

TIMETABLE OF MEETINGS September 2022 to December 2023

All meetings to commence at 6.00 pm unless otherwise stated

Committee	Date of meeting	Indication of main agenda items
Corporation  4.30 pm	11.10.22	<ul style="list-style-type: none"> <li>● Training and Strategic Development</li> <li>● Annual Training on Finance (Refresher), including:               <ul style="list-style-type: none"> <li>- Initial consideration of End of year accounts</li> <li>- Update of the 3-year Financial Forecasts</li> <li>- Benchmark report on FE Sector Finance Data 2021/22</li> </ul> </li> <li>● A review of the college curriculum offered (to be undertaken every three years). Raising governors awareness of how management review, evaluate and plan the curriculum offer with a financial, student outcomes and labour market focus and also with this session what recruitment has been to date according to the plan. Also, an opportunity to review whether governors think Shipley College is contributing to the local, regional and national work force through its curriculum offer and whether there are gaps we could fill. Preparation for this session would be helpful for our new VP C&amp;Q.</li> <li>● Other matters?</li> </ul>
Search	18.10.22	<ul style="list-style-type: none"> <li>● Analysis of 2022 Corpn &amp; Cttee Performance Review Questionnaires</li> <li>● Consider outcome of 2022 Member Skills Audit and filling external vacancies on the Corporation</li> <li>● Consider external member record of mandatory training</li> <li>● Review Governance risks within overall Risk Register</li> <li>● Revisit 2021 Governance Review recommendations for progress on implementation</li> <li>● Reappointment of members whose term of office expires 2022/23</li> <li>● Consider 2022/23 Code of Governance for recommending to the Corporation July 2023</li> <li>● Review terms of reference</li> <li>● Review composition &amp; balance of members @ Sept 2022</li> <li>● % turnover of members 2021/22</li> <li>● Appoint Chair/Vice Chair (Every 2 years next Oct '24. Note: standing orders)</li> <li>●</li> </ul>
Remuneration	22.11.22	<ul style="list-style-type: none"> <li>● Review Senior Post Holder (SPH) Remuneration Policy</li> <li>● Consider SPH Remuneration Code - Annual Report to the Corporation 2021/22</li> <li>● Consider latest Senior Pay Survey &amp; a recommendation to Corporation for SPH pay</li> <li>● Check Policy Log</li> </ul>

Curriculum & Quality	29.11.22	<ul style="list-style-type: none"> <li>● Consider final progress on Plans. Quality Improvement /Development/Staff Development.</li> <li>● Consider the draft College SAR and evidence sources</li> <li>● Consider 22/23 Plans - Quality Improvement /Development &amp; Staff Development</li> <li>● Consider the Annual Report of Complaints</li> <li>● Consider a report on HR</li> <li>● Review terms of reference</li> <li>● Review the 'Theme'</li> <li>● Consider a progress report on the risk register (Curriculum)</li> <li>● Review of T of R</li> <li>● 2021/22 Performance Review Questionnaire Outcome</li> <li>● Check Policy Log</li> </ul>
Audit	Tues 06.12.22	<ul style="list-style-type: none"> <li>● Appoint Chair/Vice Chair (Every 2 years next Nov/Dec '24 note: standing orders)</li> <li>● Consider Committee's Annual Report to the Corporation and the Principal including a review of the Audit Committee's terms of reference</li> <li>● Consider Regularity Self Assessment Questionnaire &amp; recommend Corpn</li> <li>● Receive a progress report on the risk register</li> <li>● Consider &amp; recommend to Corpn the proposed Audit Assurance Plan (or Feb '23?)</li> <li>● Renewing the Financial Statements Auditors contract</li> <li>● Consider &amp; recommend to Corpn External Audit Engagement Letter</li> <li>● To receive the Audit Completion Report from Financial Statement auditors &amp; recommend to Corpn the signing of the letters of representation</li> <li>● Monitor recommendations made by Assurers/Auditors</li> <li>● Consider a review of 'Going Concern'</li> <li>● To consider the Draft College Financial Statements &amp; to Corpn agreements of: <ul style="list-style-type: none"> <li>● Strategic Report</li> <li>● Statements of corporate governance &amp; internal control</li> <li>● Governing Body's Statement</li> <li>● Statement of the responsibilities of the members of the Corpn for the financial statements</li> </ul> </li> <li>● To consider &amp; recommend to Corpn financial statements for Shipley College Development accounts</li> <li>● To receive details of the main changes to the Financial Memorandum &amp; Post 16 Audit Code of Practice</li> <li>● 2021/22 Performance Review Questionnaire Outcome</li> <li>● Changes to the Financial Regulations &amp; Annexes</li> <li>● Check Policy Log</li> </ul>

