VARNDEAN COLLEGE CORPORATION CALENDAR OF MAIN BUSINESS FOR CORPORATION AND COMMITTEE MEETINGS 2025-2026

TERM	SPH REMUNERATION COMMITTEE	AWG	Q & C COMMITTEE	FINANCE COMMITTEE	SEARCH & GOVERNANCE COMMITTEE	AUDIT COMMITTEE	CORPORATION
Autumn	SPH Performance Review and review of Remuneration and take into account national pay negotiations/ agreements Annual Remuneration Committee report to Corporation (to be published) as per AoC Code of Good Governance (annex Remuneration Code). Rem/Performance Review Policies for SPHs – as necessary	Capital Projects Funding/bids Immediate decisions on building matters other Property updates	**SAR** Data Dashboards, Student Outcomes – Student performance Reports, including Exam Results, Value Added, Student Support Analysis, Student enrolments, class sizes, careers strategy/ updates, UCAS placements and HESA Report **Policies/ Other docs** H & S Policy, Plus Annual Report (**plus H & S Link Gov Annual Report)** Child Protection & S/g Policy Admissions Policy	*Annual Report and Financial Statements *Financial Update including Management Accounts *Financial Dashboard Other: Utility costs/contract renewals, staff pay, overdraft plan, financial benchmarking information *ESFA dashboard and financial health confirmation, *Update on costing model and financial sustainability action plan *Capital Works/Plans/Updates Policies and Other Documents: Accountability (incl. Funding Agreement), Commercial Sponsorship Policy – if/when applicable Financial Regulations or Summer Term *EASU Pension Valuation Report (issued annually in October)	*Corporation and Committee/Group Membership Matters and Review including succession planning *Governance SAR and Action Plan incorp EBR Actions, individual Governor and Committee self-assessment, Summary of 1 to 1s with Chair & Governors *Corporation Annual Reports/returns including attendance, Skills/Experience audit, Corporation, Governor expenses, Annual Governor Training, Governor DBS, Governing Monitoring/EDI (DfE Workforce Survey) *Annual Confidentiality Review *Annual FOI Review and FOI requests for previous year *Governor Link arrangements *Policies *AoC Code of Good Governance – Progress Report *Chair appraisal *EBR – as necessary (last visit 23/24) due every 3 years	*Matters Arising, Rolling Action Plan (Update on IA and EA Recs) **Agenda Item for IA/EA to raise issues/concerns with Governors in absence of Management**. *Audit Committee Annual Report **(Chair to sign once Corporation approved in Dec)** *Annual Report and Financial Statements/ Audit Completion Report, plus Letters of Representation for FS and Regularity Audit, Regularity Audit Questionnaire, **Note: include standing item to seek views on governance aspects from auditors** *Internal Audit Matters: Annual Report 2023/2034, Internal Audit Plan, Internal Audit Reports *Internal Audit Performance Indicators *RISK: Risk Management Annual Report, Risk Register, Risk Assurance Map *Policies and other Documents: Risk Management Policy *IT/ILT Strategy (as required) *Critical Incident Plan – scenarios and outcomes (as required) *Fraud Report *AOB – review audit papers to go to Corporation **OTHER**: Accountability Agreement/ESFA Funding Assurance Review – as required ***Confidential Business** **INTERNAL AND EXTERNAL AUDITORS PRESENT (IA VIA G. MEETS)**	**OCTOBER MEETING - INFORMAL** Chair's Report, Principal's Report - may include exam results, progression and updates, Strategic Plan - progress and KPIs, HR Matters, Student numbers, finance matters etc **DECEMBER MEETING** *Pre-Corporation Training (if required) *Chair/VC election/appointment (as necessary) *Membership Matters *Chair's Report *Principal's Report: Staff/HR matters incl. pay negotiations, Sector Policy updates, Accommodation Master Plan, Feedback from sector meetings, Government Policy Updates *Student Governors' Report *Strategic Items/Updates including KPIs *** Lead/Link Governor Updates – after SAR Item** **a)Safeguarding - with the Annual Safeguarding Report (and at other meetings if BW thinks it's necessary) - this may be reported under confidential or within the same management agenda s/g item – Brendan Ward** **b) Skills (position vacant)** **c) IB – Keith Perera** **d) H & S – Ayas FK (after H & S Report)** ***QUALITY & CURRICULUM**:-College SAR (inc. Student Surveys) and QIPs -Student Performance Data -Dashboard incl Value Added and Exam results -Student Enrolment and class sizes -Careers Strategy -Learner Voice -Destinations -curriculum costing model -League Tables and other benchmark information for SFC and FE sector (if available) -**Report/Update from Link Governor for Quality & Curriculum and Skills** ***HR MATTERS**:-Outcome of SFCA National Pay Negotiations (if finalised – otherwise progress report) -Annual HR Report including Staff development (or Summer Term) EDI Annual Report including Staffing and Students (or Summer Term) ***AUDIT:**-Business from Audit Committee ***FINANCE:-**Business from Finance Committee ***S & G**: Business from S & G Committee ***Policies and Other Documents**: Risk Management Policy, Financial Regs (significant changes only), Child Protection & Safeguarding (if not October/or Summer Term) ***Confidential Business –** including confidential Corporation and Committee/Group minutes, Annual Report on Child Protection, Safeguarding and Prevent Annual Report on Complaints (or July) **Annual Remuneration Report and other matters from SPH Remuneration Committee**

