



CORPORATION

ANNUAL SCHEDULE OF BUSINESS

This schedule sets out the main business items to be considered by the Corporation and its committees during the course of the year.

Additional reports and updates may also be requested by members from time to time.

Also included is a list of scheduled committee meetings for 2019-20. Meetings are scheduled to take place on Tuesdays, with the exception of Audit this is on Wednesdays but additional meetings will be added as and when required.

SSFC CORPORATION ANNUAL SCHEDULE OF BUSINESS

SCHEDULED COMMITTEE MEETINGS 2019-2020

Date	Time	Committee
15 October 2019	5.30pm	Corporation
5 November 2019	5.00pm	Employment & Welfare
13 November 2019	5.00pm	Audit
3 December 2019	4.45pm	Finance & Estates
3 December 2019	5.45pm	Search
3 December 2019	6.30pm	Remuneration
10 December 2019	5.30pm	Corporation
12 February 2020	5.00pm	Audit
25 February 2020	5.00pm	Employment & Welfare
10 March 2020	4.45pm	Finance & Estates
10 March 2020	5.45pm	Search
31 March 2020	5.30pm	Corporation
5 May 2020	5.00pm	Employment & Welfare
19 May 2020	5.30pm	Corporation
3 June 2020	5.00pm	Audit
16 June 2020	4.45pm	Finance & Estates
16 June 2020	5.45pm	Search
16 June 2020	6.30pm	Remuneration
30 June 2020	5.30pm	Corporation

SSFC CORPORATION ANNUAL SCHEDULE OF BUSINESS

Committee	Meeting	Business Item	Source
CORPORATION	AUTUMN 1 (15/10/19)	<ul style="list-style-type: none"> • Receive Committee Minutes & Recommendations since last meeting • Receive Finance Update • Department Briefings • Review Governors Attendance for Previous Year (By Exception only) • Receive Principal's Report re A/AS level results, retention & student numbers • Receive Annual Complaints Report • Receive Update on Departments Graded Level 4 in SAR • Receive Enrolment Report • Receive Attendance and Retention Update • Review College Targets for Academic Year • Receive Vice Principal's (C&Q) Report • Receive Data Relating to Results, Retention and Attendance • Discuss Annual Review of Governors SAR and Action Plan • Agree Date of Governor Links Half Day (November) • Venn Partnership Update • Place Approved Corporation Minutes & Relevant Documents on to Website 	<p style="text-align: center;">Clerk DoF Principal Clerk</p> <p style="text-align: center;">VP C&Q Principal VP C&Q Principal VP C&Q Principal VP C&Q Principal VP C&Q Principal Principal Principal Clerk</p>
	AUTUMN 2 (10/12/19)	<ul style="list-style-type: none"> • Receive Committee Minutes & Recommendations since last meeting including Annual Health & Safety Report • Receive Finance Update • Department Briefings • Receive & Approve College Year End Figures (As at 31/7 Previous Year End) • Receive Audit Committee's Annual Report • Receive full SAR & CDP • Receive Attendance and Retention Update • Approve Draft Annual Report & Financial Statements • Receive Destinations Data Report • Receive Outcome from Staff Survey (via EWC) – Biennially 	<p style="text-align: center;">Clerk DoF Principal DoF Audit Committee VP C&Q VP SS DoF Principal VP SS Principal Principal</p>

SSFC CORPORATION ANNUAL SCHEDULE OF BUSINESS

Committee	Meeting	Business Item	Source
		<ul style="list-style-type: none"> • Venn Partnership Update • Place Approved Corporation Minutes & Relevant Documents on to Website 	Clerk
	SPRING 1 (31/03/20)	<ul style="list-style-type: none"> • Receive Committee Minutes & Recommendations since last meeting • Receive Finance Update • Department Briefings • Receive Update on College Development Plan (Including COP and QIP) • Receive Attendance and Retention Update • Receive Course Evaluation Analysis • Venn Partnership Update • Place Approved Corporation Minutes on to Website 	Clerk DoF Principal Principal Principal VP C&Q Principal Clerk
	SPRING 2 (19/05/20)	<ul style="list-style-type: none"> • Receive Committee Minutes & Recommendations since last meeting • Review items classed as “confidential” (Search Committee Autumn Mtg) • Circulate Governance Self-Assessment Questionnaire (NORVIC SAQ) – Biennially (next 2019/20) • Receive Schedule of Policies • Receive Attendance and Retention Update • Draft Schedule of Business Meeting Dates • Venn Partnership Update • Place Approved Corporation Minutes on to Website 	Clerk Clerk Clerk Principal Principal Clerk Principal Clerk
	SUMMER (30/06/20)	<ul style="list-style-type: none"> • Receive Committee Minutes & Recommendations since Last Meeting • Receive Strategic Plan or Update (<i>Item should always precede F&E item on agenda</i>) • Receive Finance Update • Receive Attendance and Retention Update • Review College Strategic Aims including educational character & Mission • Approve Budget and 2 Year Forecast • Approve Teachers & Support Staff Pay for following year 	Clerk Principal DoF Principal Principal DoF

