Tendering • Consider progress in the Capital Project Property Developments
<p>Corporation</p> <p>(7.00 pm)</p>	<p>15.12.09</p>	<ul style="list-style-type: none"> • Approve end of year Accounts • Appoint Chair/Vice-Chair • Consider Governance Self-Assessment Report • Receive a report on 07/08 Funding Target and 08/09 enrolments • Consider Audit Committee's Annual Report • Receive a progress report on the operational effectiveness of the Risk Management Arrangements • Consider for approval the Whole College SAR • Approve/Reappt? The IAS • Consider the FMCE Questionnaire • Consider progress in the Capital Project Property Developments
<p>F&GP</p> <p>(7.00 pm)</p>	<p>19/01/10</p>	<ul style="list-style-type: none"> • November Accounts • Update of the 3-year Financial Forecasts • Review and re-assess Financial P.I's/Objectives • Receive a progress report on the operational effectiveness of the Risk Management Plan with respect to financial issues
<p>Curriculum & Quality</p> <p>(6.30 pm)</p>	<p>09.02.10</p>	<ul style="list-style-type: none"> • Annual review of Curriculum Developments • Annual Review of the Equality & Diversity policy • To consider the College Quality Policy & strategy • Annual review of the Disability Equality Scheme (if applicable) • To consider the action plan arising from the 2008/09 SAR • To consider Performance Indicator results for 2008/09
<p>F&GP</p> <p>(7.00 pm)</p> <p>Continued</p>	<p>09/03/10</p>	<ul style="list-style-type: none"> • January Accounts • Update of the 3 year Financial Forecasts • Report on Student Union income and expenditure account • Receive a progress report on the operational effectiveness of the Risk Management Plan with respect to financial issues

		<ul style="list-style-type: none"> • Recommend Fee & Remission Policy • Consider progress in the Capital Project Property Developments
Corporation (7.00 pm)	23.03.10	<ul style="list-style-type: none"> • Update on the Strategic Plan Operating Statement & 3 year Dev Plan • Review mission and direction as part of Strategic Plan Update • Overview of strategic objectives as part of Strategic Plan Update • Funding/enrolment report for 2008/2009 and 2009/2010 • Approve Fee & Remission Policy • Annual Performance Monitoring (06/07 to 2008/09 benchmarking data, performance against targets set 2008/09. • Termly Finance Monitoring Report • Student & Staff Diversity Reports • Consider progress in the Capital Project Property Developments
Audit (6.30 pm)	20/04/10	<ul style="list-style-type: none"> • Initial consideration of the Internal Audit plan for 2010/11 • Internal Audit Reports • Monitor recommendations made by Auditors • Receive a progress report on the operational effectiveness of the Risk Management Plan • Review Terms of Reference and identify any training needs • Review Financial Statement Auditors PI's • Consider a Partner Provider Provision Update Report, if applicable
F&GP (7.00 pm)	11/05/10	<ul style="list-style-type: none"> • March accounts • Update of the 3-year financial forecasts • Approve lettings charges • Receive a progress report on the operational effectiveness of the Risk Management Plan with respect to financial issues • Annual Review of Treasury Management Policy • Consider progress in the Capital Project Property Developments
Corporation (7.00 pm)	18/05/10	<ul style="list-style-type: none"> • Continue elements of Strategic Plan updating • Agree training item for 06/07/10 • Termly Finance Monitoring Report • Review Diversity/Equal Opps. Policy parts 1&2 in line with RR (A) Act • Receive a progress report on the operational effectiveness of the Risk Management arrangements • Members to consider whether aware of any potential insurance claims • Consider progress in the capital project Property Developments
Estates 6.30pm	08/06/10	<ul style="list-style-type: none"> • Appoint Chair/Vice Chair • Report on the annual adaptation programme and maintenance investment planned works • Consider terms of reference and identify any training needs of individuals or Cttee • Consider progress in the Capital Project Property Developments
Human Resources (6.30 pm) Continued	15/06/10	<ul style="list-style-type: none"> • Consider National recommendations and settlements/offers for teachers and LA employees for the pay of staff and advice to F&GP • Appoint Chair/Vice Chair • Report on Employment and Health and Safety developments • Consider developments in the Human Resources Strategy

