

Cycle of Business of the Governing Body and its Committees and Working Group 2011/2012

ADDITIONAL MEETINGS MAY BE CALLED, IF REQUIRED.

GOVERNING BODY

STANDING ITEMS AT ALL ORDINARY MEETINGS

- To receive any apologies for absence.
- To consider whether any of the items to be discussed at the meeting should be dealt with on a confidential basis.
- Members to declare any pecuniary or non-pecuniary interests in the business to be transacted.
- To confirm the minutes of the previous meeting.
- To consider any matters arising from the minutes.
- To consider any business brought forward by direction of the Chair.
- To consider the written report of the Principal (once a term).
- To receive the minutes of Committee meetings and consider any matters or recommendations arising from them.
- To note any changes to Membership.

The following list of other items to be considered at the individual meetings of the Governing Body in 2011/2012 is neither exclusive, nor exhaustive. Additional items will be added throughout the year (and some items may need to be deferred) as circumstances dictate. The list, however, is indicative of how the Governing Body is planning to conduct its business.

MEETING ON 26th SEPTEMBER 2011

- To approve the Cycle of Business for 2011/2012
- To receive the Governor attendance statistics for 2010/2011 and approve the Governor attendance target for 2011/2012.
- To review the Standing Orders and terms of reference of Committees and Working Groups.
- To review the Scheme of Delegation.
- To review the membership of Committees and Working Groups.
- To appoint the Chairs and Vice Chairs of the Finance and Resources Committee, Learning and Performance Committee, Search Committee, Appeals Committee, Remuneration Committee,

Selection Panel and Tenders and Contracts Committee for 2011/2012.

- To review the Code of Conduct.
- To review the Policy Statement on Governors' Allowances and Expenses.
- To receive the provisional BTEC and "A" Level examination results for 2010/2011.
- To approve the revised Equality, Diversity and Inclusion Policy
- To approve the revised Safeguarding Policy
- To receive a briefing on plans for curriculum delivery in Honiton/Holsworthy areas.

MEETING ON 12th DECEMBER 2011

- To approve the Annual Report of the Audit Committee (including the Risk Management Report).
- To consider the Audit Findings Report for 2010/2011.
- To approve the audited Financial Accounts and Annual Report for 2010/2011.
- Equality, Diversity and Inclusion – to consider a report from the EDI Co-ordinator.
- To approve the reviewed Financial Regulations.
- To review progress on the Governance Improvement Plan for 2011/2012.
- To consider reports from the Student Governors.
- To review the Freedom of Information Publication Scheme.
- To approve the Financial Management and Control Evaluation Return 2011/2012.
- Risk Management – to review the risks in relation to the reputation of the College.
- To receive the Framework for Excellence Summary Report.
- To consider the final College success rates for 2010/2011.
- To approve the College Quality Improvement Plan for 2011/2012.
- To approve the College Self-Assessment Report for 2010/2011.
- To approve the longer term Estates Strategy
- To approve the Business Priorities Plan
- To review College Vision and Mission statement

MEETING ON 12th MARCH 2012 (Tiverton Campus)

- To approve the Governors' Annual Report to the Community.
- To consider reports from the Student Governors.
- Equality, Diversity and Inclusion – to consider a report from the EDI Co-ordinator.
- To approve the calendar of meetings of the Governing Body and its Committees for 2012/2013.
- To review progress on the Governance Improvement Plan for 2011/2012.

MEETING ON 11th JUNE 2012 (Brannams Campus)

- To review progress on the Business Priorities Plan.
- Single Equality Scheme – to review progress against the Action Plans.

- To review progress on the Governance Improvement Plan for 2011/2012.
- To consider reports from the Student Governors.
- Equality, Diversity and Inclusion – to consider a report from the EDI Co-ordinator.
- To consider a report from the designated senior member of staff with lead responsibility for Safeguarding, setting out how the College has discharged its responsibilities for safeguarding in 2011/2012.
- To review the constitution of the Student Union.
- To review the Student Union Code of Practice.
- To review any minutes and papers which were deemed, at the time of publication in 2010/2011, to be confidential and consider whether they should now be made available for public inspection.
- To report that the Health and Safety Policy has been reviewed and to note any changes.

