

**BHASVIC CORPORATION
CALENDAR OF MAIN BUSINESS
2011-2012**

AUTUMN TERM

NB. Committee TORs – completed in Summer Term with Self-Assessment, (apart from Remuneration and Chairs' Committees which are completed in Autumn Term)

SEPTEMBER

Remuneration Committee

Review SPH, PDRs plus Policy, SPH Remuneration plus policy, expenses and Governors' expenses, TOR succession planning, Committee self-assessment and TOR. Annual Review JDs of SPHs and approve.

OCTOBER

Q & C Committee

Results analysis
Update on Q & C Issues
Parent/Student Surveys (biennial)
Report on Retention
Report on lesson and tutorial observations

NOVEMBER

Committee Chair

Self-Assessment including annual FMCE (final report to be sent to SLB for inclusion in College SAR)
Review Governor training records (incl. Links and Inductions) and training needs from self-assessment
Confidentiality Review – confidential papers/minutes
Annual Review of Corporation Decision-Making (incl. calendar of corporation business/meeting dates/policies/standing orders etc)
Review Committee self-assessment and TOR and Individual Governor self-assessment from Summer Term Returns

HR

Staff Development SARAP and Plan
Recruitment and Retention of Staff (including appraisal, Ethnicity and diversity) (NB: paper also to be sent to Q & C Committee Members for information)
E & D Annual Report, incl. EDIMS (to go to Q & C Committee via SAR, but only to go to HR Committee if SLB thinks appropriate – see Nov 2010 HR Minutes and June 2011 minutes) NB: SLB confirmed 9/11 E & D reports Relating to students only to go to Q & C Committee and Annual Report to Go to March Q & C Committee. E & D continue also to be reported in SAR.
JUMCoG Report
Annual Complaints Report (Reserved business)
Nationally Agreed pay rise (Teachers/Support Staff) for Recommendation to Corporation (if not available for Summer Term meetings)
Staff Surveys

AUDIT

Report and Financial Statements to 31/7
Management Accounts (this term only see minutes autumn 2010)
External Audit Management Letter
Internal Audit Annual Report and Strategic Plan
Audit Committee Annual Report (Chair must sign and file with Minutes)
Risk Management Annual Report
Performance Indicators for Audit
Update on Internal Audit Recommendations

Disaster Recovery Plan Update
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.

FMCE

Fraud

F & GP

Annual Report and Financial Statements to 31/7

Reconciliation of outturn to budget

Results for first three months

Health and Safety Update

Health and Safety Policy (Chair to sign and file with minutes)

Financial Memorandum

FMCE

Key financial Indicators

Q & C

Termly update from SLB on Q & C issues

Updated Q & C Summary sheet

SAR and action plan (incl. Governance) plus

Commentary for Governors on quality of provision

Annual Report on incidents arising from Harassment and

Bullying policy (??)

Update on Q & C Annual Operating Priorities

Admissions Report/Update

Progression of Leavers (transferred to Spring Term)

Refer also HR Committee re Recruitment/retention of

Staff paper for information

DECEMBER

Search

Membership Matters incl. Succession

Governors' Attendance Analysis

Skills Audit Analysis

Corporation

Pre-Corporation Meeting Training (E & D update SLB)

Chair/Vice-Chair appointment/re-appointment as necessary

Membership Matters

Approve/note Committees' business

Strategic Planning (progress against strategic objectives)

Student Report

SPRING TERM

FEBRUARY

Audit

Appointment/re-appointment/remuneration of financial

Statements auditors (moved to annual summer term following tender)

Performance indicators for financial statement auditors

(refer February 2009 minutes)

Internal Audit Report

Update on Internal Audit recommendations

Update on External Audit recommendations

Update on Risk Management (summary 20 risks plus changes)

Fraud

MARCH

HR

Equality and Diversity Report (No longer going to HR Committee)

JUMCoG Report

Investors In People Update (No longer required)

F & GP	Results for first 6 months Funding Health and Safety Update BCIF Update (incl. risk report etc) FMCE Update (if necessary)
Q & C	Training from SLB on teaching and learning – deferred from Autumn Term. Pre-meeting training from HOD/DM re department Work/issues etc College Charter (Pass to Nick Herbert when approved by Corporation) Update on E & D Implementation Measures (EDIMS) And Annual Report on E & D (student aspects) Q & C Annual Operating Priorities Progression of Leavers (if not available for Autumn Term) ILT Annual Report & Action Plan Report on Ofsted Annual Assessment Visit (if necessary)
Search	Membership Matters
Corporation	Pre-Corporation Meeting training (adult Ed) Membership Matters Committee business approvals Mid-Year report to Governors on progress with action Plans (strategic plan and operating priorities) Student Report

SUMMER TERM

MAY

Audit	Internal Audit Report Risk Management Report (summary 20 risks plus changes and Separate schedule to be provided to Corporation on higher risks (cat. 9) as not Going to receive full report) External Audit Planning Memorandum Update on outstanding audit recommendations Appointment/re-appointment/remuneration Internal Auditors and External Auditors Disaster Recovery Plan – Review/update Committee Self-Assessment and TOR review Fraud
Human Resources	E & D Report (<i>no longer going to HR</i>) JUMCoG Report Nationally agreed pay rise for teaching/support if available (budget) Staff Satisfaction survey (biennial) Committee Self-Assessment and TOR review

JUNE

Q & C	Termly update from SLB on Q & C Issues Update on Curriculum and Guidance Quality Assurance – including review of Appropriateness of processes Annual Operating Priorities/Q & C Priorities
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Annual Review of Child Protection Policy and annual Report on how College has discharged its duties and Recommended policy/procedure changes.
Safeguarding Annual Report
Annual Review of Disability Statement
Admissions Policy and Procedures
SU Constitution (as appropriate)

Committee self-assessment and review TOR

F & GP

3 year financial forecast
Budget (plus express agreement for implementing nationally agreed pay rise For staff)
Summer Estates Work
Results for first 9 months
Health and Safety Update
Review insurance policies (biennially)
BCIF Update and reports
Business Procedures (incl. investment policy)
FMCE update (as necessary)
Funding
Committee Self-assessment and review TOR

JULY

Search

Membership Matters
Committee Self-Assessment and review TOR

Corporation

Pre-Corporation training
Membership Matters
Strategic Planning
Committee business approvals/noting
Student Report

NOTES

- 1) References made to Strategic Plan (produced every 3 years and approved in Summer term – out of which the annual operating priorities are produced), BHASVIC timetable and various training materials/documentation, instrument and articles. Mission statement also included in Plan. Termly report on strategic planning/operating priorities goes to Corporation.
- 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), held in March 2003, Strategic Planning Day 7th February 2006, Strategic Planning Away Day - 1st May 2009. Strategic Planning half day – Summer term 2011.
- 4) F & GP – College's insurance arrangements – AT LEAST ONCE EVERY TWO YEARS
- 5) 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.
- 6) Entries given per Committee relate to standard annual items only.
- 7) IAS = Internal Audit Service
- 8) Audit Committee – any significant audit issues listed in audit papers to be included with draft minutes and with Corporation Meeting papers
- 9) Approve Delegated Authorities as necessary via F & GP Committee.
- 10) JUMCoG = Joint Union Management Consultative Group
- 11) Remuneration Committee may be held end Summer Term or beginning of Autumn Term.
- 12) EDIMS – Equality & Diversity implementation Measures
- 13) SAR - Report on previous year re: retention and achievement targets and target setting for current year
- 14) Student, Staff & Parent survey are considered by relevant committee when available