

HEREFORD SIXTH FORM COLLEGE
GOVERNOR MEETINGS AND CALENDAR OF BUSINESS 2016/2017

| COMMITTEE | DATE | ISSUES (Items in bold require formal approval) |
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| AUDIT 6 pm start | Tuesday, 4th October 2016 | <ul style="list-style-type: none"> • Election of Chair • Final Internal Audit Report and Internal Audit Annual Report • Preparation of Governance Self-Assessment Report • Annual Report of Audit Committee • Governors attendance 15/16 • External Audit Plan • Conduct of meetings questionnaire • Review of Risk Management |
| | Tuesday, 6 th December 2016 | <ul style="list-style-type: none"> • Financial Statements Report and Accounts 14/15 • Financial Statements Auditor findings • Report and draft letters of representation • Report by auditors without management present • Governors' Skills Audit and Training Programme • Analysis of conduct of meetings questionnaire • Review of Risk Management |
| | Tuesday, 21 st February 2017 | <ul style="list-style-type: none"> • Receipt of first Internal Audit Report 15/16 • Review of performance of Financial Statements Auditors and P.I.'s for 15/16 • Audit Committee Terms of Reference • Review of Governance Procedures • Quality Assurance Procedures 15/16 • Value for Money Report • Review of Risk Management |
| | Tuesday, 13 th June 2017 | <ul style="list-style-type: none"> • Appointment of Internal Auditors • Receipt of Second Internal Audit Report for 2016/17 • Risk Register and RM Action Plan, RM Annual Report 16/17, RM Policy and Procedures 17/18 • Review of performance of IAS and P.I.'s for 16/17 • Report on implementation of IAS recommendations • Internal Audit Needs Assessment, Strategic Audit Plan and Annual Plan |
| CURRICULUM 6.00 pm start | Thursday, 22 nd September 2016 | <ul style="list-style-type: none"> • Election of Chair • Analysis of results and enrolments • Value added data • Changes to curriculum • Course masterfile |
| | Thursday, 12 th January 2017 | <ul style="list-style-type: none"> • Analysis of retention 15/16 • Curriculum 17/18 • Student destinations 2017 • Departmental targets for retention and achievement 2016/2017 • Attendance and retention monitoring |
| | Thursday, 4 th May 2017 | <ul style="list-style-type: none"> • Changes to curriculum • Projected student numbers • Curriculum Policy (annual review) • Cross-College, course and parental questionnaires • Curriculum Committee Terms of Reference • Attendance and retention monitoring |
| FINANCE AND PREMISES 6.00 pm start | Thursday, 29 th September 2016 | <ul style="list-style-type: none"> • Election of Chair • Budget and Financial Forecast – final version • Capital Scheme Update • Monthly Management Accounts and financial review • Insurance Renewal |
| | Thursday, 1 st December 2016 | <ul style="list-style-type: none"> • Premises update • Annual Report and Accounts • Monthly Management Accounts and financial review |
| | Thursday, 19 th January 2017 | <ul style="list-style-type: none"> • Accommodation Strategy • Premises Update • Monthly Management Accounts Nov and Dec and financial review • Review of Financial Regulations |
| | Thursday, 23 rd March 2017 | <ul style="list-style-type: none"> • Premises Update • Finance and Premises Committee Terms of Reference • Monthly Managements Accounts and financial review |
| | Thursday, 27 th April 2017 | <ul style="list-style-type: none"> • Fees and Charges Policy • Monthly Management Accounts |

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| | Thursday, 15 th June 2017 | <ul style="list-style-type: none"> • Budget and Financial Forecast • Premises Update • Health and Safety Policy and Report • Monthly Management Accounts and financial review |
| SEARCH | As required | <ul style="list-style-type: none"> • Election of Chair • Review of membership • Review of committees • Review of Procedures for appointment of Governors • Search Committee Terms of Reference |
| STAFF & STUDENTS 6.00 pm start | Tuesday, 27 th September 2016 | <ul style="list-style-type: none"> • Election of Chair • Senior Post-Holders Appraisal Policy and Procedures • Staffing Update • Staff absence • Equality and Diversity Policy and safeguarding updates |
| | Tuesday, 17 th January 2017 | <ul style="list-style-type: none"> • Consultations on pay and conditions • Analysis of Governors' Skills and Training Audit • Planning Governors Conference • Staffing projections • Governors' training programme • Staff and Students Committee Terms of Reference |
| | Tuesday, 2 nd May 2017 | <ul style="list-style-type: none"> • Pay and Conditions Policy • Appraisal Policy and Procedures • Safeguarding Policies and Procedures and Annual Report • SRC Annual Report 16/17 • Staffing Update |
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| REMUNERATION | Autumn Term | <ul style="list-style-type: none"> • Election of Chair • Senior Post-holders salaries • Remuneration Committee Terms of Reference • Confidentiality of Minutes |
| GOVERNORS 6.00 pm start | Thursday, 13 th October 2016 | <ul style="list-style-type: none"> • Budget and Financial Forecast • Self-Assessment Report • Annual Report of Audit Committee • Governors' Handbook • Senior post-holders Appraisal, Pay and Conditions of service • Approval of Course Masterfile (from Curriculum Committee) |
| | Thursday, 15 th December 2016 | <ul style="list-style-type: none"> • Appointment of Student Governor • Governors' Skills Audit and Training Programme • Annual Report and Accounts • Review of Whole College Targets • Self Assessment Report • Report from Remuneration Committee • Pay award to staff |
| | Thursday, 2 nd February 2017 | <ul style="list-style-type: none"> • Annual College Targets for 2016/17 • Planning for Governors Conference |
| | Friday and Saturday, 10 th and 11 th March 2017 | <ul style="list-style-type: none"> • Governors Conference • Strategic Development Plan (and Accommodation Strategy) • Mission and Strategic objectives |
| | Thursday, 18 th May 2017 | <ul style="list-style-type: none"> • Financial Monitoring • Curriculum Policy • Enrolment update • Terms of Reference of Committees • Notification of election of Chair and Vice-Chair • Review of Governors Conference |
| | Thursday, 29 th June 2017 | <ul style="list-style-type: none"> • Election of Chair and Vice-Chair for next year • Committee membership • Review of Governance Procedures • Budget and Financial Forecast • Complaints about the Corporation and about the College • Review of responses to complaints • Meetings calendar 2017/18 • Appointment of auditors for coming financial year |