

TIMETABLE OF MEETINGS 2020/21

All meetings to commence at 6.00 pm unless otherwise stated

Committee	Date of meeting	Indication of main agenda items	Policy & Procedure Review and Approval by Committee/Corporation
Corporation	13.10.20	<ul style="list-style-type: none"> ● Training and Strategic Development ● Annual Training on Finance (Refresher), including: ● Initial consideration of End of year accounts ● Update of the 3-year Financial Forecasts ● explore the 'self-assessment' template and potential red flags for the board ● Other matters? 	<ul style="list-style-type: none"> ●
Audit	<p>24.11.20</p> <p>This date may need to be reviewed depending how the external audit progresses</p>	<ul style="list-style-type: none"> ● Appoint Chair/Vice Chair in Nov '20: 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 ● Consider a change to the Risk register and an update of the risks ● Consider & recommend to Corpn the proposed Audit Assurance Plan ● Consider External Audit Fee for 2020/21 and process for 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 ● 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 	<ul style="list-style-type: none"> ● Consider & recommend approval to Corpn the: ● Acceptable Use Policy{Next Nov '21} ● {Next Nov '21 Business Continuity Policy}

		<ul style="list-style-type: none"> To receive details of the main changes to the Financial Memorandum & Post 16 Audit Code of Practice & any updates to Terms of Reference 2019/20 Performance Review outcome 	
Curriculum & Quality	01.12.20	<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 20/21 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) 2019/20 Performance Review Outcome Appoint Chair/Vice Chair (Nov 2020 note: standing orders) 	<ul style="list-style-type: none"> Consider & recommend approval to Corpn the: ALS Policy {Next Nov '21} Assessment & Verification Policy {Next Nov '21} Compliments and Complaints {Nov '22} Grievance {Next '23} {Next Nov '21 The Sickness Absence Policy & Procedure}
F&R	08.12.20	<ul style="list-style-type: none"> Appoint Chair/Vice Chair in Dec '20: note standing orders October Accounts Consider the Audit Completion Report from External auditors To receive details of the main changes to the Financial Memorandum 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) 2019/20 Performance Review Outcome Consider in more detail the Sensitivity analysis WYCC Update Report on Student Union income and expenditure account to 31 July 	<ul style="list-style-type: none"> Consider & recommend approval to Corpn the: End of year accounts {Next Dec '21}
Corporation	15.12.20	<ul style="list-style-type: none"> Appoint Chair/Vice-Chair in Dec '20 Note standing orders Consider from Audit Cttee approval of Regularity Audit Framework (incl signing of engagement letter & letters of 	<ul style="list-style-type: none"> Approve the: end of year Accounts {Next Dec '21} ALS Policy {Next Dec '21}

		<ul style="list-style-type: none"> representation) Annual Progress report on Strategic Drivers/Strategic Planning Consider Corporation/College Annual Report Consider a recommendation for a pay award for staff Remuneration cttee Approve Audit Assurance Plan Consider for approval the Whole College SAR & Associated Plans Bid to Town Plan for Capital Build Funds (from 14/07/20 Corpn Mtg) Academic Board/Student Council? Consider annual H&S Report Consider Corporations KPIs Consider interim FT enrolment report Consider Termly Finance Report Governance matters? New appointments? Review of Code of Governance Refresher Briefing on E&D, Safeguarding and Prevent Annual review of Confidential minutes/papers 	<ul style="list-style-type: none"> Assessment & Verification Policy {Next Dec '21} Compliments and Complaints {Next Dec '22} Grievance {Next Dec'23} Acceptable Use Policy {Next Dec '21} The SPH remuneration Policy {Next Dec '21?} {Next Dec '21 Sickness Absence Policy & Procedure}
Curriculum & Quality	02.03.21	<ul style="list-style-type: none"> Consider an in-year retention & enrolment report, including Apprentices, comparison male v female & analysis of destination figures 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 	<ul style="list-style-type: none"> Consider & recommend approval to Corpn the: Safeguarding P&P {Next Mar '22} Quality Policy & Cycle {Next Mar '22} Admissions Policy {Next Mar '22} Maternity. Paternity, Adoption, Parental & Shared Leave Policy {Next March '23 } {March '22 the Freedom of Expression Policy} .
Finance & Resources	23.03.21	<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?) Annual report on Procurement Consider Sector/Service Accounts (or Dec) WYCC Update 	<ul style="list-style-type: none"> Consider & recommend approval to Corpn the: Fee & Remission Policy {Next Mar '22} Phased & Flexible Retirement Policy {Next Mar '24} {Next Mar '23 Sustainability & Environmental Policy}
Corporation	30.03.21	<ul style="list-style-type: none"> Consider Corporations KPIs Consider Termly Finance Report 	<ul style="list-style-type: none"> Approve the: Safeguarding P&P {Next Mar '22}

