

# WESTON COLLEGE CORPORATION CYCLE OF BUSINESS 2017/18

## CORPORATION MEETINGS

All meetings of the Corporation take place on a Thursday, commencing 5 p.m., unless otherwise indicated.

The following are standing items on all Corporation meeting agendas:

- Finance report including management accounts
- Principal/Chair's report (to include update on strategic plan; performance against targets)
- Safeguarding and PREVENT
- Reports from Chairs of Committees - where meetings have been held

DATE	ADDITIONAL AGENDA ITEMS/FOCUS OF MEETING
28 <sup>th</sup> September 2017	<ul style="list-style-type: none"> <li>• Student Union Strategic Plan 2017/18</li> <li>• Governance Self-Assessment Report/Development Plan including Board Performance Indicators</li> <li>• Analysis of Examination Performance</li> <li>• HR Strategy &amp; Annual Report 2016/17</li> <li>• Review of Standing Orders</li> <li>• Approval of subcontracting register</li> </ul>
16 <sup>th</sup> November 2017  Afternoon and Evening  (Joint manager + Governor sessions )	<p><b>STRATEGIC DEVELOPMENT DAY - COMPLIANCE</b></p> <p>Reduced Corporation meeting concentrating on critical matters.</p>
14 <sup>th</sup> December 2017	<ul style="list-style-type: none"> <li>• Approval of the Strategic Plan</li> <li>• Teaching and Learning Annual Report 2016/17</li> <li>• College Self-Assessment Report/Development Plan</li> <li>• Audit Committee Annual Report to Corporation</li> <li>• Health and Safety Annual Report 2016/17</li> <li>• Internal Audit Service Annual Report 2016/17</li> <li>• Approval of Annual Financial Statements 2016/17</li> <li>• College Risk Register</li> <li>• Safeguarding Annual Report 2016/17</li> <li>• Student Union Termly Report</li> <li>• Forward Futures Annual Report 2016/17</li> <li>• Offender Learning Services Annual Report 2016/17</li> <li>• Inspirational Events and Investments Report</li> </ul>

8 <sup>th</sup> February 2018	<ul style="list-style-type: none"> <li>• Freedom of Information Publication Scheme Review</li> <li>• Access to College Information</li> <li>• College Charter</li> <li>• Equality &amp; Diversity Annual Report/Single Equality Scheme</li> </ul>
15 <sup>th</sup> March 2018 Afternoon and Evening	<p><b>STRATEGIC PLANNING DAY focusing on:</b></p> <ul style="list-style-type: none"> <li>• Strategic planning / update for current and next academic year</li> <li>• Progress against Development Plan/Board and Committee performance indicators, end of year target predictions.</li> </ul> <p><b>Reduced Corporation meeting concentrating on critical matters.</b></p>
10 <sup>th</sup> May 2018	<ul style="list-style-type: none"> <li>• Fees Policy</li> <li>• Update on Funding Allocation</li> <li>• Feedback from March Development Day</li> <li>• Student Union Termly Report</li> <li>• Corporation Cycle of Business 2018/19</li> </ul>
5 <sup>th</sup> July 2018	<ul style="list-style-type: none"> <li>• Recommendations from Search Committee: appointment/re-appointment; attendance; training</li> <li>• Budget/3 Year Financial Forecast</li> <li>• College Risk Register</li> <li>• Election of Chair/Vice Chair</li> <li>• Report of election of Committee Chairs</li> <li>• Student Union Termly Report</li> </ul>

**WESTON COLLEGE CORPORATION  
CYCLE OF BUSINESS FOR CORPORATION COMMITTEES 2017/18**

**FINANCE COMMITTEE**

All meetings of the Finance Committee are held on a Thursday, commencing at 08:30 am. unless otherwise indicated.

