

HEREFORDSHIRE LUDLOW AND NORTH SHROPSHIRE COLLEGE
Business Items Timetable for Board & Committees 2020/21

| | CORPORATION | AUDIT | FINANCE AND EMPLOYMENT | QUALITY AND STANDARDS | SEARCH AND GOVERNANCE |
|------------|--|---|--|---|---|
| OCT | <ul style="list-style-type: none"> • Principal's Report including: - • Full time enrolment 2020/21: FE and HE • Recruitment from Herefordshire and south Shropshire schools • Recruitment from NSC schools and other HLC feeder schools • KPIs • Strategic Plan monitoring • Management accounts • Governance recommendations (attendance, Committee membership, appoint Chairs, decisions taken previous year, confidential minutes) • Governors' summary of performance (feedback self assessment questionnaire) <p>Governors' Workshop: Venue: TBC</p> | | | | |
| NOV | | <ul style="list-style-type: none"> • Annual Value for Money Report • ACOP regularity self-assessment questionnaire • RSM's Internal Auditor's Annual Report for the year ended 31 July 2020 • Mazars' Management Letter for the year ended 31 July 2020 • Annual Risk Management Report to 31 July 2020 • Audit Committee's | <ul style="list-style-type: none"> • Annual Employment Reports 2019/20: - • Staff Report • Staff Development Report • Health and Safety Report • Health and Safety Policy and minutes of H&S Committee • Annual Accommodation/ Estates Report • Management Accounts including learner no's and funding update • Financial Statements • Sub-contracting Policy | <ul style="list-style-type: none"> • Student outcomes and student experience: - • Qualification Achievement Rates 2019/20 • Graduate outcomes 2020 • Courses identified in serious concern (verbal update) • NSS results 2020 (HE) • TLA: - Observation of teaching and learning and learning walks 2019/20 • Teaching and learning progress 2020/21 • Policies as applicable • L&M (Equality and Diversity) | <ul style="list-style-type: none"> • Governors' data • Skills Audit October 2020 • Equality and Diversity Profile October 2020 • Attendance 2019/20 • Succession planning - Board/Cttee vacancies • Governors' feedback and assessment: Summary of benchmark of Governors' self assessment questionnaire (annually) and informal one to one appraisal (biannually) • Governors' training needs |

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| | | Annual Report to 31 July 2020 <ul style="list-style-type: none"> • Committee to approve the annual report and financial statements to 31 July 2020 and make a recommendation to the Board • Letter of representation • Internal Audit progress report, audits and sector briefings • Risk Register • Recommendation tracker • Discuss timing and arrangements to tender for Internal Audit Service | 2020/21 (for Board approval) <ul style="list-style-type: none"> • Annual Treasury Management Report • Revised Financial Regulations | Annual Report 2019/20 <ul style="list-style-type: none"> • Single Equality Scheme 2020/21 • Minutes of the Safeguarding, Equality and Diversity Committee, • Child Protection and Safeguarding Annual Report 2019/20 • Safeguarding Annual Plan 2020/21 • Safeguarding and Child Protection Policy (Board approval) • Prevent Strategy Action Plan 2020/21-2021/22 • Prevent Risk Assessment 2020/21-2021/22 • Student Discipline and Complaints: Student Discipline Annual Report 2019/20 and student Complaints: Annual Report 2019/20 • Quality: - Self Assessment Report and Quality Improvement Plan | analysis and Workshop programme <ul style="list-style-type: none"> • Standing orders, terms of reference (biannually) |
| DEC | <ul style="list-style-type: none"> • Principal's Report • Approve/review Strategic Plan (as applicable) • KPIs • Student destination data • Principal's briefing to staff: December 2020 • Annual assurance reports: - RSM Internal Audit Service's Annual Report to 31 July | | | | |

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| | <p>2020, and Audit Committee's Annual Report to 31 July 2020</p> <ul style="list-style-type: none"> • Financial Statements, Management Letter, Letter of Engagement and Letter of Representation • Remuneration Committee annual report (option to embed in financial statements) • Approve Safeguarding policy • Self Assessment Report (previous year) QIP (current year) • Approve sub-contracting policy • Minutes of Committees • Management accounts • Annual Reports: - • Business Plan • Health and Safety and Health and Safety Policy • Staff Development • Safeguarding • Equality and Diversity • Estates/Accommodation • Risk Management • Value for Money • Treasury Management <p>Venue Hereford Campus</p> | | | | |

