

HOW THE GOVERNING BODY OF PETROC MONITORS AND EVALUATES PERFORMANCE

Subject	Method	By Whom	Frequency
Customer Satisfaction	Learner Induction Survey results, and actions leading from them	Learning & Performance Committee	Annually
	Learner Satisfaction Survey results, and actions leading from them	Learning & Performance Committee	Annually
	Parental Satisfaction Survey results, and actions leading from them	Learning & Performance Committee	Annually
	Employer Satisfaction evaluation	Learning & Performance Committee	Annually
	Report on Complaints Received /Resolved, and actions leading from them	Governing Body	Annually
	Report from Student Governors – see also “Student Matters”	Governing Body	Termly
	Report of matters raised at Student Forums and action taken – see also “Student Matters”	Learning & Performance Committee	Spring & Summer Terms
Finance and Financial Controls	Management Accounts	Finance & Resources Committee	Monthly, Oct to June
	Capital & Building Project Expenditure Report	Finance & Resources Committee	Termly
	Cash Flow & Borrowing Report	Finance & Resources Committee	Monthly- Nov to June
	Financial KPIs	Finance & Resources Committee	Monthly, Oct to June

HOW THE GOVERNING BODY OF PETROC MONITORS AND EVALUATES PERFORMANCE

Finance and Financial Controls (continued)	Individual Internal Audit Reports	Audit Committee	Annually
	Annual Internal Audit Report	Audit Committee	Annually
	Financial Statements	Audit Committee, Finance & Resources Committee and Governing Body	Annually
	Audit Findings Report on the audit of financial statements and reporting on regularity	Audit Committee and Governing Body	Annually
	Annual Report of the Audit Committee	Audit Committee and Governing Body	Annually
	Review of performance of Internal and Financial Statements Auditors	Audit Committee	Termly
	Individual External Audit Reports (e.g. ESF)	Audit Committee	Termly
	Internal Audit Monitoring Report	Audit Committee	Termly
	Report on progress of Internal Audit Annual Plan	Audit Committee	Annually
	Financial Management & Control Evaluation Return – see also "Governance"	Audit Committee and Governing Body	Monthly, Oct to July
	Projects in Excess of £50,000 Report	Finance & Resources Committee	Termly
	Report on Project Performance	Finance & Resources Committee	Termly
Report on Funding and Participation	Finance & Resources Committee		

HOW THE GOVERNING BODY OF PETROC MONITORS AND EVALUATES PERFORMANCE

	for the Employers' Face – see also Learning and Performance		Termly
	Report on Sub-contracting Activity – see also "Learning and Performance"	Finance & Resources Committee	
Learning and Performance	Student Destinations Report	Governing Body	Annually
	Report on Value Added	Learning & Performance Committee	Annually
	Report on Enrolments	Finance & Resources and Learning & Performance Committee	Three times a year
	Report on sub-contracting Activity – see also "Finance and Financial Controls"	Learning & Performance Committee	Termly
	Quality Improvement Plan (progress on implementation)	Learning & Performance Committee	Twice a year
	Report on Student Attendance	Learning & Performance Committee	Termly
	Report on Student Retention	Learning & Performance Committee	Termly
	Report on Lesson Observations	Learning & Performance Committee	Annually
	Early Leavers Report	Learning & Performance Committee	Summer Term
	Report on Success Rates	Learning & Performance Committee and Governing Body	Annually
Report on any Permanent Exclusions	Learning & Performance Committee	Annually	

HOW THE GOVERNING BODY OF PETROC MONITORS AND EVALUATES PERFORMANCE

Learning and Performance (continued)	Review of performance of Senior Post Holders – see also “Human Resources”	Remuneration Committee	Annually
	Report on Examination Results	Learning and Performance Committee and Governing Body	Annually
	Report on Funding and Participation for the Employers’ Face – see also Finance and Financial Controls	Learning & Performance Committee	Termly
	Issues, concerns and continuing development of the Four Faces (Young Learners, Adults, Higher Education and Employers)	Governing Body	As required
	College Self-Assessment Report – see also “Governance”	Learning & Performance Committee and Governing Body	Annually
	Framework for Excellence Report	Learning & Performance Committee and Governing Body	Annually
	Report of Teaching & Learning Quality Team	Learning & Performance Committee	Annually
	Presentations from Heads of Schools/Directorates on Self-Assessment Review and Quality Improvement plan	Learning & Performance Committee	Annually
Progress report on HE Strategy	Learning & Performance Committee	Annually	
Health and Safety	Report of Health and Safety Co-ordinator	Finance & Resources Committee	Termly

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	Report from Governor representative on the College Health and Safety Committee	Governing Body	Annually
Safeguarding	Report from Senior Designated Member of Staff for Child Protection/Safeguarding	Governing Body	Annually
	Review of Safeguarding Policy	Governing Body	Annually
Equality, Diversity and Inclusion	Report from EDI Co-ordinator	Governing Body	Termly
	Single Equality Scheme Action Plans	Governing Body	Annually

Human Resources	Report on Staffing Numbers	} Finance & Resources Committee	Termly
	Report on Staff Absences		Termly
	HR Summary Report		Annually
	Staff Development Prog. Report	Remuneration Committee	Annually
Review of performance of Senior Post Holders – see also "Learning and Performance"	Annually		
Risk Management	Risk Management Implementation Plan (progress)	Audit Committee	Termly
	Annual Report on Risk Management	Audit Committee and Governing Body	Annually
Risk Management (continued)	Internal Audit Report	Audit Committee	Annually

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	Report on action points resulting from the annual Disaster Recovery Simulation Exercise	Audit Committee	Annually
	Updated report on the most significant risks	Audit Committee	Termly
	Risk Register Management Reports	All relevant Committees	Termly/Annually
Student Matters	Annual Report of the Student Union	Governing Body	Annually
	Student Union Accounts	Finance & Resources Committee	Annually
	Report of matters raised at Student Forums and action taken – see also “Customer Satisfaction”	Learning & Performance Committee	Spring & Summer Terms
	Reports from Student Governors – see also “Customer Satisfaction”	Governing Body	Termly
Governance	Results of Governor Satisfaction/Self-Assessment Questionnaire	Learning & Performance Committee and Governing Body	Annually
	Governance Improvement Plan (progress)	Governing Body	Termly
	Internal Audit Report	Audit Committee	Annually
	Review of composition and balance of Governing Body	Search and Governance Committee and Governing Body	Annually
	Governor Attendance Statistics (and targets)	Governing Body	Annually

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	Review of membership, terms of reference, operation and effectiveness of Committees	All Committees and Governing Body	Annually
	Financial Management and Control Evaluation Return – see also “Finance and Financial Controls”	Audit Committee and Governing Body	Annually
	College Self-Assessment Report – see also “Learning and Performance”	Learning & Performance Committee and Governing Body	Annually
	Strategic Plan	Governing Body	Annually
	Governor Training & Development Report	Search and Governance Committee and Governing Body	Annually
	Foundation Code of Governance	Search and Governance Committee and Governing Body	Annually
Estates	Progress on Estates Strategy	Finance & Resources Committee	Termly
	Post-Project Reviews of Building Projects	Finance & Resources Committee	Annually and as required