

TIMETABLE OF MEETINGS September 2023 to December 2024

All meetings to commence at 6.00 pm unless otherwise stated

Committee	Date of meeting	Indication of main agenda items
Corporation 4.30 pm	10.10.23	Training and Strategic Development Annual Training on Finance (Refresher), including: - Initial consideration of End of year accounts - Update of the 3-year Financial Forecasts
Search	17.10.23	<ul style="list-style-type: none"> • Analysis of 2023 Corpn & Cttee Performance Review Questionnaires • Consider outcome of 2023 Member Skills Audit • Consider external member record of mandatory training • Review Governance risks within overall Risk Register • Reappointment of members whose term of office expires 2023/24 • Consider 2023/24 Code of Governance • Review terms of reference • Review composition & balance of members @ Sept 2023 • % turnover of members 2022/23
Remuneration	21.11.23	<ul style="list-style-type: none"> • Review Senior Post Holder (SPH) Remuneration Policy • Consider SPH Remuneration Code - Annual Report to the Corporation 2022/23 • Consider latest Senior Pay Survey & a recommendation to Corporation for SPH pay • Check Policy Log
Curriculum & Quality On-line	28.11.23	<ul style="list-style-type: none"> • Consider final progress on Plans. Quality Improvement /Development/Staff Development. • Consider the draft College SAR and evidence sources • Consider 23/24 Plans - Quality Improvement /Development & Staff Development • Consider the Annual Report of Complaints • Consider a report on HR • Review terms of reference • Review the 'Theme' • Consider a progress report on the risk register (Curriculum) • Review of T of R • Paper on the Learning Zone • 2022/23 Performance Review Questionnaire Outcome • Appoint Chair/Vice Chair (Every 2 years next Nov '25 note: standing orders) • Check Policy Log

<p>Audit</p> <p>On-line</p>	<p>05.12.23</p>	<ul style="list-style-type: none"> • Consider Committee's Annual Report to the Corporation and the Principal including a review of the Audit Committee's terms of reference • Consider Regularity Self Assessment Questionnaire & recommend Corpn • Receive a progress report on the risk register • Consider & recommend to Corpn the proposed Audit Assurance Plan (or Feb '24?) • Renewing the Financial Statements Auditors contract • Consider & recommend to Corpn External Audit Engagement Letter • To receive the Audit Completion Report from Financial Statement auditors & recommend to Corpn the signing of the letters of representation • Monitor recommendations made by Assurers/Auditors • Consider a review of 'Going Concern' • To consider the Draft College Financial Statements & to Corpn agreements of: <ul style="list-style-type: none"> • Strategic Report • Statements of corporate governance & internal control • Governing Body's Statement • Statement of the responsibilities of the members of the Corpn for the financial statements • To consider & recommend to Corpn financial statements for Shipley College Development accounts • To receive details of the main changes to the Financial Memorandum & Post 16 Audit Code of Practice • 2022/23 Performance Review Questionnaire Outcome • Changes to the Financial Regulations & Annexes • Check Policy Log
<p>F&R</p>	<p>Wed 06.12.23</p>	<ul style="list-style-type: none"> • Appoint Chair/Vice Chair (Every 2 years next Dec '25 note: standing orders) • October Accounts • Consider the Audit Completion Report from External auditors • To receive details of the main changes to the Funding Agreement • Update of the 3-year Financial Forecasts • Consider a recommendation for a pay award for staff • Review terms of reference • Reconciliation of forecasted & actual outturn for previous financial year • ESFA letter – Outcome of review of financial plan • Consider a progress report on the risk register (Financial) • To consider & recommend to Corpn approval of the Shipley College Development accounts • Consider Sector/Service Accounts (or March '24) • 2022/23 Performance Review Questionnaire Outcome • WYCC Update • Changes to the Financial Regulations & Annexes • Check Policy Log
<p>Corporation</p>	<p>12.12.23</p>	<ul style="list-style-type: none"> • Consider from Audit Cttee approval of Regularity Audit Framework (incl signing of engagement letter & letters of representation) • Consider Corporation/College Annual Report • Consider a recommendation for a pay award for staff • Consider minutes Remuneration cttee