MEETING ON 16th JULY 2012

- To approve the Income & Expenditure Budget 2012/2013 and forecasts for 2013/2014 and 2014/2015.
- To approve the Annual Pay Award for 2012/2013.
- To approve the Cycle of Business for 2012/2013.
- To receive a report from the Governor representative on the College Health and Safety Committee.
- To approve the Governance Improvement Plan for 2012/2013 and the Governance Self-Assessment grade.
- To consider a report on the number of complaints received/resolved and external compliments received in 2011/2012.
- To approve the Risk Management Implementation Plan 2012/2013, and note any changes to the Risk Management Policy/Procedures, the Main Strategic Risks and the Disaster Recovery Plan.
- To approve the Internal Audit Plan for 2012/2013, as recommended by the Audit Committee.
- To consider the recommendations of the Search Committee in relation to Governor appointments/re-appointments, etc.
- To elect the Chair and Vice-Chair of the Governing Body for the ensuing year.

APPEALS COMMITTEE

No meetings scheduled, in advance, for 2011/2012. The Committee will meet only in the event of an appeal by a member of staff in relation to action resulting from the College's approved:

- disciplinary (capability and conduct) procedures;
- grievance procedures;
- redundancy procedure.

AUDIT COMMITTEE

STANDING ITEMS AT ALL ORDINARY MEETINGS

- To receive any apologies for absence.
- To consider whether any of the items to be discussed at the meeting should be dealt with on a confidential basis.
- Members to declare any pecuniary or non-pecuniary interests in the business to be transacted.
- To confirm the minutes of the previous meeting.
- To consider any matters arising from the minutes.
- To consider any business brought forward by direction of the Chair.
- To consider individual audit reports from the Internal Audit Service, European Social Fund, JobCentre Plus, etc.
- To consider a report from the Internal Audit Service on progress against the 2011/2012 Audit Plan.
- To consider the Internal Audit Monitoring Report from the Director of Finance.
- To report on any additional work undertaken by the Internal Audit Service.
- To report on any additional work undertaken by the Financial Statements Auditors.
- To consider progress on the Risk Management Implementation Plan 2011/2012.
- Risk Management – to receive an updated report on the most significant strategic risks.

The following list of other items to be considered at the individual meetings of the Audit Committee in 2011/2012 is neither exclusive, nor exhaustive. Additional items may need to be added throughout the year, as circumstances dictate.

MEETING ON 15th NOVEMBER 2011

- To elect a Chair and Vice-Chair of the Committee for the ensuing year.
- To review the performance of the Financial Statements Auditors for 2010/2011.
- To review the performance of the Internal Auditors for 2010/2011.

- To consider the Audit Findings Report (Management Letter) for 2010/2011 on the audit of the financial statements and reporting on regularity.
- To receive the audited 2010/2011 Financial Accounts.
- To consider the Annual Internal Audit Report for 2010/2011.
- To consider the Annual Report on Risk Management.
- To approve the Annual Report of the Audit Committee for submission to the Governing Body.
- To recommend the completed Financial Management and Control Evaluation Return 2011/2012 to the Governing Body for approval.
- Risk Management – to review the risks in relation to Finance/Audit.

MEETING ON 28th FEBRUARY 2012

- To consider the Procurement Strategy.
- To review the procurement of outside services/goods in excess of £50,000.

MEETING ON 3rd JULY 2012

- To consider a Follow up Report from the Internal Auditors on previous Internal Audit recommendations.
- To consider the Internal Audit Plan 2012/2013, for recommendation to the Governing Body.
- To consider the External Audit Plan 2011/2012 for the audit of the financial statements and reporting on regularity.
- To consider whether the previously agreed performance indicators for the Internal Audit Service and the Financial Statements Auditors will remain appropriate for 2012/2013.
- To review the current financial accounting policies.
- To consider a report from the Director of Resources on the action points resulting from the disaster simulation exercise undertaken in the Spring Term 2012.
- To receive the minutes of the meeting of the Risk Management and Disaster Recovery Working Group.
- To approve the Risk Management Implementation Plan 2012/2013, and note any changes to the Risk Management Policy/Procedures, the Main Strategic Risks and the Disaster Recovery Plan.
- To review the membership, terms of reference, operation and effectiveness of the Committee.

DISCIPLINARY COMMITTEE

No meetings scheduled, in advance, for 2011/2012. The Committee will meet only in the event of needing to determine the case for disciplinary action (on grounds of conduct or capability) against a senior post-holder or the clerk to the corporation and taking such action as it considers appropriate within the Corporation's policies and procedures (including oral warning, written warning, final written warning and dismissal).

