

# ANNUAL CYCLE OF BUSINESS

## FE Corporation

### AUTUMN TERM 1(Sept/October)

**Standing items:** Chair's introduction; CEO report; student matters; staff matters; ; College recovery plan tracker report; KPI dashboard; Management accounts; Safeguarding and Prevent report; Quality Improvement Plan; Reports from Committees and items for approval; milestone targets for the Strategic Plan **(annually at start of academic year)**; settlement payments; meeting evaluation.

**Other items: -**

- Governance Self-assessment (Board Effectiveness Review)
- Safeguarding Policy Review
- Decisions List from previous year
- Review of Confidential items from previous year
- HE Academic Assurance Report <sup>1</sup>
- Reappointment of auditors
- Sub-contracting Supply Chain, Fees and Charging Policy
- Subcontractors report (inc approval of subcontractors)
- Health and Safety annual report

### AUTUMN TERM 2 (December)

**Standing items:** Chair's introduction; CEO report; student matters; staff matters; College recovery plan tracker report; KPI dashboard; Management accounts; Safeguarding and Prevent report; Quality Improvement Plan; Reports from Committees and items for approval; Strategic Plan monitoring update; settlement payments; meeting evaluation.

**Other items: -**

- Self-assessment Report (to approve)
- Annual Report and Financial Statements
- External Audit Management letter
- Letter of Representation
- Internal Auditors Annual Report
- Audit Committee Annual Report
- Strategic risk management and assurance report
- Health & Safety Report
- Equality & Diversity Annual Report
- Annual report of the Search & Governance Committee

<sup>1</sup> Note HE Assurance statement has to be submitted to OfS late November.

### **SPRING TERM 1 (February)**

**Standing items:** Chair's introduction; CEO report; student matters; staff matters; ; College recovery plan tracker report; KPI dashboard; Management accounts; Safeguarding and Prevent report; Quality Improvement Plan; Reports from Committees and items for approval; Strategic Plan monitoring update; settlement payments; meeting evaluation.

**Other items:** -

Provisional Schedule of Meetings for the following academic year

### **SPRING TERM 2 (Late March/Early April)**

**Standing items:** Chair's introduction; CEO report; student matters; staff matters; ; College recovery plan tracker report; KPI dashboard; Management accounts; Safeguarding and Prevent report; Quality Improvement Plan; Reports from Committees and items for approval; Strategic Plan monitoring update); settlement payments; meeting evaluation.

**Other items:** -

- Capital expenditure report
- Provisional outline budget (budgetary parameters)

### **SUMMER TERM 1 (May)**

**Standing items:** Chair's introduction; CEO report; student matters; staff matters; ; College recovery plan tracker report; KPI dashboard; Management accounts; Safeguarding and Prevent report; Quality Improvement Plan; Reports from Committees and items for approval; Strategic Plan monitoring update; settlement payments; meeting evaluation.

### **SUMMER TERM 2 (July)**

**Standing items:** Chair's introduction; CEO report; student matters; staff matters; ; College recovery plan tracker report; KPI dashboard; Management accounts; Safeguarding and Prevent report; Quality Improvement Plan; Reports from Committees and items for approval; milestone targets for the Strategic Plan (annually at start of academic year); settlement payments; meeting evaluation.

**Other items:** -

- Budget for the following year
- ESFA 2 year financial forecast & financial health status
- Pay review
- 3 year Finance strategy
- Internal Audit Plan
- Appointment of Chair & Vice Chair
- Risk Management & Risk Assurance reports
- Complaints and Compliments Annual Report

- Confirmed Schedule of Meetings for the following year
- Cycle of Business for the Board and Committees
- Committee Terms of Reference
- Corporation Standing Orders
- Approval of financial regulations (if changed)

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