F&R	Wed 07.12.22	<ul style="list-style-type: none"> <li>• October Accounts</li> <li>• Consider the Audit Completion Report from External auditors</li> <li>• To receive details of the main changes to the Funding Agreement</li> <li>• Update of the 3-year Financial Forecasts</li> <li>• Consider a recommendation for a pay award for staff</li> <li>• Review terms of reference</li> <li>• Reconciliation of forecasted &amp; actual outturn for previous financial year</li> <li>• ESFA letter – Outcome of review of financial plan</li> <li>• Consider a progress report on the risk register (Financial)</li> <li>• To consider &amp; recommend to Corpn approval of the Shipley College Development accounts</li> <li>• Consider Sector/Service Accounts</li> <li>• 2021/22 Performance Review Questionnaire Outcome</li> <li>• WYCC Update</li> <li>• Changes to the Financial Regulations &amp; Annexes</li> <li>• Check Policy Log</li> </ul>
Corporation	13.12.22	<ul style="list-style-type: none"> <li>• Appoint Chair/Vice-Chair (Every 2 years next Dec '24 note: standing orders)</li> <li>• Consider from Audit Cttee approval of Regularity Audit Framework (incl signing of engagement letter &amp; letters of representation)</li> <li>• Consider Corporation/College Annual Report</li> <li>• Consider a recommendation for a pay award for staff</li> <li>• Consider minutes Remuneration cttee</li> <li>• Approve Audit Assurance Plan (or March/April '23?)</li> <li>• Consider for approval the Whole College SAR &amp; Associated Plans</li> <li>• Student Council</li> <li>• Consider annual H&amp;S Report</li> <li>• Consider Corporations KPIs</li> <li>• Consider interim FT enrolment report</li> <li>• Consider Termly Finance Report</li> <li>• Refresher Briefing on E&amp;D, Safeguarding and Prevent</li> <li>• Governance matters? New appointments?</li> <li>• Annual review of Confidential minutes/papers</li> <li>• Check Policy Log</li> <li>•</li> </ul>
Audit	28.02.23	<ul style="list-style-type: none"> <li>• GDPR Annual Review to 31/12/22</li> <li>• Consider progress report on the risk register</li> <li>• Consider and recommend to the Corporation the proposed Audit Assurance Plan (or Nov/Dec 22)</li> <li>• Monitor recommendations made by Auditors/Assurers</li> <li>• Training Item?</li> <li>• Other items?</li> <li>• Check Policy Log</li> </ul>

