



**HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION**

Membership and Outline agendas 2018-2019

All Committee agendas include the following standing items:

- Apologies
- Declaration of Interest
- Minutes of the previous meeting
- Matters arising from the Minutes
- Any other Business
- Determination of confidentiality
- Date of the next meeting

**REMUNERATION COMMITTEE**

<b>Membership 2018/19</b>	
Ms L Summers (Chair) Mr J Dawson Ms R Drury Ms A Thompson Ms K Fleming	In Attendance: Ms C Coupland, Clerk (as appropriate)

Meetings take place at 5pm

<b>Date</b>	<b>Outline agenda</b>	<b>Papers to be with Governors by</b>	<b>Draft minutes to be with chair by</b>
Thursday 4 <sup>th</sup> October 2018	<ul style="list-style-type: none"> <li>• Remuneration and performance review for all SPH</li> <li>• Self- Assessment of Committee Work/Business</li> <li>• Terms of Reference: Annual Review</li> </ul>	27.09.18	18.10.18

**SEARCH & GOVERNANCE COMMITTEE**

<b>Membership 2018/2019</b>	
Committee: Ms L Summers Mr J Dawson Mr A Nelson Ms M Boryslawskyj (Chair) Ms A Williams	In attendance: Ms C Coupland, Clerk

Meetings take place at 5.00 pm

<b>Meeting Date</b>	<b>Outline Agenda</b>	<b>Date for papers to be with Clerk for copying</b>	<b>Date to be with Governors</b>	<b>Drafts minutes to be with chair:</b>
Tuesday 18 <sup>th</sup> September 2018	<ul style="list-style-type: none"> <li>• Governor Vacancies / members report</li> <li>• Governor attendance review</li> <li>• Skills training and development audit</li> <li>• Governor training annual programme and policy review</li> <li>• Code of Governance Compliance Report</li> </ul>	-	11.09.18	02.10.18
Tuesday 4 <sup>th</sup> December 2018	<ul style="list-style-type: none"> <li>• Governor Vacancies / members report</li> <li>• Governance Self- Assessment Review 2016/17</li> <li>• Governance Quality Improvement Plan 2017/18</li> <li>• BAF Assurance Review - Governance</li> </ul>	-	27.11.18	18.12.18
Monday 11 <sup>th</sup> February 2019	<ul style="list-style-type: none"> <li>• Governor Vacancies / members report</li> <li>• Policy reviews ( as applicable): <ul style="list-style-type: none"> <li>- Access to Corporation Information</li> <li>- Guidance for Clerk on public access to meetings of the Corporation</li> <li>- Policy for nomination and election of Chair and Vice Chair of the Corporation (every 3 years or as required)</li> <li>- Procedure for the removal of a Governor from office for reasons other than statutory disqualification. (annual review) Annual review of Policies: <ul style="list-style-type: none"> <li>- Selection of Governors</li> <li>- Succession planning</li> <li>- Governor Induction Policy</li> <li>- Mentoring Policy</li> </ul> </li> </ul> </li> <li>• Governance Quality Improvement Plan – Progress Review</li> <li>• Feedback from stakeholder events</li> </ul>	-	04.02.19	05.03.19
Tuesday 14 <sup>th</sup> May 2019	<ul style="list-style-type: none"> <li>• Governor Vacancies</li> <li>• Governor training annual programme and policy review.</li> <li>• Membership determination</li> <li>• Annual Reviews : <ul style="list-style-type: none"> <li>- Standing Orders</li> <li>- Code of Conduct</li> <li>- scheme of delegation</li> <li>- stakeholder statement</li> <li>- SU Constitution(every 5 years – last approved 2016)</li> </ul> </li> <li>• Self-Assessment : Business &amp; annual review of Terms of Reference</li> </ul>	-	07.05.19	04.06.19

## FINANCE & RESOURCES COMMITTEE

<b>Membership 2018/19</b>	
Mr J Dawson (Chair) Mr P Cropper (co-opted) Ms J Pryce (co-opted) Ms A Williams, Ms T Wright	In attendance: Mr A Shaw, Assistant Principal Mrs Claire Coupland, Clerk

