

Schedule of Corporation and Committee Meetings

September 2021 to August 2022

	Sep 2021					Oct 2021					Nov 2021				
M		6	13	20	27		4	11	18	25	1	8	15	22	29
T		7	14	21	28		5	12	19	26	2	9	16	23	30
W	1	8	15	22	29		6	13	20	27	3	10	17	24	
T	2	9	16	23	30		7	14	21	28	4	11	18	25	
F	3	10	17	24		1	8	15	22	29	5	12	19	26	

	Dec 2021					Jan 2022					Feb 2022				
M		6	13	20	27	3	10	17	24	31		7	14	21	28
T		7	14	21	28	4	11	18	25		1	8	15	22	
W	1	8	15	22	29	5	12	19	26		2	9	16	23	
T	2	9	16	23	30	6	13	20	27		3	10	17	24	
F	3	10	17	24	31	7	14	21	28		4	11	18	25	

	Mar 2022					Apr 2022					May 2022				
M		7	14	21	28		4	11	18	25	2	9	16	23	30
T	1	8	15	22	29		5	12	19	26	3*	10	17	24	31
W	2	9	16	23	30		6	13	20	27	4	11	18	25	
T	3	10	17	24	31		7	14	21	28	5	12	19	26	
F	4	11	18	25		1	8	15	22	29	6	13	20	27	

	Jun 2022					Jul 2022					Aug 2022				
M		6	13	20	27		4	11	18	25	1	8	15	22	29
T		7	14	21	28		5	12	19	26	2	9	16	23	30
W	1	8	15	22	29		6	13	20	27	3	10	17	24	
T	2	9	16	23	30		7	14	21	28	4	11	18	25	
F	3	10	17	24		1	8	15	22	29	5	12	19	26	

Corporation	4pm to 6.30pm	Audit	4pm to 6pm
Training	4pm to 7pm	Finance & General Purposes	5pm to 7pm
Strategic Planning Event	All day Friday / Saturday morning	Quality & Standards	4pm to 6pm
Half Term/Public Holiday	* = Possible date of Eid	Remuneration	4pm to 5pm
		Search & Governance	5pm to 7pm

CORPORATION AND COMMITTEE MEETING SCHEDULE 2021-22

AUTUMN TERM

Date	Time	Meeting	Outline Agenda	Agenda finalised (4 weeks prior)	Upload Papers (1 week prior)
9 September 2021	16:00	Corporation Training & Development	TBC	12 Aug 2021	2 Sept 2021
16 September 2021	16:00	Audit	<ul style="list-style-type: none"> • Internal Audit Reports • Annual Internal Audit Report • Additional services from Audit service providers • Regularity Self-Assessment Questionnaire • Strategic Risks • Report on Whistleblowing, Fraud and Other Irregularities • Annual Risk Management Report • Value for Money Report • Policies 	19 Aug 2021	9 Sept 2021
23 Sep 2021	17:00	Search & Governance	<ul style="list-style-type: none"> • Succession Planning and review of Skills Audit • Governance effectiveness review - outcomes • Governance QIP • Code of Governance Compliance • Annual Governance Report • Policies • Role descriptions • Meeting Schedule 2022-23 	26 Aug 2021	16 Sep 2021
7 October 2021	16:00	Quality and Standards	<ul style="list-style-type: none"> • Data Dashboard • 2020-21 results 	10 Sept 2021	1 Oct 2021

			<ul style="list-style-type: none"> • Self-Assessment & Quality Improvement Plan • Student Recruitment/ marketing update • Learner Support Impact (Retention and Achievement) • Curriculum Update, Planning, Development and Target Setting • Teaching, Learning and Assessment • Annual Student Complaints report • NSS Survey • Student Voice Plan • OfS Assurance/ Access and Participation Plan • Annual Safeguarding Report • Academic Board – Terms of Reference/effectiveness • Risk Monitoring • Policies 		
14 October 2021	17:00	Finance & General Purposes	<ul style="list-style-type: none"> • DCEO report • Data dashboard • Quarter 4 Forecast and Management Accounts • Student Recruitment • People Strategy Update • Estates Strategy update • Policies • Strategic Risk Monitoring • Subsidiary Company Reports • Internal audit reports 	16 Sept 2021	7 Oct 2021