		<ul style="list-style-type: none"> • Approve Audit Assurance Plan (or March/April '24?) • Consider for approval the Whole College SAR & Associated Plans • Student Council • Consider annual H&S Report • Consider Corporations KPIs • Consider interim FT enrolment report • Consider Termly Finance Report • Refresher Briefing on E&D, Safeguarding and Prevent • Governance matters? New appointments? • Annual review of Confidential minutes/papers • Check Policy Log
Audit On-line	27.02.24	<ul style="list-style-type: none"> • GDPR Annual Review to 31/12/22 (Report prepared by the Director of Physical Resources) • Consider progress report on the risk register • Consider and recommend to the Corporation the proposed Audit Assurance Plan (or Nov/Dec 22) • Monitor recommendations made by Auditors/Assurers • Annual report on Procurement & Tendering • Training Item? • Other items? • Check Policy Log
Curriculum & Quality On-line	05.03.24	<ul style="list-style-type: none"> • Consider an in-year retention & enrolment report, including Apprentices • Consider E&D Annual Report • Consider a HR report • Review the 'Theme' • Consider draft Strategic Curriculum Planning Report • Consider a progress report on the risk register (Curriculum) • Consider Learner Induction Survey Report • Check Policy Log
Finance & Resources	12.03.24	<ul style="list-style-type: none"> • Consider January Accounts • Report on capital building projects & estates matters • Update of the 3 year Financial Forecasts • Receive a progress report on the risk register (Financial) • Receive ESFA's review of Financial Statements/Financial Plans (or July '24?) • Annual report on Procurement & Tendering • WYCC Update • Check Policy Log
Corporation	19.03.24	<ul style="list-style-type: none"> • Consider Corporations KPIs • Consider Termly Finance Report • Student Council • Monitor progress on QIP & Development Plan

		<ul style="list-style-type: none"> • Accountability statement to be approved • Governance matters? Consider an update to Standing Orders/Code of Conduct? • Annual Report on Progress to achieve Strategic Drivers/Objectives • Check Policy Log
Corporation 4.30 pm	14.05.24	<ul style="list-style-type: none"> • Training and Strategic Development: <ul style="list-style-type: none"> - Topics to be decided
Curriculum & Quality	18.06.24	<ul style="list-style-type: none"> • Consider a Curriculum Planning Report • Consider an in-year retention & enrolment report, including Apprentices • Consider draft OTLA report • Review the 'Theme' • Agree a 'theme' to review in 2024/25 • HE Update • Report on feedback from members on Learning Walk Observations • Consider a progress report on the risk register (Curriculum) • Identify any training needs • Check Policy Log
Audit On-line	25.06.24	<ul style="list-style-type: none"> • Receive the External Audit Planning memorandum • Consider External Auditor KPI's • To consider the Engagement Letter for Financial Statement auditors • Consider Assurance Reports & recommendations • To receive a progress report on the Risk Register • Review of Subcontracting required by ESFA • Monitor recommendations from auditors/assurers • Identify training needs • To receive the annual report on any instances of fraud, including Fraud Indicator Checklist • Receive ESFA's review of Financial Statements • To receive & note changes to Post-16 Audit CoP & update to ToFR • Changes to the Financial Regulations & Annexes • Check Policy Log
Finance & Resources	02.07.24	<ul style="list-style-type: none"> • Consider April accounts • Receive a copy of Ext Audit Planning Doc. • Consider & recommend to the Corporation the proposed 3 year Financial Forecasts return • Consider ESFA letter re College Financial Plans (or March'24?) • Receive a progress report on the risk register (Financial) • Recommend for approval to the Corporation the income and expenditure budgets • To receive the annual report on Gifts/Hospitality received • To receive the annual report by the Principal on any significant exceptions on the use of Financial Regulation Procedures