Meetings take place on Mondays at 5.00pm

<b>Date</b>	<b>Outline agenda</b>	<b>Date papers to be with Clerk to allow for copying</b>	<b>Date to be with Governors (5 working days in advance)</b>	<b>Draft minutes to Chair by</b>
Monday 15 <sup>th</sup> October 2018	<ul style="list-style-type: none"> <li>• Update on Year end accounts</li> <li>• Latest Management Accounts</li> <li>• Capital Project: Review</li> <li>• Health and Safety Policy (annual review)</li> <li>• Health and Safety Year End Report</li> <li>• ESFA conditions of funding for the current year</li> </ul>	04.10.18	08.10.18	05.11.18
Tuesday 27 <sup>th</sup> November 2018 5.00pm – 6.00pm <b>(Joined by Audit and Auditors for Financial Statements &amp; Members Report at 6.00pm)</b>	<ul style="list-style-type: none"> <li>• Financial Statements and Members Report</li> <li>• Latest Management Accounts</li> <li>• Staff pay awards</li> <li>• Treasury Management Review</li> </ul>	16.11.18	20.11.18	06.12.18
Monday 11 <sup>th</sup> March 2019	<ul style="list-style-type: none"> <li>• Latest Management Accounts</li> <li>• Planned Maintenance Programme Review</li> <li>• Capital Projects</li> <li>• <i>Financial parameters</i></li> <li>• Funding Allocation</li> <li>• Health &amp; Safety Mid Year Review.</li> <li>• <i>BAF reviews: Failure to maintain financial viability and update on compliance with H&amp;S</i></li> </ul>	28.02.19	04.03.19	25.03.19
Monday 24 <sup>th</sup> June 2019	<ul style="list-style-type: none"> <li>• <i>3 year Financial Forecast (prelude to corporation meeting if necessary)</i></li> <li>• <i>Annual Budget (prelude to corporation meeting if necessary)</i></li> <li>• Financial benchmarking data</li> <li>• Financial health of College</li> <li>• Fees &amp; Charges Policy</li> <li>• Latest management accounts</li> <li>• Financial Regulations</li> <li>• Business travel and expenses Policy</li> <li>• Self Assessment of Committee Work/Business &amp; annual review of terms of reference</li> </ul>	06.06.19	10.06.19	01.07.19

## AUDIT COMMITTEE

<b>Membership 2018/19</b>	
Mr A Nelson (Chair) Mr K Webb Ms H Haigh Ms K Fleming Mr N Uppal (Co-opted) Mr G Wright (Co-opted)	In Attendance: Mr A Shaw, Assistant Principal Ms C Coupland (Clerk)  Internal Audit ( Tiaa) External Audit (Wylie & Bissett)

*Cross-membership of the Audit and the Finance & Resources Committees is prohibited.*  
 Meetings take place at 5.00pm

<b>Date</b>	<b>Outline agenda</b>	<b>Date papers to be with Clerk for copying</b>	<b>Date papers to be with Governors</b>	<b>Draft minutes to be with chair by</b>
Tuesday 25 <sup>th</sup> September 2018	<ul style="list-style-type: none"> <li>• Internal Audit Reports</li> <li>• Recommendation tracking</li> <li>• Annual Internal Audit Report</li> <li>• TPS</li> <li>• Internal Audit Strategy Update</li> <li>• BAF / Risk Register: A Review</li> <li>• Post 16 Audit Code of Practice Self assessment questionnaire.</li> <li>• Risk Register Review</li> <li>• Internal Audit Annual Report</li> </ul>	14.09.18	18.09.18	09.10.18
Monday 27 <sup>th</sup> November 2018 from 6.00pm <b>(To join F&amp;R Meeting for Financial Statements &amp; Members Report from 6.00pm –Actual Audit Committee Meeting to commence from 6.30pm)</b>	<ul style="list-style-type: none"> <li>• Internal Audit Reports</li> <li>• Recommendation Tracking</li> <li>• Financial Statements &amp; Members Report</li> <li>• Management Letter</li> <li>• Annual Audit Committee Report</li> <li>• FMCE (annual College review)</li> <li>• Review tender programme for auditor appointment</li> </ul>	16.11.18	20.11.18	11.12.18
Tuesday 26 <sup>th</sup> March 2019	<ul style="list-style-type: none"> <li>• Internal Audit Report</li> <li>• Recommendation tracking</li> <li>• Risk Register: A Review</li> <li>• Risk Management Policy</li> <li>• Disaster Recovery Plan (Bi-Annual Review 2019)</li> <li>• External Audit Strategy and Planning Memorandum</li> </ul>	14.03.19	19.03.19	21.03.18

Tuesday 11 <sup>th</sup> June 2019	<ul style="list-style-type: none"> <li>• Recommendation tracking</li> <li>• Appointment of Internal Audit Service</li> <li>• Appointment of Financial Statement Auditors.</li> <li>• Whistleblowing Policy (annual review)</li> <li>• Self Assessment of Committee Work/Business and annual review of Terms of Reference</li> <li>• Performance indicators for Auditors</li> </ul>	24.05.19 (due to half term)	04.06.19	20.06.17
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## **CORPORATION**

All Corporation agendas include the following standard items:

- Apologies
- Declaration of Interest
- Minutes of the previous meeting
- Matters Arising from the Minutes
- Corporate Report
- Governors Committees: Chairpersons Feedback
- Student Voice “what’s on top”
- Any Other Business
- Learner Impact Reflection
- Determination of Confidentiality
- Date of next Meeting

Risk Assurance Reviews to also be incorporated into relevant committee / corporation agenda plans as per review cycle.