Curriculum & Quality	07.03.23	<ul style="list-style-type: none"> <li>• Consider an in-year retention &amp; enrolment report, including Apprentices</li> <li>• Consider E&amp;D Annual Report</li> <li>• Consider a HR report</li> <li>• Review the 'Theme'</li> <li>• Consider draft Strategic Curriculum Planning Report</li> <li>• Consider a progress report on the risk register (Curriculum)</li> <li>• Consider Learner Induction Survey Report</li> <li>• Check Policy Log</li> <li>•</li> </ul>
Finance & Resources	14.03.23	<ul style="list-style-type: none"> <li>• Consider January Accounts</li> <li>• Report on capital building projects &amp; estates matters</li> <li>• Update of the 3 year Financial Forecasts</li> <li>• Receive a progress report on the risk register (Financial)</li> <li>• Receive ESFA's review of Financial Statements/Financial Plans (or July '23?)</li> <li>• Annual report on Procurement</li> <li>• WYCC Update</li> <li>• Check Policy Log</li> <li>•</li> </ul>
Corporation	28.03.23	<ul style="list-style-type: none"> <li>• Consider Corporations KPIs</li> <li>• Consider Termly Finance Report</li> <li>• Student Council</li> <li>• Monitor progress on QIP &amp; Development Plan</li> <li>• Governance matters? Consider an update to Standing Orders/Code of Conduct?</li> <li>• Annual Report on Progress to achieve Strategic Drivers/Objectives</li> <li>• Check Policy Log</li> <li>•</li> </ul>
Corporation 4.30 pm	16.05.23	<ul style="list-style-type: none"> <li>• Training and Strategic Development: <ul style="list-style-type: none"> <li>- Topics to be decided</li> </ul> </li> </ul>
Curriculum & Quality	20.06.23	<ul style="list-style-type: none"> <li>• Consider a Curriculum Planning Report</li> <li>• Consider an in-year retention &amp; enrolment report, including Apprentices</li> <li>• Consider draft OTLA report</li> <li>• Review the 'Theme'</li> <li>• Agree a 'theme' to review in 2023/24</li> <li>• HE Update</li> <li>• Report on feedback from members on Learning Walk Observations</li> <li>• Consider a progress report on the risk register (Curriculum)</li> <li>• Consider a report on Delivery Agreements</li> <li>• Identify any training needs</li> <li>• Check Policy Log</li> <li>•</li> </ul>

Audit	27.06.23	<ul style="list-style-type: none"> <li>● Receive the External Audit Planning memorandum</li> <li>● Consider External Auditor KPI's</li> <li>● To consider the Engagement Letter for Financial Statement auditors</li> <li>● Consider Assurance Reports &amp; recommendations</li> <li>● To receive a progress report on the Risk Register</li> <li>● Review of Subcontracting required by ESFA</li> <li>● Monitor recommendations from auditors/assurers</li> <li>● Identify training needs</li> <li>● To receive the annual report on any instances of fraud, including Fraud Indicator Checklist</li> <li>● Receive ESFA's review of Financial Statements</li> <li>● To receive &amp; note changes to Post-16 Audit CoP &amp; update to ToFR</li> <li>● Changes to the Financial Regulations &amp; Annexes <ul style="list-style-type: none"> <li>● Check Policy Log</li> </ul> </li> </ul>
Finance & Resources	04.07.23	<ul style="list-style-type: none"> <li>● Consider April accounts</li> <li>● Receive a copy of Ext Audit Planning Doc.</li> <li>● Consider &amp; recommend to the Corporation the proposed 3 year Financial Forecasts return</li> <li>● Consider ESFA letter re College Financial Plans (or March'23?)</li> <li>● Receive a progress report on the risk register (Financial)</li> <li>● Recommend for approval to the Corporation the income and expenditure budgets</li> <li>● To receive the annual report on Gifts/Hospitality received</li> <li>● To receive the annual report by the Principal on any significant exceptions on the use of Financial Regulation Procedures</li> <li>● Report on Minor Capital Budgets (Fin Reg 4.4.6)</li> <li>● Receive an update on changes to Fin Regs</li> <li>● Report on College Subsidiary Co's</li> <li>● Receive a benchmark report on FE Sector 22/23 Finance Data</li> <li>● Identify training needs</li> <li>● WYCC Update</li> <li>● Check Policy Log</li> </ul>