The following are standing agenda items on all Finance Committee agendas:

- Monthly Management Accounts
- Funding Analysis
- Capital Expenditure
- Report Capital Projects/Estates

DATE	ADDITIONAL AGENDA ITEMS/FOCUS OF MEETING
14 <sup>th</sup> September 2017	<ul style="list-style-type: none"> <li>• KPIs</li> <li>• Learner Support Funds (previous year)</li> <li>• Student Union Audited Accounts 2016/17</li> <li>• Student Union Budget 2017/18</li> <li>• Financial Performance Indicators</li> <li>• LGPS Review</li> <li>• Debtors' Summary</li> <li>• Update on enrolments/projected income</li> </ul>
2nd November 2017	<ul style="list-style-type: none"> <li>• Debtors' Summary</li> <li>• Any identified business</li> </ul>
23rd November 2016	<ul style="list-style-type: none"> <li>• Debtors' Summary</li> <li>• Any identified business</li> </ul>
25 <sup>th</sup> January 2017	<ul style="list-style-type: none"> <li>• Debtors' Summary</li> <li>• Mid-year Target/Income Analysis</li> </ul>
1st March 2018	<ul style="list-style-type: none"> <li>• Any identified business</li> <li>• Debtors' Summary</li> </ul>
3rd May 2018	<ul style="list-style-type: none"> <li>• Fees Policy</li> <li>• Budget/Three Year Financial Forecast</li> <li>• Funding Allocation</li> <li>• Debtors' Summary</li> </ul>
21st June 2018	<ul style="list-style-type: none"> <li>• Review of Financial Regulations</li> <li>• Travel &amp; Subsistence/Credit Card Expenditure</li> <li>• Debtors' Summary</li> <li>• Governors' Expenses Scheme</li> </ul>

## AUDIT COMMITTEE

All meetings of the Audit Committee are held on a Tuesday, commencing at 4 p.m. unless otherwise indicated.

The following are standing items on all Audit Committee agendas:

- Risk Management
- Health & Safety
- Internal Audit Reports - where audits have taken place

DATE	ADDITIONAL AGENDA ITEMS/FOCUS OF MEETING
17 <sup>th</sup> October 2017	<ul style="list-style-type: none"> <li>• Health &amp; Safety Annual Report - for recommendation to Corporation</li> <li>• Review of Gift Book</li> <li>• Accident Report</li> <li>• <i>Review of Performance - Internal Auditors</i></li> <li>• Audit Committee Annual Report to Corporation</li> </ul>
21 <sup>st</sup> November 2017	<ul style="list-style-type: none"> <li>• Financial Statements 2016/17</li> <li>• Financial Statement Auditors Management Letter</li> <li>• Internal Audit Service Annual Report</li> </ul>
20 <sup>th</sup> March 2018	<ul style="list-style-type: none"> <li>• Review of Performance - Financial Statement Auditors</li> </ul>
12 <sup>th</sup> June 2018	<ul style="list-style-type: none"> <li>• Internal Auditor's Engagement Letter</li> <li>• Funding Advisor's Engagement Letter</li> <li>• Internal Audit Service Annual Plan</li> <li>• Financial Statement Auditor's Planning Schedule</li> <li>• Risk Management Group Terms of Reference/Annual Report/Policy/Action Plan</li> </ul>

**WESTON COLLEGE CORPORATION  
FE CURRICULUM & QUALITY COMMITTEE**

All meetings of the Curriculum & Quality Committee take place on a Tuesday, commencing 4 p.m., unless otherwise indicated.

The following are standing items on all FE Curriculum & Quality Committee agendas:

- Equality & Diversity
- The Learner Voice
- Timely Data Reports to include:
  - In-year retention to date
  - Attendance to date
  - Report from previous Quality Review Board Meeting

DATE	ADDITIONAL AGENDA ITEMS/FOCUS OF MEETING
<i>Please note: dates of meeting subject to change following review of Committee</i>	
10 <sup>th</sup> October 2017	<ul style="list-style-type: none"> <li>• Examination outcomes</li> </ul>
28 <sup>th</sup> November 2017	<ul style="list-style-type: none"> <li>• Appropriate Data Reports</li> <li>• Teaching and Learning Annual Report</li> <li>• Equality &amp; Diversity Annual Report/Single Equality Scheme</li> </ul>
27 <sup>th</sup> February 2018	<ul style="list-style-type: none"> <li>• Appropriate Data Reports</li> <li>• Feedback from Student Questionnaire 1</li> </ul>
19 <sup>th</sup> June 2018	<ul style="list-style-type: none"> <li>• Appropriate Data Reports</li> <li>• Feedback from Student Questionnaire 2</li> </ul>

## HE CURRICULUM & QUALITY COMMITTEE

All meetings of the HE Curriculum & Quality Committee take place on Wednesday, commencing 4 p.m., unless otherwise indicated.