		<ul style="list-style-type: none"> • Academic Board/Student Council? • Monitor progress on QIP & Development Plan • Governance matters • Update on Strategic Planning & progress to achieve Strategic Objectives 	<ul style="list-style-type: none"> • Fee & Remission Policy {Next Mar '22} • Quality Policy & Cycle {Next Mar '22} • Admissions Policy {Next Mar '22} • Maternity. Paternity, Adoption, Parental & Shared Leave Policy{Next Mar '23} • Phased & Flexible Retirement Policy{Next Mar '24} • {Next Mar'22 SPH Disciplinary Procedure (Via Rem Co)} • {Next Mar '22 Freedom of Expression Policy}
Corporation 4.30 pm	18.05.21	<ul style="list-style-type: none"> • Training and Strategic Development: 	<ul style="list-style-type: none"> •
Audit	15.06.21	<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 ToR • GDPR Annual Review 	<ul style="list-style-type: none"> • To consider for sign off Supply Chain Fees and Subcontracting Policy {Next Jun'22} • Consider & recommend approval to Corpn the: • Financial Regulations & Annexes{Next June'22} • Whistleblowing P&P {Next June'22} • {Next June '22 Data Protection Policy} • {Next June '23 Dynamic Lockdown Procedure}
Curriculum & Quality	22.06.21	<ul style="list-style-type: none"> • Consider a Curriculum Intent Report • Consider an in-year retention & enrolment report, including Apprentices & comparison male v female • Consider draft OTLA report • Review the 'Theme' • Agree a 'theme' to review in 2021/22 • HE Update • Report on feedback from members on Learning Walk Observations • Consider a progress report on the risk register (Curriculum) • Consider a report on Delivery Agreements 	<ul style="list-style-type: none"> • Consider & recommend approval to Corpn the: • E&D Policy {Next June'22} • Staff Dev P&P {Next June '21} • Staff Appraisal P&P {Next June '21} • Disciplinary Policy (Not SPH){Next June '23 } • {Next June'22 Positive Behaviour Policy & Student Disciplinary Procedures}

		<ul style="list-style-type: none"> Identify training needs 	
Finance & Resources	06.07.21	<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?) 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 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 20/21 Finance Data Identify training needs WYCC Update 	<ul style="list-style-type: none"> Annual review of Treasury Management Policy including cash investment {Next July '22} Approve the Policy & Procedure for Hire of College Premises {Next July '22} Consider & recommend approval to Corpn the: Learner Financial Support Policy {Next July '22}
Corporation	13.07.21	<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 report on Safeguarding Academic Board/Student Council? Consider Corporations KPIs Consider Termly Finance Report Governance matters – Consider a timetable of meetings and main agenda items 	<ul style="list-style-type: none"> Approve the: Financial Regulations & Annexes {Next July '22} E&D Policy {Next June'21} Learner Financial Support Policy {Next July '21} Positive Behaviour Policy & Student Disciplinary Procedures {Next July '22} Dynamic Lockdown Procedure {Next June '23} Whistleblowing P&P {Next July '21} Staff Dev P&P {Next July '21} Staff Appraisal P&P {Next July '21} H&S Policy {Next July ,22} Disciplinary Policy (Not SPH){Next July '23 } {July '22 Data Protection Policy} {July '22 SPH Remuneration Code}
From Sept 2020	Dates:	PROVISIONAL TO BE CONFIRMED JULY 2021	

Corporation	12.10.21	<ul style="list-style-type: none"> ● Training and Strategic Development ● Annual Training on Finance (Refresher), including: ● Initial consideration of End of year accounts ● Update of the 3-year Financial Forecasts ● Other matters? 	<ul style="list-style-type: none"> ●
Audit	<p>23.11.21</p> <p>This date may need to be reviewed depending how the external audit progresses</p>	<ul style="list-style-type: none"> ● {Appoint Chair/Vice Chair in Nov '22: 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 ● 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 ● 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 ● 2020/21 Performance Review Outcome 	<ul style="list-style-type: none"> ● Consider & recommend approval to Corpn the: ● Acceptable Use Policy {Next Nov '22} ● Business Continuity Policy{Next Nov '24}
Curriculum & Quality	30.11.21	<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 21/22 Plans - Quality Improvement /Development & Staff Development ● Consider the Annual Report of Complaints ● Consider a report on HR 	<ul style="list-style-type: none"> ● Consider & recommend approval to Corpn the: ● ● ALS Policy {Next Nov '22} ● Assessment & Verification Policy {Next Nov '22}

		<ul style="list-style-type: none"> • Review terms of reference • Review the 'Theme' • Consider a progress report on the risk register (Curriculum) • Paper on the Learning Zone • 2020/21 Performance Review Outcome • {Appoint Chair/Vice Chair Nov '22 note: standing orders} 	<ul style="list-style-type: none"> • {Next Nov '22 Compliments/Complaints Procedure} • {Next Nov '23 Grievance Procedure}
Finance & Resources	07.12.21	<ul style="list-style-type: none"> • {Appoint Chair/Vice Chair in Dec '22: note standing orders} • October Accounts • Consider the Audit Completion Report from External auditors • To receive details of the main changes to the Financial Memorandum • 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) • 2020/21 Performance Review Outcome • WYCC Update • 	<ul style="list-style-type: none"> • Consider & recommend approval to Corpn the: • End of year accounts {Next Dec '22}
Corporation	14.12.21	<ul style="list-style-type: none"> • {Appoint Chair/Vice-Chair in Dec '22 Note standing orders} • Consider from Audit Cttee approval of Regularity Audit Framework (incl signing of engagement letter & letters of representation) • Progress on Strategic Drivers/Strategic Planning • Consider Corporation/College Annual Report • Consider a recommendation for a pay award for staff • Remuneration cttee? • Approve Audit Assurance Plan • Consider for approval the Whole College SAR & Associated Plans • Academic Board/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 	<ul style="list-style-type: none"> • Approve the: • End of year Accounts {Next Dec '22} • ALS Policy {Next Dec '22} • Assessment & Verification Policy{Next Dec '22} • Business Continuity Policy{Next Dec '24} • {Next Dec '22 Compliments/Complaints Procedure} • {Next Dec '23 Grievance Procedure}

		<ul style="list-style-type: none">• Governance matters? New appointments?• Annual review of Confidential minutes/papers	
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• **Search Committee:** ***Date(s) to be arranged***

• **Remuneration Committee:** ***Date(s) to be arranged***

J Stott, Clerk