21 October 2021	16:00	Corporation	<ul style="list-style-type: none"> • CEO report • Data dashboard • Strategic risk monitoring • Committee reports • Health and safety annual report • GDPR annual report • Policies 	23 Sept 2021	14 Oct 2021
25 Nov 2021	16:00	Remuneration	<ul style="list-style-type: none"> • SPH Performance Reviews • SPH Target and Objective Setting • SPH Salary Review • SPH Remuneration Annual Report • Policies 	28 Oct 2021	18 Nov 2021
2 December 2021	16:00	Quality and Standards	<ul style="list-style-type: none"> • Data Dashboard • 2020-21 results • Self-Assessment and QIPs: <ul style="list-style-type: none"> a) FE b) ITE • Higher Education SAR • Student recruitment/ marketing update • Catch up funding – update (quality impact) • OFS Assurance • Work placement report • English and Maths • Curriculum Update, Planning, Development • Student Survey • Complaints • Learning, Teaching and Assessment 	4 Nov 2021	25 Nov 2021

			<ul style="list-style-type: none"> • Annual Equality Diversity and Inclusion Report (including SEND) • Risk Monitoring • Policies 		
9 December 2021	16:00	Audit	<ul style="list-style-type: none"> • Internal Audit Reports • Audit Committee Annual Report • Strategic Risks • Report on Whistleblowing, Fraud and Other Irregularities • Policies • Annual Report and Financial Statements/ • Audit Management Letters/Letters of Representation 	11 Nov 2021	2 Dec 2021
9 December 2021	17:00	Finance & General Purposes	<ul style="list-style-type: none"> • Joint session with Audit Committee • Annual Report and Financial Statements • Audit Management Letters/Letters of Representation • DCEO report • Data Dashboard • Management Accounts • Student Recruitment • People Strategy Update • Strategic Risk Monitoring • Policies • Subsidiary Company Reports 	11 Nov 2021	2 Dec 2021

16 December 2021	16:00	Corporation	<ul style="list-style-type: none"> • CEO report • Data dashboard • Strategic risk monitoring • Committee reports • Policies 	18 Nov 2021	9 Dec 2021
SPRING TERM					
Date		Meeting		Agenda finalised (4 weeks prior)	Upload Papers (1 week prior)
13 Jan 2022	17:00	Search & Governance	<ul style="list-style-type: none"> • Governor Attendance • Succession Planning and review of Skills Audit • Governance QIP - update • Policies 	16 Dec 2021	6 Jan 2021
20 January 2022	17:00	Finance & General Purposes	<ul style="list-style-type: none"> • DCEO report • Data Dashboard • Student Recruitment • Management Accounts • Treasury Management • ESFA Return • College's insurance • Student Recruitment • Estates Strategy update • People Strategy Update • Strategic Risk Monitoring • Policies • Subsidiary Company Reports 	23 Dec 2021	13 Jan 2022
28/29 January 2022	All day Friday / Saturday morning	Governor Strategic Planning Event	TBC	01 Dec 2021	21 Jan 2022
10 March 2022	16:00	Audit	<ul style="list-style-type: none"> • Internal Audit Reports • Internal Audit Recommendations: Follow-up 	10 Feb 2022	3 Mar 2022

			<ul style="list-style-type: none"> • Report on Whistleblowing, Fraud and Other Irregularities • Strategic Risks • Policies 		
17 March 2022	17:00	Finance & General Purposes	<ul style="list-style-type: none"> • DCEO report • Data Dashboard • Student Recruitment • Management Accounts and Q2 forecast • Treasury Management report • Budget Planning and Financial Objectives • Estates strategy update • People strategy update • Strategic Risk Monitoring • Policies • Subsidiary Company Reports • Internal audit reports 	17 Feb 2022	10 Mar 2022
24 March 2022	16:00	Quality and Standards	<ul style="list-style-type: none"> • Data Dashboard • OFS Assurance • Catch up funding – update (quality impact) • Work placement report • English and Maths • Curriculum Update, Planning, Development • Learning, Teaching and Assessment • Risk Monitoring • Policies 	24 Feb 2022	17 Mar 2022
31 March 2022	16:00	Corporation	<ul style="list-style-type: none"> • CEO report • Data dashboard 	3 Mar 2022	24 Mar 2022