		<ul style="list-style-type: none"> • Receive a report on Sickness Absence
F&GP (7.00 pm)	22.06.10	<ul style="list-style-type: none"> • May accounts • Consider any major capital expenditure projects • Consider the updated Finance Strategy & Plan • Consider the following years revenue and capital expenditure policy • Consider progress in the Capital Project Property Developments
Curriculum & Quality (6.30pm)	29.06.10	<ul style="list-style-type: none"> • Receive an update on the planned programme of courses 2010/11 • Receive an update on the 2009/10 Staff Dev Plan • Undertake a periodic review on an annual rotating basis of the College Charters (Student & Employer) & forward proposed changes to the Corporation for approval. • Consider a report on student attendance, analysis of the reasons for student withdrawals and destination monitoring • Consider PI's for student related targets for 2010/11 • Annual review of the Gender Equality Scheme (if applicable) • Consider progress on the College's 2009 Quality Improvement Plan arising from the 2008/09 SAR • Review & recommend to the Corporation the Quality Strategy • Review the Single Equality Scheme & Action Plan • Decide on a topic for a meeting with a student focus group
Audit 6.00pm NB Start time	06.07.10	<ul style="list-style-type: none"> • Consider Internal Audit Annual Report • Further consider the proposed Internal Audit Plan 2009/10 • Internal Audit Reports • Recommend (re) Appointment of Internal Auditors • Receive a progress report on the operational effectiveness of the Risk Management Plan • Consider progress in implementing audit recommendations • Consider a Partner Provider Provision Update Report, if applicable
Corporation (7.00 pm)	06.07.10	<ul style="list-style-type: none"> • Training and Development Evening
F&GP (7.00 pm)	13.07.10	<ul style="list-style-type: none"> • Consider the proposed 3 year Financial Forecasts return to L+SC • Receive a progress report on the operational effectiveness of the Risk Management Plan with respect to financial issues • Recommend for approval income and expenditure budgets • Consider any changes to Financial Regulations • Consider recommendation for pay and remuneration • To receive the annual report on Gifts/Hospitality received
Corporation (7.00 pm) Continued	20.07.10	<ul style="list-style-type: none"> • Approve Income and Expenditure budget • Approve Internal Audit annual report 2009/10 and internal Audit Plan 2010/11 • Consider a recommendation for pay and remuneration of staff • Receive annual report from Committees • Receive an update on the 2010/11 planned programme of courses • Annual Report on Corporate Governance & Risk Management • Approve Charter Statement update • Continue elements of Strategic Plan & Development Plan Updates • To receive annual report on any instances of Fraud within College • Consider a timetable of meetings and main agenda items • Consider progress in the Capital Project Property

		Developments <ul style="list-style-type: none"> • Approve the Quality Strategy • To receive a report from F&GP on the annual report on Gifts/Hospitality received
F&GP (7.00 pm)	21.09.10	<ul style="list-style-type: none"> • Receive draft end of year accounts to 31/7 • Receive Student Union end of year accounts • Update on 3 year financial Forecasts • Receive a progress report on the operational effectiveness of the Risk Management Plan with respect to financial issues • Annual report on procurement • Consider progress in the Capital Project Property Developments
Corporation (7.00 pm)	05.10.10	<ul style="list-style-type: none"> • Report on previous years PI's for Corporation • Retention and Funding report • Termly Finance Monitoring report • Receive annual H&S report • Consider re-appointment of members on expiry of term of office • Consider the update of the Strategic Plan • Receive outcome of the review of standing orders, code of conduct, composition/membership of Cttee's etc • Review of confidential minutes 2009/10 • Consider a report on Student Views 2009/10, if available • Consider progress in the Capital Project Property Developments • Decide training item 02.11.10
Estates 6.30pm	19.10.10	<ul style="list-style-type: none"> • Report on the work undertaken on the annual adaptation programme and maintenance investment planned works • Consider progress in the capital project Property Developments • Training: Report on the results of the EMandate return, if available
Corporation (7.00 pm)	02.11.10	<ul style="list-style-type: none"> • Training and Development Evening
Curriculum & Quality (6.30 pm)	09.11.10	<ul style="list-style-type: none"> • Consider the principles for establishing student related PI targets • Consider progress on actions arising from the previous Self Assessment Report • Consider the Governance SAR • Annual Review of the Staff Development Programme • Review terms of reference and identify any training needs • Appoint Chair/Vice Chair • Consider the 2009/10 Annual Review of Complaints • Consider the draft College SAR • Consider a report on student destinations • Receive a report on the Committee's meeting with a student focus group • Receive a report on attendance and withdrawal for 2009/10 broken down into level & qual
Human Resources (6.30 pm)	16.11.10	<ul style="list-style-type: none"> • Equality & Diversity Staff Monitoring Report • Annual Review of Human Resources Plan • Review Terms of Reference/Identify training needs of individuals or Cttee • Report on Sickness Absence
Audit (6.30 pm) Continued	30.11.10	<ul style="list-style-type: none"> • Consider Committee's Annual Report to the Corporation and the Principal • Monitor recommendations made by Auditors • Review Terms of Reference and training needs

		<ul style="list-style-type: none"> • Receive a progress report on the operational effectiveness of the Risk Management Plan • Receive Draft Ext. Audit Mgt. Letters (Financial Statements) • Consider the Corporations Annual Report and Financial Statements for recommendation to the Corporation • Receive and recommend the financial External Auditor's Letter of Engagement for the 09/10 Accounts • Appoint Chair/Vice Chair • Consider the PI's of the IAS • Consider the ReAppt of the IAS • Review the value for money strategy • Consider a Partner Provider Provision Update Report, if applicable
F&GP (7.00 pm)	07.12.10	<ul style="list-style-type: none"> • September Accounts • Consider End of year accounts for recommendation to the Corporation • Appoint Chair/Vice Chair • Update of the 3-year Financial Forecasts • Annual review of alternatives for cash investment • Review terms of reference and training needs • Annual Review of the Finance Plan • Update report on Tendering • Consider progress in the Capital Project Property Developments
Corporation (7.00 pm)	14.12.10	<ul style="list-style-type: none"> • Approve end of year Accounts • Appoint Chair/Vice-Chair • Consider Governance Self-Assessment Report • Receive a report on 07/08 Funding Target and 08/09 enrolments • Consider Audit Committee's Annual Report • Receive a progress report on the operational effectiveness of the Risk Management Arrangements • Consider for approval the Whole College SAR • Approve/Reappt? The IAS • Consider the FMCE Questionnaire • Consider progress in the Capital Project Property Developments

Search Committee: Date(s) to be arranged

Remuneration Committee: Date(s) to be arranged

J Stott
Clerk
July 2009