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| JAN | BOARD MEETING: Approve IFMC to submit to ESFA AWAY DAY 12.30pm Strategic planning Venue TBC <i>Remuneration Committee to decide if independent SPH salary review should be commissioned (biannually)</i> | | | | |

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| MAR | | <ul style="list-style-type: none"> • Internal Audit progress report, audits and sector briefings • Internal Auditor's benchmarking report • Risk Register • Recommendation tracker • Outcome of tender for Internal Audit Service/ and or recommendation to appoint/re-appoint Internal Audit Service and Financial Statements Auditors | <ul style="list-style-type: none"> • Staff Report • Personnel and HR Action Plan • Health and Safety Report • Management accounts including learner no's • ESFA correspondence regarding the College's financial statements 2019/20 and dashboard: • Tuition Fee and Remission Policy 2021/22 | <p>Student outcomes and student experience: -</p> <ul style="list-style-type: none"> • Retention 2020/21 • Attendance 2020/21 • Student progress 2020/21 • Apprenticeship 2020/21 • Learner voice 2020/21 • National Achievement Rate Tables 2019/20 • DofE Performance Table Headlines • Courses identified in serious concern (Confidential) • TLA (Observation, teaching and learning assessment) <p>L&M:</p> <ul style="list-style-type: none"> • Equality and Diversity Report • Child Protection and Safeguarding Report • Minutes of the Safeguarding, Equality and Diversity Meeting • Minutes of the Deputy Designated Safeguarding Leads Meeting • Quality (Self Assessment Report/Quality Improvement Plan Update • HE Self Evaluation Document • Strategic Higher Education Committee minutes Sub-contracting Provision 2020/21 (verbal) • Quality Policy and Procedures if applicable | <ul style="list-style-type: none"> • Succession planning - Board/Cttee vacancies • Governors' workshop programme • Format for assessment: 1:1 appraisals, self assessment questionnaire to benchmark College |
| APRIL | <ul style="list-style-type: none"> • Principal's Report • KPIs • ESFA correspondence: College's financial statements 2019/20 and dashboard | | | | |

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| | <ul style="list-style-type: none"> Tuition Fee and Remission Policy Management accounts including learner no's Learner voice feedback Student destination report (external) Minutes of Committees Equality & Diversity report Schedule of dates for Board and Committee meetings 2021/22 Appoint Internal Auditors Appoint Financial Statements (including Regularity) Auditors <p>Venue TBC Governors' Workshop</p> | | | | |
| MAY | | | | | Clerk to ascertain interest in Chair/VC/Committee Chair roles |
| JUN | <p>REMUNERATION COMMITTEE:</p> <ul style="list-style-type: none"> Election of Chair next year Terms of Reference Self assessment Pay Review for Senior Postholders and Clerk to Corporation <p>Clerk to arrange SPH appraisals</p> | <ul style="list-style-type: none"> Election of Chair next year Terms of Reference Self assessment Counter Fraud Self Assessment Internal Audit progress report, audits and sector briefings RSM's Audit Needs Strategy (IAS) Mazars' Audit strategy memorandum (financial statements auditors) Risk Register Recommendation tracker Assessment of Auditors' performance | <ul style="list-style-type: none"> Election of Chair next year Terms of Reference Self assessment Employment Reports: - Health and Safety Report Staff Report Management accounts Write off bad debts, if any Budget update 2021/22 and draft cashflow forecast (information) College pay award | <ul style="list-style-type: none"> Election of Chair next year Terms of Reference Self assessment Student Outcomes and Student Experience Applications 2020/21, retention 2019/20, achievement 2019/20, attendance 2019/20 Observation of teaching and learning and learning walks Minutes of the Safeguarding, Equality and Diversity Meeting Monitor implementation of SAR and QIP | <ul style="list-style-type: none"> Election of Chair next year Terms of Reference Self-assessment including 10 principles of governance in AoC Code of Good Governance Succession planning - Board/Cttee vacancies Update on Governors' assessment: process Governors' Workshop programme Board and Committees' business timetable for next year |

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| JUL | <ul style="list-style-type: none"> • Principal's Report • Review KPIs • RSM's Audit Needs Strategy (IAS) • Mazars' Audit Strategy memorandum (financial statements auditors) • Minutes of Committees • Self assessment • Timetable of Board and Committees' business 2021/22 • College pay award • Senior Postholders and Clerk to Corporation's Pay Award • Budget update 2021/22 and draft cashflow forecast (information) <p>Venue TBC Governors' Workshop</p> | | | | <p><i>Clerk to issue self assessment questionnaire and brief Governors</i></p> |