FINANCE & RESOURCES COMMITTEE

STANDING ITEMS AT ALL ORDINARY MEETINGS

- To receive any apologies for absence.
- To consider whether any of the items to be discussed at the meeting should be dealt with on a confidential basis.
- Members to declare any pecuniary or non-pecuniary interests in the business to be transacted.
- To confirm the minutes of the previous meeting.
- To consider any matters arising from the minutes.
- To consider any business brought forward by direction of the Chair.
- Management Accounts – to consider a report from the Director of Finance on the previous month's accounts. (For the meetings scheduled from November to June. (in between meetings the Accounts are circulated to all members)) incorporating a report on Cash Flow and Borrowing and Capital and Building Project expenditure.
- Enrolments – to consider a report on the latest funding position.
- Projects in Excess of £50,000 – to consider a report from the Director for Curriculum and Learning and approve any new project applications.
- To consider a report from the Director of Employers on income and expenditure.

The following list of other items to be considered at the individual meetings of the Finance and Resources Committee in 2011/2012 is neither exclusive, nor exhaustive. Additional items will be added throughout the year and some items may need to be deferred, as circumstances dictate. The list, however, is indicative of how the committee is planning to conduct its business.

MEETING ON 17th OCTOBER 2011

- To consider the Month 2 update from the Director of Finance on the projected financial out turn for 2011/2012.
- To consider the Month 12 Income and Expenditure report (draft) of the Director of Finance.
- To approve the write off of any bad debts in excess of £500.
- To receive an update on the building works undertaken in the Summer 2011.
- Risk Management – to review the risks in relation to Facilities.
- Enrolments – to consider a report on the latest funding position.
- To receive a HR Summary Report.
- To review the Whistle Blowing policy.
- To approve the revised Professional Development Policy.
- To approve the IT Strategic Plan.

MEETING ON 5th DECEMBER 2011

- To consider the Audit Findings Report for 2010/2011 on the audit of the financial statements and reporting on regularity.
- To consider the audited 2010/2011 Financial Accounts and Annual Report for recommendation to the Governing Body.
- To review the Financial Regulations.
- Management Accounts – 2010/2011 – to consider the Month 12 report of the Director of Finance.
- Management Accounts – to consider the Month 3 report of the Director of Finance.
- To receive a summary of the insurance cover negotiated for 2011/2012.
- To consider the termly report on Sub-Contractor Activity.
- Health and Safety – to consider the termly report of the Health and Safety Co-ordinator.
- To approve the revised Retirement Policy.
- Enrolments – to consider a report on the latest funding position.
- To consider the updated Project Performance Reports.

MEETING ON 23rd JANUARY 2012

- Enrolments – to consider a report on the latest funding position.
- To receive a HR Summary Report.
- Risk Management – to review the risks in relation to Data and IT Services.
- Management Accounts – to consider the Month 4 report of the Director of Finance.
- To receive a report from the Sustainability Working Group.
- To approve the HR Strategic Plan.
- To receive the Annual Reports and Accounts of the Petroc Student Union, Barnstaple and Tiverton Branches, for 2010/2011 and to receive reports from the two Branch Presidents.

MEETING ON 26th MARCH 2012

- Tuition Fees – to approve the fee policy for 2012/2013.
- To consider the termly report on Sub-contractor Activity.
- Health and Safety – to consider the termly report of the Health and Safety Co-ordinator.
- Management Accounts – to consider the Month 6 report of the Director of Finance.
- To consider any capital building work to be undertaken in the Summer 2012.
- To consider the updated Project Performance Reports.
- Risk Management – to review the risks in relation to Projects.
- Enrolments – to consider a report on the latest funding position.

MEETING ON 23rd APRIL 2012

- Enrolments – to consider a report on the latest funding position.
- To consider the revised Sickness Absence Policy.
- Management Accounts – to consider the Month 7 report of the Director of Finance.

MEETING ON 25th JUNE 2012

- To consider the Income and Expenditure Budget 2012/2013 and forecasts for 2013/2014 and 2014/2015, for recommendation to the Governing Body.
- Management Accounts – to consider the Month 10 report of the Director of Finance.
- To consider a recommendation for the Annual Pay Award 2012/2013 for submission to the Governing Body.
- To receive the termly report on Sub-contractor Activity.
- To approve the Management Policy Statement 2012/2013.
- Health and Safety – to consider the termly report of the Health and Safety Co-ordinator.
- Staff Development – update for 2011/2012 and priorities for 2012/2013.
- Enrolments – to consider a report on the latest funding position.
- To receive a HR Summary Report.
- To consider the updated Project Performance Reports.
- To review the Committee's membership, terms of reference, operation and effectiveness.

LEARNING & PERFORMANCE COMMITTEE

STANDING ITEMS AT ALL ORDINARY MEETINGS

- To receive any apologies for absence.
- To consider whether any of the items to be discussed at the meeting should be dealt with on a confidential basis.
- Members to declare any pecuniary or non-pecuniary interests in the business to be transacted.
- To confirm the minutes of the previous meeting.
- To consider any matters arising from the minutes.
- To consider any business brought forward by direction of the Chair.

