

**BHASVIC CORPORATION
CALENDAR OF MAIN BUSINESS
2009-2010**

AUTUMN TERM

SEPTEMBER

- 1) Remuneration Committee (to review SPH, PDRs plus Policy, SPH Remuneration plus policy, expenses and Governors' expenses, TOR, succession planning, Committee self-assessment).

OCTOBER/NOVEMBER

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| 1) | Committee Chairs | Committee Chairs – self assessment (plus final report to be sent to SB for inclusion in SAR) incl. annual completion of FMCE (replacing SARQ from 1/1/09) or equivalent |
| 2) | Committee Chairs | Review training/confidential papers/minutes etc |
| 3) | Committee Chairs | Annual Review of Corporation Decision Making |
| 4) | Committee Chairs | Job description of Principal and Clerk (plus include in PDR) |
| 5) | Committee Chairs | Review Committee self-assessment and TOR |
| 6) | Committee Chairs | Co-ordinate with Search Committee re self-assessment of individuals/committees and TOR from Summer Term returns |

NOVEMBER

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| 1) | HR | Staff Development SARAP and Plan |
| 2) | HR | HR – Recruitment and Retention of Staff (including appraisal, ethnicity and diversity etc) (NB: paper also to be sent to Q & C Committee Members for information) |
| 3) | HR | E & D Annual Report, including EDIMS |
| 4) | HR | JUMCoG report |
| 5) | HR | Annual Complaints Report |
| 6) | HR | Nationally agreed pay rise (teachers/support staff) – rec. to Corporation – if not processed for Summer Term meetings. |
| 1) | Audit | Report and Financial Statements to 31/7 |
| 2) | Audit | External audit management letter |
| 3) | Audit | Internal audit annual report |
| 4) | Audit | Internal audit Strategic Plan |
| 5) | Audit | Audit Committee annual report (PLUS CHAIR TO SIGN REPORT and file with minutes) |
| 6) | Audit | Risk Management Annual Report |
| 7) | Audit | Performance indicators for Audit |
| 8) | Audit | Update on Internal Audit recommendations |
| 9) | Audit | Update on Disaster Recovery Plan |
- NB – CT/JHK to leave the meeting after the management letters at which point the Chair is to ask the Auditors whether the College Management and Finance team have been fully co-operative during the audit visits/work.

- 1) **F & GP** Annual Report and financial statements to 31st July
- 2) **F & GP** Reconciliation of Outturn to Budget
- 3) **F & GP** Results for first three months
- 4) **F & GP** Health and safety update
- 5) **F & GP** Health and safety policy (?? Chair to sign and file with minutes)?
- 6) **F & GP** Financial Memorandum
- 7) **F & GP** Capital Project – update
- 8) **F & GP** FMCE or equivalent (financial Management and governance)

- 1) **Q & C** Termly update from SLB on Q & C issues
- 2) **Q & C** SAR and action plan (incl. Governance), plus commentary for Governors on quality of provision and Q & C Summary Sheet information
- 3) **Q & C** SB to invite 1 HOD (and DM) per year to do pre-meeting training session on their department's work.
- 4) **Q & C** Update on Q & C Annual Operation Priorities
- 5) **Q & C** Q & C Summary Sheet for Governors – see 1)
- 6) **Q & C** Admissions Report/Update
- 7) **Q & C** Progression of Leavers 07/08 - transferred to Spring Term
- 8) **Q & C** Annual report on incidents arising from Harassment and Bullying Policy
- 9) **Q & C** Student Union Constitution – deferred until Spring Term

DECEMBER

- 1) **Corporation** Appointment of Chair and Vice-Chair (and then every three years re revised Standing Orders or as necessary)
- 2) **Corporation** Membership issues
- 3) **Corporation** Approve business from Committees
- 4) **Corporation** Annual review of Decision making – transferred to Committee Chairs Autumn Term Meeting
- 5) **Corporation** Governor self assessment **incl. annual completion of SARQ or equivalent (FMCE)**
- 6) **Corporation** Skills Audit/Links Visits/inductions/attendance record/Training records/Membership issues (via Chairs' Committee)
- 7) **Corporation** Strategic Planning (progress against strategic objectives)
- 8) **Corporation** Annual Review of Job descriptions for Principal and Clerk (VIA CHAIRS' COMMITTEE)

GENERAL (not month specific)

- 1) **Search** Committee Meeting to review annual matters – Committee membership/annual skills audit/annual attendance record/succession/Links Visits/Training needs and records
- 2) **All Committees** - annual review of terms of reference of Committees (to Summer Term via Self-Assessment process)
- 3) **All Committees** – annual review of Committee training needs – No longer required as part of Committee self-assessment process in Summer Term.

SPRING TERM

FEBRUARY

- 1) **Audit** Appointment/re-appointment/remuneration of financial statement auditors
- 2) **Audit** Performance indicators for financial statement auditor (see Feb 09 minutes)
- 3) **Audit** Internal audit report
- 4) **Audit** Update on internal audit recommendations
- 5) **Audit** Update on external audit recommendations
- 6) **Audit** Update on risk management