TERM	FINANCE COMMITTEE	Q & C Committee	AUDIT	AWG	SEARCH AND GOVERNANCE	CORPORATION – March
Spring	*Financial Update including Management Accounts *Draft Budget and review key risks *ESFA funding *SFCA Benchmarking information & analysis – OR Summer Term *ONS Reclassification – update *National Staff Pay Negotiations *Financial Sustainability Action Plan update including curriculum provision *Capital Projects – Progress or Plans *Other: Property Matters, catering provision *Policies and Other Documents	-*Attendance/Retention/ Destinations, Benchmarking, Student Numbers, Student performance against target grades *Student Support Analysis *EQR Reports *Update on SAR QIPs *Value Added Scores/Student Progress data dashboards *Equality Duty: Annual Report (Staff and Students (incl. success rates and information by age, ethnicity, disability and gend2er) *Annual Equality Duty Report *Student Governors' Report	*Matters Arising, Rolling Action Plan (Update on IA and EA Recommendations) *Internal Audit Reports *Performance Indicators for Internal (if not Autumn) and Financial Statements Auditors (External Auditors - *or Summer Term* *Reappointment and Remuneration of Auditors *(or Summer Term)* *RISK: Risk Register (incorporating RM Action Plan wef 2020/2021 academic year), Risk Assurance Map ***Policies and Other Documents** *Fraud Report *AOB – review audit papers to go to Corporation ***Confidential Business** INTERNAL AUDITORS PRESENT (VIA G.MEETS)	Capital Projects Funding/bids Immediate decisions on building matters other Property updates	***PROVISIONAL MEETING - TBA*** *Membership Matters – end of office review/appointments/ vacancies/recruitment Governance SAR and QIP incl. EBR actions – update COGG – compliance update	*Pre-Committee Training (if req'd) *Membership Matters *Chair's Report *Principal's Report: Skills Duty Update (Board curriculum review, accountability statement etc), HR/Staff matters including national pay negotiations, ONS reclassification update, property matters, *Annual Strategic Conversation (or May) *Annual Gender Pay Gap Report/Analysis *Annual Equality Duty Report (or via Q & C Comnittee) *Strategy Items: Data Dashboard, Strategic Plan Update including KPIs *Student Governors' Report ***Lead/Link Governor Updates:** **QUALITY & CURRICULUM**: business from Q & C Committee **HR MATTERS:** *outcome from SFCA National pay negotiations (if not Autumn Term) **FINANCE**: business from Finance Committee **AUDIT (including Risk)** – business from Audit Committee **AWG:** business from AWG **S & G:** business from S & G Committee **Policies and Other Documents: Annual Report on Policies/new Policies Delegated to SLT for year – MOVED TO JULY?? TBA?** **Confidential Business –** including confidential Corporation and Committee Minutes