The following list of other items to be considered at the individual meetings of the Learning and Performance Committee in 2011/2012 is neither exclusive, nor exhaustive. Additional items will be added throughout the year and some items may need to be deferred, as circumstances dictate.

MEETING ON 3rd OCTOBER 2011

- To consider the provisional examination results for 2010/2011.
- Employer engagement – achievements in 2010/2011 and plans for 2011/2012.
- Exclusions – to consider a report on exclusions in 2010/2011.
- To consider the end of year lesson observation summary report.
- To receive the final report on the progress achieved on the 2010/2011 College Improvement Plan.
- To consider the finalised Early Leavers Report 2010/2011.

MEETING ON 9th JANUARY 2012

- To receive presentation reports from Heads of Schools/Directorates on their Self-Assessment Reviews and Quality Improvement Plans.
 - To consider the results of the Learner Induction Survey.
 - To consider a report on Learner retention.
 - To consider a report on Learner attendance.
 - To consider the targets for Learner retention and achievement for 2012/2013.
 - To consider the Learner Destinations Report.
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- To consider a report on value added.
 - Risk Management – to review the risks in relation to Work Based Provision with Partners.
 - To receive a report on the HE Strategy.

MEETING ON 5th MARCH 2012

- To consider a report on Learner retention.
- To consider a report on Learner attendance.
- To consider a report on the issues raised by Learners (e.g. at the Autumn Learner Forum) and the subsequent action taken.
- To consider the results of the Learner Satisfaction Survey.
- Employer Satisfaction evaluation – current survey results.
- Risk Management – to review the risks in relation to Quality of Provision and Competition.
- Risk Management – to review the risks in relation to Examination Issues.
- To receive a progress report from the Teaching and Learning Quality Team.

MEETING ON 18th JUNE 2012

- To consider a report on Learner retention.
- To consider a report on Learner attendance.
- To consider the results of the Parent Satisfaction Survey.
- To consider a report on the issues raised by Learners (e.g. at the Spring Learner Forum) and the subsequent action taken.

- To review progress on the College Improvement Plan 2011/2012, noting the support given to staff in the delivery/implementation of the plan.
- To consider the Early Leavers Report 2011/2012.
- To consider the Learner Involvement Strategy.
- Risk Management – to review the risks in relation to the Student Experience.
- To review the Committee’s membership, terms of reference, operation and effectiveness.

REMUNERATION COMMITTEE

MEETING IN THE AUTUMN TERM 2011 (actual date yet to be determined)

- To undertake the annual review of the performance of the Principal and other Senior Post Holders.
- To agree the salaries of the Principal and other Senior Post Holders for 2011/2012.
- To agree the Principalship performance targets for 2011/2012.
- To approve the disciplinary procedures for Senior Post Holders and the Clerk to the Corporation.
- To approve the grievance procedures for Senior Post Holders and the Clerk to the Corporation.
- To review the membership, terms of reference, operation and effectiveness of the Committee.

SEARCH COMMITTEE

MEETING IN THE SUMMER TERM 2012 (actual date yet to be determined)

- To review the composition and balance of the Governing Body and its Committees.
- To consider any new Governor applications.
- To make recommendations to the Governing Body on the appointment/re-appointment of Governors for 2011/2012.
- To receive a report on Governor training and development activities.
- To review the Committee’s membership, terms of reference, operation and effectiveness.

SELECTION PANEL

No meetings scheduled, in advance, for 2011/2012. The Committee will meet only in the event of a Selection Panel being required to consider the appointment of a Senior Post Holder or Clerk to the Corporation.

TENDERS AND CONTRACTS COMMITTEE

No meetings scheduled, in advance, for 2011/2012. The Committee will meet only if required to do so in order to consider tenders and award

contracts in accordance with the College's financial regulations and the regulations of the Skills Funding Agency. This will include any contract for building work, the cost of which is over £150,000.

RISK MANAGEMENT AND DISASTER RECOVERY WORKING GROUP

The Working Group will meet on at least another two occasions in 2011/2012, as follows.

MEETING IN THE SPRING TERM 2012 (actual date yet to be decided)

- To participate in the annual Disaster Simulation Exercise.

MEETING IN THE SUMMER TERM 2012 (actual date yet to be decided)

- To review the list of strategic and other significant risks facing the College.
- To review the Risk Management procedures.
- To consider a report on the outcomes from the annual Disaster Simulation Exercises held in the Spring term.