			<ul style="list-style-type: none"> • Strategic risk monitoring • Committee reports • Safeguarding update • Policies 		
7 April 2022	16:00	Corporation Training & Development	TBC	10 Mar 2022	31 Mar 2022
SUMMER TERM					
Date		Meeting	Outline Agenda	Agenda finalised (4 weeks prior)	Upload Papers (1 week prior)
28 Apr 2022	17:00	Search & Governance	<ul style="list-style-type: none"> • Governor Attendance • Succession Planning and review of Skills Audit • Governance QIP - update • Governance effectiveness review - planning • Committee Self-assessment against Terms of Reference • Scheme of Delegation • Role descriptions • Policies • Schedule of Business for 2022-23 	31 Mar 2022	21 Apr 2022
28 Apr 2022	16:00	Remuneration	<ul style="list-style-type: none"> • DCEO Probationary Review • Committee Self-assessment against Terms of Reference • Effectiveness SPH appraisal process • Schedule of business • Policies 	31 March 2022	21 April 2022
12 May 2022	17:00	Finance & General Purposes	<ul style="list-style-type: none"> • DCEO report • Data Dashboard • Student Recruitment 	14 Apr 2022	5 May 2022

			<ul style="list-style-type: none"> • Management Accounts • Subcontracting • Estates strategy update • People strategy update • Strategic Risk Monitoring • Policies • Subsidiary Company Reports 		
19 May 2022	16:00	Audit	<ul style="list-style-type: none"> • Internal Audit Reports • Internal Audit Recommendations: Follow-up • Report on Whistleblowing, Fraud and Other Irregularities • Internal Audit Plan • External Audit Strategy and Plan • Policies • Strategic Risks • Terms of Reference (including compliance with) • Schedule of business 	21 Apr 2022	12 May 2022
26 May 2022	16:00	Corporation	<ul style="list-style-type: none"> • CEO report • Data dashboard • Strategic risk monitoring • Committee reports • Policies 	28 Apr 2022	19 May 2022
30 June 2022	16:00	Quality and Standards	<ul style="list-style-type: none"> • Data Dashboard • FE Student destinations • QIP updates • Catch up funding – update (quality impact) • OFS Assurance • Work placement report 	2 June 2022	23 June 2022

			<ul style="list-style-type: none"> • English and Maths • Curriculum Update, Planning, Development • Student Survey • Complaints • Supporting students • Learning, Teaching and Assessment • Strategic Plan and master targets • Policies • Strategic Risk Monitoring • Committee self-assessment and Terms of Reference • Schedule of business 		
7 July 2022	17:00	Finance & General Purposes	<ul style="list-style-type: none"> • DCEO report • Data Dashboard • Student Recruitment • Write off of debt • Treasury Management • 2020-24 Sustainability Strategic Action Plan • 3-year financial plan including: <ul style="list-style-type: none"> ○ budget ○ capital plan ○ ESFA return • Estates strategy update • People strategy update • 2020-24 Employer of Choice Strategic Action Plan • Strategic Risk Monitoring • Policies • Subsidiary Company Reports • Internal audit reports 	9 Jun 2022	30 Jun 2022

			<ul style="list-style-type: none"> • Committee self-assessment and Terms of Reference • Schedule of business 		
14 July 2022	16:00	Corporation	<ul style="list-style-type: none"> • CEO report • Data dashboard • Data dashboard 22/23 • Strategic risk monitoring • Committee reports including: <ul style="list-style-type: none"> ○ Strategic plans ○ Financial plans • Policies • Schedule of business 22/23 	16 Jun 2022	7 Jul 2022