Corporation	11.07.23	<ul style="list-style-type: none"> <li>• Approve Income and Expenditure budget &amp; 3 year Fin Forecasts</li> <li>• Annual Report on Corporate Governance &amp; Risk Management - Including the Full Risk Register</li> <li>• Monitor progress on QIP &amp; Development Plan</li> <li>• Annual Listening Board Report (combined or separate reports on the Student, Staff and Stakeholder Voices?)</li> <li>• Annual report on Safeguarding</li> <li>• Student Council</li> <li>• Consider Corporations KPIs</li> <li>• Consider Termly Finance Report</li> <li>• Governance matters – Consider a timetable of meetings and main agenda items</li> <li>• Governance matters – To consider the 2022/23 review of the Code of Governance for Compliance and reporting in the end of year accounts</li> <li>• Check Policy Log</li> <li>•</li> </ul>
From Sept 2023	Dates:	PROVISIONAL DATES TO BE CONFIRMED JULY 2023
Corporation	10.10.23	<ul style="list-style-type: none"> <li>• Training and Strategic Development</li> <li>• Annual Training on Finance (Refresher), including: <ul style="list-style-type: none"> <li>- Initial consideration of End of year accounts</li> <li>- Update of the 3-year Financial Forecasts</li> </ul> </li> <li>• Other matters?</li> </ul>
Search	17.10.23	<ul style="list-style-type: none"> <li>• Analysis of 2023 Corpn &amp; Cttee Performance Review Questionnaires</li> <li>• Consider outcome of 2023 Member Skills Audit</li> <li>• Consider external member record of mandatory training</li> <li>• Review Governance risks within overall Risk Register</li> <li>• Reappointment of members whose term of office expires 2023/24</li> <li>• Consider 2023/24 Code of Governance</li> <li>• Review terms of reference</li> <li>• Review composition &amp; balance of members @ Sept 2023</li> <li>• % turnover of members 2022/23</li> <li>•</li> </ul>
Remuneration	21.11.23	<ul style="list-style-type: none"> <li>• Review Senior Post Holder (SPH) Remuneration Policy</li> <li>• Consider SPH Remuneration Code - Annual Report to the Corporation 2022/23</li> <li>• Consider latest Senior Pay Survey &amp; a recommendation to Corporation for SPH pay</li> <li>• Check Policy Log</li> <li>•</li> </ul>
Curriculum & Quality	28.11.23	<ul style="list-style-type: none"> <li>• Consider final progress on Plans. Quality Improvement /Development/Staff Development.</li> <li>• Consider the draft College SAR and evidence sources</li> <li>• Consider 23/24 Plans - Quality Improvement /Development &amp; Staff Development</li> <li>• Consider the Annual Report of Complaints</li> <li>• Consider a report on HR</li> </ul>

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

		<ul style="list-style-type: none"> <li>● 2022/23 Performance Review Questionnaire Outcome</li> <li>● WYCC Update</li> <li>● Check Policy Log</li> <li>●</li> </ul>
Corporation	12.12.23	<ul style="list-style-type: none"> <li>● Consider from Audit Cttee approval of Regularity Audit Framework (incl signing of engagement letter &amp; letters of representation)</li> <li>● Consider Corporation/College Annual Report</li> <li>● Consider a recommendation for a pay award for staff</li> <li>● Consider minutes Remuneration cttee</li> <li>● Approve Audit Assurance Plan</li> <li>● Consider for approval the Whole College SAR &amp; Associated Plans</li> <li>● Student Council</li> <li>● Consider annual H&amp;S Report</li> <li>● Consider Corporations KPIs</li> <li>● Consider interim FT enrolment report</li> <li>● Consider Termly Finance Report</li> <li>● Refresher Briefing on E&amp;D, Safeguarding and Prevent</li> <li>● Governance matters? New appointments?</li> <li>● Annual review of Confidential minutes/papers</li> <li>● Check Policy Log</li> <li>●</li> </ul>