### **Membership 2018/19**

Ms L Summers (Chair)  
Mr J Dawson (Vice Chair)  
Ms M Boryslawskyj  
Ms R Drury  
Ms K Fleming  
Ms H Haigh  
Ms P McGuire  
Mr A Nelson  
Ms H Richards (Parent)  
Ms L Swinden  
Mr B Timpson-Whitehouse (Student)  
Mr K Webb  
Ms T Wright

Ms A Williams, Principal

#### *Vacancies:*

*1 x staff governor*

*1 x external governor*

All Meetings commence at 5.30pm unless stated otherwise

<i>Date</i>	<i>Outline agenda</i>	<i>Date papers to be with Clerk for copying</i>	<i>Date papers are to be with Governors</i>	<i>Draft minutes to be with chair by</i>
Thursday 11 <sup>th</sup> October 2018	<p><b>START AT 5pm.</b> <b>Staff Research presentations</b></p> <p><b>Taster for E-Governance. No papers to be issued tablets only.</b></p> <ul style="list-style-type: none"> <li>• Summary Outcome of 2018 results annual review of achievement, retention and success rates</li> <li>• Financial Statements from SU.</li> <li>• Remuneration of SPH (reserved item)</li> </ul>	04.11.18	Papers will be uploaded onto Moodle 04.11.18	25.10.18
Wednesday 14 <sup>th</sup> November 2018	<ul style="list-style-type: none"> <li>• Safeguarding Annual Report &amp; Policy Review* (inc Prevent)</li> <li>• E&amp;D Annual Report &amp; Policy Review*</li> <li>• Annual Staffing Report / Performance Management (appraisal completion and outcome data including appeals data)</li> <li>• Staff grievance policy review</li> </ul>	05.11.18	07.11.18	18.12.18
Tuesday 11 <sup>th</sup> December 2018	<ul style="list-style-type: none"> <li>• College SAR 2017/18 (and Governance SAR)</li> <li>• Quality Improvement Plan 2018/19 / targets for Strategic plan</li> <li>• Audit Committee Annual Report</li> <li>• Financial Statements &amp; Management Letter</li> <li>• Treasury management review</li> <li>• Policy reviews (as applicable)</li> </ul>	30.11.18	04.12.18	08.01.19
Thursday 17 <sup>th</sup> January 2019	External Stakeholder Event. Times and agenda to be confirmed.			
Monday 4 <sup>th</sup> February 2019	Internal Stakeholder Event. Times and agenda to be confirmed.			
Tuesday 26 <sup>th</sup> February 2019	Governors Strategy Day ( 10 am start @ Old Golf House) Agenda to be determined nearer time.	14.02.19 (due to half term)	15.02.19 (due to half term)	12.03.19

Tuesday 9 <sup>th</sup> April 2019	<ul style="list-style-type: none"> <li>• Funding Allocation / Financial Strategy (review)</li> <li>• Destination of college leavers 2018</li> <li>• KS5 League Table Analysis Report</li> <li>• Quality Improvement Plan: Review.</li> <li>• Meet with retiring SU President / Newly Appointed SU President – SU Report.</li> </ul>	01.04.19	02.04.19	07.05.19
Thursday 4 <sup>th</sup> July 2019	<ul style="list-style-type: none"> <li>• Admissions Policy and Procedure; Entry Criteria</li> <li>• Financial Forecast &amp; Budget</li> <li>• Financial Health of College</li> <li>• Financial Regulations (to approve)</li> <li>• Appointment of Internal Audit Service (as applicable)</li> <li>• Appointment of Financial Statement Auditors (as applicable).</li> <li>• TLA Outcome Report / Analysis</li> <li>• Schedule of meetings and events/Agenda planner</li> <li>• Committees' revised Terms of Reference</li> <li>• Policy Reviews ( as applicable)</li> <li>• Annual review of Risk Register</li> </ul>	25.06.19	27.06.19	11.07.19

**BAF Reviews to be agreed with Risk Management Group and scheduled accordingly in Committee and Corporation agendas.**