MARCH

- 1) **HR** Equality and Diversity Report
 - 2) **HR** JUMCoG Report
 - 3) **HR** Investors in People update
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- 1) **F & GP** Results for first 6 months
 - 2) **F & GP** Funding
 - 3) **F & GP** Health and safety update
 - 4) **F & GP** Capital Project Update
 - 5) **F & GP** FMCE update as necessary
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- 1) **Q & C** Termly Update from SLB on Q & C issues
 - 2) **Q & C** College Charter – (and pass to Nick Herbert when approved by Corporation)._
 - 3) **Q & C** Update on Equality and Diversity Implementation Measures (EDIMS)
 - 4) **Q & C** Q & C Annual Operating Priorities
 - 5) **Q & C** Progression of Leavers 07/08 (deferred from Autumn Term)
 - 6) **Q & C** Student Management Policy
 - 7) **Q & C** ILT Action Plan
 - 8) **Q & C** Q & C Training (Action Learning) deferred from Summer 2008
 - 9) **Q & C** SU Constitution – deferred from Autumn Term
 - 10) **Q & C** Provider Development Plan
 - 11) **Q & C** Report on Annual Assessment Visit by Ofsted
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- 1) **Corporation** Membership issues
 - 2) **Corporation** Mid year report to Governors on progress with action plans (Operating Plan and Strategic Plan) Annual Operating Priorities – mid-year update
 - 3) **Corporation** Draft Committee minutes/approve Committee business.

GENERAL

- 1) **Search Committee** – as required but including prospective governors/committee members

SUMMER TERM

MAY

- 1) **Audit** Internal audit report
- 2) **Audit** Risk management report
- 3) **Audit** External audit planning memorandum
- 4) **Audit** Update outstanding audit recommendations
Audit Appointment/re appointment/remuneration of internal auditors
- 5) **Audit** Disaster Recovery Plan – review/update
- 6) **Audit** Review External Audit Fees – as required
- 7) **Audit** Committee Self-Assessment

JUNE

- 1) **Q & C** Termly Update from SLB on Q & C issues
 - 2) **Q & C** Report on lesson and tutorial observations
 - 3) **Q & C** Update on Curriculum and Guidance
 - 4) **Q & C** Quality Assurance – including review of appropriateness of processes
 - 5) **Q & C** Annual report on ILT in the curriculum (strategy, report and action plan)
 - 6) **Q & C** Annual Operating Priorities
 - 7) **Q & C** Q & C Operating Priorities
 - 8) **Q & C** annual review of Child Protection Policy and annual report on how the College has discharged its duties and recommended policy/procedure changes.
 - 9) **Q & C** Report on retention
 - 10) **Q & C** Annual Review Disability Statement (plus forward to AFS when approved) also see HR Committee below.
 - 11) **Q & C** Admissions Policy and Procedures
 - 12) **Q & C** SU Constitution (Deferred from Spring Term)
 - 13) **Q & C** Parent Survey biennial – SUMMER 2009
 - 14) **Q & C** Student Survey results biennial - ??
 - 15) **Q & C** Committee Self-Assessment
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- 1) **F & GP** 3 year financial forecast
 - 2) **F & GP** Budget (plus express agreement for implementing nat. agreed pay rise for staff)
 - 3) **F & GP** Summer estates work
 - 4) **F & GP** results for first 9 months
 - 5) **F & GP** health and safety update
 - 6) **F & GP** review insurance policies (every 2 years)
 - 7) **F & GP** Capital Project update
 - 8) **F & GP** Business Procedures (incl. investment policy)
 - 9) **F & GP** FMCE update (as necessary)
 - 10) **F & GP** Funding
 - 11) **F & GP** Committee Self-Assessment
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- 1) **HR** Equality and Diversity Report
 - 2) **HR** JUMCoG Report
 - 3) **HR** If available, nationally agreed pay rise for staff/tie in with budget and F & GP)
 - 4) **HR** Staff Satisfaction survey (biennial - ?date)
 - 5) **HR** Committee Self-Assessment

JULY

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| 1) | Corporation | Membership issues |
| 2) | Corporation | Strategic Planning |
| 3) | Corporation | Chair's Report and Principal's Report |
| 4) | Corporation | Draft minutes of Committees and approve business from Committees |
| 5) | Corporation | Capital Project update |
| 6) | Corporation | Remuneration Matters (see below) |
- 1) **Search Committee As necessary – Membership Issues/Committee Self-Assessment/TOR review etc**

NOTES

- 1) References made to Strategic Plan (produced every 3 years – out of which the annual operating priorities are produced), BHASVIC timetable and various training materials/documentation, instrument and articles.
- 2) Policies and procedures are reviewed as required throughout the year via Committee review then Corporation approval.
- 3) Away Day – to be held once every three years (Corporation approved on 26/3/02), last held March 2003 and then Strategic Planning Day 7th February 2006. Next Strategic Planning Away Day scheduled for 1st May 2009.
- 4) Annual Governance self-assessment – Autumn
- 5) F & GP – College's insurance arrangements – AT LEAST ONCE EVERY TWO YEARS
- 6) Dates of Committees/Corporation meetings may vary from the months given above, if deemed necessary by the Chair or Chairs of Committees and Senior Postholders.
- 7) Entries given per Committee relate to standard annual items.
- 8) IAS = Internal Audit Service
- 9) Audit Committee – any significant audit issues listed in audit papers to be included with draft minutes and with Corporation Meeting papers
- 10) Approve Delegated Authorities as necessary via F & GP Committee.
- 11) JUMCoG = Joint Union Management Consultative Group
- 12) Remuneration Committee may be held end Summer Term or beginning of Autumn Term.
- 13) EDIMS – Equality & Diversity implementation Measures
- 14) SAR - Report on previous year re: retention and achievement targets and target setting for current year for LSC
- 15) Strategic Plan – every 3 years in summer.
- 16) Annual Operating Priorities – annual report in summer.
- 17) Mission statement is completed every 3 years and goes to Corporation as part of strategic plan.
- 18) Student, Staff & Parent survey are considered by relevant committee when available