

HEREFORDSHIRE COLLEGE OF TECHNOLOGY
Business Items Timetable for Board & Committees 2011/12

	CORPORATION	AUDIT	FINANCE AND EMPLOYMENT	QUALITY AND STANDARDS	SEARCH AND GOVERNANCE
OCT	<ul style="list-style-type: none"> • Governance recommendations (attendance, Committee membership, appoint Chairs, decisions taken previous year) • Principal's Report • Core values and PIs • Mngt Accounts including learner no's • Minutes of Committees • Equality and Diversity report • QIP • Review confidential minutes • Self assessment for Governance <p>11/10/11 and Governors' Workshop</p>				
NOV		<ul style="list-style-type: none"> • Financial Statements Management Letter including Regularity Audit • External Audit Plan and Audit of the Financial Statements and reporting on Regularity for the year ended 31 July 2011 • Letter of Engagement • Internal Auditor's Annual Report 2010-11 • Internal Audit Reports • Annual Value for Money Report • Annual Report of Audit Committee • Annual Risk Management 	<ul style="list-style-type: none"> • Annual Health and Safety Report • Annual Staff Development Report • Annual Safeguarding Report • Annual Estates/ Accommodation Report • Mngt Accounts including learner no's • Funding Update • Revised Financial Regulations • Financial Statements • Annual Treasury Management Report 	<ul style="list-style-type: none"> • Management Report (including Learner enrolments, retention, withdrawals, ALS support, attendance) • Minutes and report - Equality & Diversity Group and Annual Report • Monitor implementation of SAR and QIP • Teaching and Learning/ Mentoring Scheme Annual Report • Learner Voice feedback • Review Quality Policy 	<ul style="list-style-type: none"> • Standing orders, terms of reference • Consider items of concern (if any) from Governance recommendations presented to October Board Meeting • Board/Cttee vacancies • Board Champions' Annual Report/Review • Peer appraisal results if applicable • Skills Audit results and training needs analysis • Governors' self assessment • Governors' Workshop programme • Review process reviews

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	CORPORATION	AUDIT	FINANCE AND EMPLOYMENT	QUALITY AND STANDARDS	SEARCH AND GOVERNANCE
		Report <ul style="list-style-type: none"> • Risk Register • Monitoring Mgt Actions • FMCE self assessment 28/11/11	30/11/11	30/11/11	30/11/11
DEC	<ul style="list-style-type: none"> • Principal's Report • Approve/review Strategic Plan (bi annually) • Core values and PIs • Financial Statements, Management Letter, Letter of Engagement and Letter of Representation • Support for Trackfile Ltd • Mngt Accounts including learner no's • Minutes of Committees • Provisional learner retention and achievement • Self Assessment Report (previous year) QIP (current year) • Revised financial regulations • Annual Reports: - <ul style="list-style-type: none"> ○ Annual Business Plan ○ Health and Safety ○ Staff Development ○ Safeguarding ○ Equality and Diversity ○ Estates/Accom ○ Risk Management ○ Value for Money ○ Treasury Management ○ Audit Committee ○ Teaching and Learning/ Mentoring Scheme Report 				

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	CORPORATION	AUDIT	FINANCE AND EMPLOYMENT	QUALITY AND STANDARDS	SEARCH AND GOVERNANCE
	<ul style="list-style-type: none"> o Complaints <p style="text-align: center;">13/12/11</p>				
FEB	<p style="text-align: center;">AWAY DAY</p> <p style="text-align: center;">21/02/12</p>				
MAR	<ul style="list-style-type: none"> • Principal's Report • Review KPIs/core values <p style="text-align: center;">20/03/12 and Governors' Workshop</p>	<ul style="list-style-type: none"> • Internal Audit Reports • Risk Register • Re-Appointment of Fin Statements (incl Regularity) and Internal Audit Service <p style="text-align: center;">26/03/12</p>	<ul style="list-style-type: none"> • Mngt Accounts including learner no's • Budget timetable • Tuition Fee and Remission Policy for following year • Health and safety, personnel, safeguarding reports <p style="text-align: center;">07/03/12</p>	<ul style="list-style-type: none"> • Management Report (including Learner enrolments, retention, withdrawals, ALS support, attendance) • Learner Voice feedback • Self Assessment Report • Minutes and report - Equality & Diversity Group • Monitor implementation of SAR and QIP • Teaching and Learning/ Mentoring Scheme Report • Student Charter Review • Student Attendance Report • Success Rates Rept Ann • Destination Report • QIP <p style="text-align: center;">07/03/12</p>	<ul style="list-style-type: none"> • Board/cttee vacancies • Governors' Workshop programme • Peer appraisals • Review process reviews <p style="text-align: center;">07/03/12</p>
MAY	<ul style="list-style-type: none"> • Review College mission and strategy/progress report on Strategic Plan • Core values and PIs • Mngt Accounts including learner no's • Budget timetable 2012/13 • Tuition Fee and Remission Policy for following year • Results of student 				

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	<ul style="list-style-type: none"> satisfaction survey • Target Setting – Agree FE retention and achievement for current year • Minutes of Committees • Equality & Diversity report • Schedule of Board & Cttee Mtgs & Bus Items Timetable 2011/12 • Re-Appnt/ of Internal Auditors • Re-Appnt of Fin Statements (incl Regularity) Auditors and Internal Audit Service <p>15/05/12 and Governors' Workshop</p>				
JUN	<p>REMUNERATION COMMITTEE: -</p> <ul style="list-style-type: none"> • Election of Chair • Terms of Reference • Pay Review for Senior Postholder and Clerk to Corporation <p>13/06/12</p>	<ul style="list-style-type: none"> • Election of Chair 2012/13 • Terms of Reference • Internal Audit Reports • Internal Audit Strategy, Strategic Plan & Ann Plan • Draft Audit Schedule • Risk Register • Assessment of Cttee's Performance • Assessment of Auditors' performance <p>18/06/12</p>	<ul style="list-style-type: none"> • Election of Chair 2012/13 • Terms of Reference • Mngt Accounts including learner no's • Draft Budget • College Pay Award • Health and safety, personnel, safeguarding reports • Write off bad debts <p>27/06/12</p>	<ul style="list-style-type: none"> • Election of Chair 2012/13 • Terms of Reference • Management Report (including Learner enrolments, retention, withdrawals, ALS support, attendance) • Learner Voice feedback • Minutes and report - Equality & Diversity Group • Monitor implementation of SAR and QIP <p>13/06/12</p>	<ul style="list-style-type: none"> • Election of Chair 2012/13 • Terms of Reference • Review progress towards Governors' Monitoring Targets • Board/Cttee vacancies • Governors' Workshop programme • Self Assessment Report for Governance • Review process reviews <p>13/06/12</p>
JUL	<ul style="list-style-type: none"> • Principal's Report • Review KPIs/core values • College budget and 3-year financial forecast including endorsement of the Risk Management Policy and Disaster Recovery Plan • Self-assessment report • Minutes of Committees 				

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	<ul style="list-style-type: none">• Equality & Diversity• College Pay Award• Write off bad debts• Results of Governors' peer appraisals• Senior Postholders and Clerk to Corporation's Pay Award <p>10/07/12 and Governors' Workshop</p>				
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