		<ul style="list-style-type: none"> • Report on Minor Capital Budgets (Fin Reg 4.4.6) • Receive an update on changes to Fin Regs • Report on College Subsidiary Co's • Receive a benchmark report on FE Sector 22/23 Finance Data • Identify training needs • WYCC Update • Check Policy Log
Corporation	09.07.24	<ul style="list-style-type: none"> • Approve Income and Expenditure budget & 3 year Fin Forecasts • Annual Report on Corporate Governance & Risk Management - Including the Full Risk Register • Monitor progress on QIP & Development Plan • Annual Listening Board Report (combined or separate reports on the Student, Staff and Stakeholder Voices?) • Annual report on Safeguarding • Student Council • Consider Corporations KPIs • Consider Termly Finance Report • Governance matters – Consider a timetable of meetings and main agenda items • Governance matters – To consider the 2022/23 review of the Code of Governance for Compliance and reporting in the end of year accounts • Check Policy Log
From Sept 2024	Dates:	PROVISIONAL DATES TO BE CONFIRMED JULY 2024
Corporation	08.10.24	<ul style="list-style-type: none"> • Training and Strategic Development • Annual Training on Finance (Refresher), including: <ul style="list-style-type: none"> - Initial consideration of End of year accounts - Update of the 3-year Financial Forecasts • Other matters?
Search	15.10.24	<ul style="list-style-type: none"> • Appoint Chair/Vice Chair (Every 2 years next Oct '26. Note: standing orders) • Analysis of 2024 Corpn & Cttee Performance Review Questionnaires • Consider outcome of 2024 Member Skills Audit • Consider external member record of mandatory training • Review Governance risks within overall Risk Register • Reappointment of members whose term of office expires 2024/25 • Consider 2024/25 Code of Governance • Review terms of reference • Review composition & balance of members @ Sept 2024 • % turnover of members 2023/24
Remuneration	19.11.24	<ul style="list-style-type: none"> • Review Senior Post Holder (SPH) Remuneration Policy • Consider SPH Remuneration Code - Annual Report to the Corporation 2023/24

		<ul style="list-style-type: none"> • Consider latest Senior Pay Survey & a recommendation to Corporation for SPH pay • Check Policy Log •
Curriculum & Quality On-line	26.11.24	<ul style="list-style-type: none"> • Consider final progress on Plans. Quality Improvement /Development/Staff Development. • Consider the draft College SAR and evidence sources • Consider 24/25 Plans - Quality Improvement /Development & Staff Development • Consider the Annual Report of Complaints • Consider a report on HR • Review terms of reference • Review the 'Theme' • Consider a progress report on the risk register (Curriculum) • Paper on the Learning Zone • 2023/24 Performance Review Questionnaire Outcome • Check Policy Log
Audit On-line	03.12.24	<ul style="list-style-type: none"> • Appoint Chair/Vice Chair (Every 2 years next Nov/Dec '26 note: standing orders) • Consider Committee's Annual Report to the Corporation and the Principal including a review of the Audit Committee's terms of reference • Consider Regularity Self Assessment Questionnaire & recommend Corpn • Receive a progress report on the risk register • Consider & recommend to Corpn the proposed Audit Assurance Plan (or Feb '25?) • Renewing the Financial Statements Auditors contract • Consider & recommend to Corpn External Audit Engagement Letter • To receive the Audit Completion Report from Financial Statement auditors & recommend to Corpn the signing of the letters of representation • Monitor recommendations made by Assurers/Auditors • Consider a review of 'Going Concern' • To consider the Draft College Financial Statements & to Corpn agreements of: <ul style="list-style-type: none"> • Strategic Report • Statements of corporate governance & internal control • Governing Body's Statement • Statement of the responsibilities of the members of the Corpn for the financial statements • To consider & recommend to Corpn financial statements for Shipley College Development accounts • To receive details of the main changes to the Financial Memorandum & Post 16 Audit Code of Practice • 2023/24 Performance Review Questionnaire Outcome • Check Policy Log
Finance & Resources	Wed 04.12.24	<ul style="list-style-type: none"> • October Accounts • Consider the Audit Completion Report from External auditors <ul style="list-style-type: none"> • To receive details of the main changes to the Funding Agreement • Update of the 3-year Financial Forecasts • Consider a recommendation for a pay award for staff • Review terms of reference • Reconciliation of forecasted & actual outturn for previous financial year

		<ul style="list-style-type: none"> • ESFA letter – Outcome of review of financial plan • Consider a progress report on the risk register (Financial) • To consider & recommend to Corpn approval of the Shipley College Development accounts • Consider Sector/Service Accounts (or March'25?) • 2023/24 Performance Review Questionnaire Outcome • WYCC Update • Check Policy Log
Corporation	10.12.24	<ul style="list-style-type: none"> • Appoint Chair/Vice-Chair (Every 2 years next Dec '26 note: standing orders) • Consider from Audit Cttee approval of Regularity Audit Framework (incl signing of engagement letter & letters of representation) • Consider Corporation/College Annual Report • Consider a recommendation for a pay award for staff • Consider minutes Remuneration cttee • Approve Audit Assurance Plan • Consider for approval the Whole College SAR & Associated Plans • Student Council • Consider annual H&S Report • Consider Corporations KPIs • Consider interim FT enrolment report • Consider Termly Finance Report • Refresher Briefing on E&D, Safeguarding and Prevent • Governance matters? New appointments? • Annual review of Confidential minutes/papers • Check Policy Log