The following are standing items on all HE Curriculum & Quality Committee agendas:

- Equality & Diversity
- Update against KPIs
- The Learner Voice
- Timely Data Reports to include:
  - In-year retention to date
  - Attendance to date
  - Reports

DATE	ADDITIONAL AGENDA ITEMS/FOCUS OF MEETING
<i>Please note: dates of meeting subject to change following review of Committee</i>	
29 <sup>th</sup> November 2017	<ul style="list-style-type: none"> <li>• Appropriate Data Reports</li> </ul>
28 <sup>th</sup> February 2018	<ul style="list-style-type: none"> <li>• Appropriate Data Reports</li> <li>• Feedback from Student Questionnaire</li> </ul>
20 <sup>th</sup> June 2018	<ul style="list-style-type: none"> <li>• Appropriate Data Reports</li> <li>• Feedback from Students</li> </ul>

## SEARCH COMMITTEE

Meetings of the Search Committee are called as required, in response to Corporation/Committee vacancies and emerging governance issues.

One scheduled meeting is held per annum:

14 <sup>th</sup> June 2018	<ul style="list-style-type: none"> <li>• Review of Composition of the Corporation</li> <li>• Review of Individual Governor Performance</li> <li>• Review of Governor Attendance</li> <li>• Review of Committee Membership</li> <li>• Review of Governor Training</li> <li>• Review and appointment of Committee Chairs</li> </ul>
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## REMUNERATION COMMITTEE

<p>The Remuneration Committee meets three times per year.</p> <p>Dates given below may be subject to change.</p>	
14 <sup>th</sup> March 2018	<ul style="list-style-type: none"> <li>• Update from the Principal</li> </ul>
5 <sup>th</sup> April 2018	<ul style="list-style-type: none"> <li>• Update from the Principal re: funding allocation/management structure etc.</li> </ul>
22 <sup>nd</sup> May 2018	<ul style="list-style-type: none"> <li>• Review of Senior Postholders' Pay and Conditions</li> </ul>

## WORKBASED LEARNING COMMITTEE

<p>All meetings of the Workbased Learning Committee take place on Monday, commencing 4:00pm., unless otherwise indicated.</p> <p>The following are standing items on all Workbased Learning Committee agendas:</p> <ul style="list-style-type: none"> <li>• Equality &amp; Diversity</li> <li>• Update against KPIs</li> <li>• The Learner Voice</li> <li>• Timely Data Reports to include: <ul style="list-style-type: none"> <li>○ In-year retention to date</li> <li>○ Attendance to date</li> <li>○ Reports</li> </ul> </li> </ul>	
DATE	ADDITIONAL AGENDA ITEMS/FOCUS OF MEETING
<i>Please note: dates of meeting subject to change following review of Committee</i>	
4 <sup>th</sup> December 2017	<ul style="list-style-type: none"> <li>• Appropriate Data Reports</li> </ul>
12 <sup>th</sup> March 2018	<ul style="list-style-type: none"> <li>• Appropriate Data Reports</li> <li>• Feedback from Student Questionnaire</li> </ul>
2 <sup>nd</sup> July 2018	<ul style="list-style-type: none"> <li>• Appropriate Data Reports</li> <li>• Feedback from Students</li> </ul>

## EXTERNAL PROFILE AND INVESTMENT COMMITTEE

All meetings of the External Profile and Investment Committee take place on Tuesday, commencing 4:00pm., unless otherwise indicated.

The following are standing items on all External Profile and Investment Committee agendas:

- Marketing Activity Report
- Reputation Report
- Inspirational Events and Investments Report

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DATE	ADDITIONAL AGENDA ITEMS/FOCUS OF MEETING
<i>Please note: dates of meeting subject to change following review of Committee</i>	
5 <sup>th</sup> December 2017	<ul style="list-style-type: none"><li>• Appropriate Data Reports</li></ul>
13 <sup>th</sup> March 2018	<ul style="list-style-type: none"><li>• Appropriate Data Reports</li></ul>
3rd July 2018	<ul style="list-style-type: none"><li>• Appropriate Data Reports</li></ul>