TERM	SPH REM. COMMITTEE – if needed	QUALITY & CURRICULUM	FINANCE COMMITTEE	AUDIT	AWG	SEARCH AND GOVERNANCE	CORPORATION – July
Summer	*SPHs' Performance Reviews and Remuneration Review (if not Autumn and taking into account national pay agreements) – recommendations to Corporation for approval *SPH policy documents – review as necessary	***** Student and curriculum updates *QIP Review *Curriculum Costing Model *Student Application Numbers *EDI Staffing element *Student survey and tutorial survey reports *Careers report and Destinations (if not March) *Enricment Report *__Policies/Other Documents__:	*Financial Review *Final Budget including Capital budget and key risks/forecast for subsequent years, Staff updates *Financial Update including Management Accounts *Staff pay negotiations *Capital Projects' update and other Property Updates *ESFA Reports – Dashboard, EASU Pension Valuation (or Autumn Term), Benchmarking information/analysis Reports, ESFA financial plan and funding allocation *ONS reclassification – update *financial sustainability action plan – update including curriculum provision *Financial Regulations – update/review if not Autumn *Annual Committee review/self-assessment *review Committee TOR	*Matters Arising, Rolling Action Plan (Update on IA and EA recommendations) *Internal Audit Reports *Internal Audit/Assurance Strategy and Plan (or Autumn Term) External Audit – Audit Strategy Memorandum *Performance Indicators for Internal and Financial Statements Auditors (External) *(if not Spring Term)* *Reappointment and remuneration of Internal and External Auditors *(if not Spring Term)* *Preparation for next year's FS Audit *RISK: Risk Register (incorporating RM Action Plan), Risk Assurance Map ***Policies/Other Documents**: -ILT Strategy (as required) -Critical Incident Plan – scenarios/outcomes (as required), Anti Bribery, Anti Fraud, Cyber, Digital etc *Fraud Report *Committee Self-Assessment *Review TOR (Audit and Risk) *AOB – review audit papers to go to Corporation *__Confidential Business__ INTERNAL AUDITORS PRESENT VIA G. MEETS	Capital Projects Funding/bids Immediate decisions on building matters other Property updates	*Membership Matters – vacancies, end of office, recruitment etc *Review Corporation documentation (as necessary) *SAR QIP Progress *EBR if necessary or EBR Action Plan progress *AoC Code of Good Governance – progress update/compliance *Links visits/reports *Chair appraisal (if not Autumn) *Committee Self-Assessment *Review TOR *Review and rec Calendar of business/meeting dates for next academic year	*Pre-Corporation Training (if req'd) *Membership Matters incl. Chair/VC election/appt *Chair's Report: Sustainability, Annual Partnership Report, Staff Focus Groups, Appraisals, Staff Survey, National Staff pay negotiations *Principal's Report (feedback from sector, sustainability, Gender pay Gap (if not MARCH) Accountability Statement (incl Funding Agreement), *Student Governors' Report *Strategic Update including KPIs *Annual Strategic Conversation *Accountability Statement (if not May) *Annual Complaints Report * **HR MATTERS:** HR Annual Report (if not Autumn Term), SFCA National Pay negotiations *Student Governors' Report ***Lead/link Governor updates** **EDI (John Lamb)** **SEND (Nick Armstrong)** **Environment/Sustainability – Vacancy** **Q & C:** business from Q & C Committee. **FINANCE:** Business from Finance Committee **AUDIT:** Business from Audit Committee **AWG:** business from AWG **S & G:** business from S & G, plus approve meeting dates/calendar of business for nx yr. *__Policies and Other Documents__: Annual Child Protection/Safeguarding (if not Autumn), Charging and Financial Support incl Fees, EDI Policy, Admissions Policy **Annual Report on Policies/new Policies for year - delegated to SLT** **(NOTE: Audit Chair to ask Governors annually if there are any other issues which Governors require for assurance purposes)** *__Confidential Business__ – including confidential Corporation and Committee/Group minutes. SPH Remuneration Committee business

NOTES

1) Examination Results to be despatched to Governors annually in August/September

2) Standing Agenda Items for all Corporation and Committee Meetings: Apologies/Welcomes, Matters Arising, Declaration of Interests, AOB and Date of Next Meeting, Confidential business

3) Policies/procedures are reviewed as per the list of Policies' timetable and approved by Corporation as required. The Scheme of Delegation allows for some policies to be assigned to the Principal/SLT for review and in this regard an annual report regarding any new SLT policies/changes to existing policies, which fall within SLT's remit, is presented annually to Corporation for information.

4) Strategic Plan – to be organised as necessary/or included as item on Corporation agenda.

5) External Board Review (completed Summer 2024 Stone King) – required every 3 years – next due Summer 2027 (seek reviewer in Autumn/Spring Term 2026/2027)

6) Ofsted Report/Updates – last visit 2023/2024 academic year