SSFC CORPORATION ANNUAL SCHEDULE OF BUSINESS

Committee	Meeting	Business Item	Source
		<ul style="list-style-type: none"> • Receive Risk Register Summary for Approval (Presented to Audit Committee) • Biennial Review of Performance (Own and Committees) Next Due 2019/20 • Venn Partnership Update • Place Approved Corporation Minutes on to Website 	<p>Clerk Clerk Clerk Clerk Principal Clerk</p>
FINANCE & ESTATES	AUTUMN (03/12//19)	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Receive previous minutes ○ Update on Professional Standards Payments & Staffing Changes (if required) ○ Update on Pension Schemes ○ Approve Principal's Expenses ○ Approval of any planned trips overseas (senior staff & family members) ○ Reporting of issues relating to quotations/tenders ○ Receive Health & Safety Update - Significant Estate Related Issues Only • Receive Estates Update • Consider the impact and accounting treatment of pension liabilities on future years (November each year) • Receive Commentary on Year End Figure • Budget Update: Summary I/E Year End • Approve Draft Annual Report & Financial Statements • Receive Financial Updates (Budget Summary, Income Detail Report, Staffing Detail Report & Other Costs) • Staff Benefits – by Exception • Expenditure Reviews since Last Mtg • Financial Regulations – Appendix 1 (Financial Objectives) • Review College Insurance Policies and recommend to Corporation • Place approved non confidential minutes on College Website 	<p>Clerk</p> <p>Principal Principal / DoF Principal</p> <p>Principal DoF</p> <p>HR DoF</p> <p>DoF DoF DoF DoF DoF</p> <p>DoF DoF DoF DoF DoF Clerk</p>

SSFC CORPORATION ANNUAL SCHEDULE OF BUSINESS

Committee	Meeting	Business Item	Source
	<p align="center">SPRING (10/03/20)</p>	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Receive previous minutes ○ Update on Professional Standards Payments & Staffing Changes (if required) ○ Update on Pension Schemes ○ Approve Principal's Expenses ○ Approval of any planned trips overseas (senior staff & family members) ○ Reporting of issues relating to quotations/tenders ○ Receive Health & Safety Update - Significant Estate Related Issues Only • Receive Estates Update • Receive Financial Updates (Budget Summary, Income Detail Report, Staffing Detail Report & Other Costs) • Update Schedule of Policies (Financial Regulations) • Biennial Review of Performance and Terms of Reference (Next Review 2019) • Place approved non confidential minutes on College Website 	<p align="center">Clerk</p> <p align="center">Principal Principal Principal</p> <p align="center">Principal DoF</p> <p align="center">HR DoF</p> <p align="center">DoF DoF</p> <p align="center">Clerk Clerk</p>
	<p align="center">SUMMER (16/06/20)</p>	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Receive previous minutes ○ Update on Professional Standards Payments & Staffing Changes (if required) ○ Update on Pension Schemes ○ Approve Principal's Expenses ○ Approval of any planned trips overseas (senior staff & family members) ○ Reporting of issues relating to quotations/tenders ○ Receive Health & Safety Update - Significant Estate Related Issues Only • Receive Estates Update 	<p align="center">Clerk</p> <p align="center">Principal DoF Principal</p> <p align="center">Principal DoF</p> <p align="center">DoF DoF</p>

SSFC CORPORATION ANNUAL SCHEDULE OF BUSINESS

Committee	Meeting	Business Item	Source
		<ul style="list-style-type: none"> • Receive Financial Updates (Budget Summary, Income Detail Report, Staffing Detail Report & Other Costs) • Receive Budget Proposals and 3 year Financial Plan • Review Appendix 1 Summary of Financial Limits in the Financial Regulations and Financial Objectives • Review Travel & Subsistence rates for staff • Provide Annex A: Checklist for the Financial Plan Commentary • Place approved non confidential minutes on College Website 	<p align="center">DoF</p> <p align="center">DoF</p> <p align="center">DoF</p> <p align="center">DoF</p> <p align="center">DoF</p> <p align="center">Clerk</p>
SEARCH & CONDUCT	AUTUMN (03/12/19)	<ul style="list-style-type: none"> • Receive previous minutes • Discuss Membership Issues (Inc. any imminent Governor end of term of office, ensure any re-appointments are properly evaluated and minuted with any changes and circulate changes to HR) • Review Governor Attendance at Corporation and Committee Meetings previous year and Recommend Targets for Minimum Attendance • Review Public Access Policy (Including Confidentiality classification of Remuneration Minutes, Staff Appeal Hearings, Declarations of any Frauds Logged and any other items classified as confidential & any Public Access Requests) • Receive Update on Register of Interests • Review Processes for Governor Self-Assessment <ul style="list-style-type: none"> ○ Self-Assessment Questionnaire – SAQ (<i>every two years, next 2020</i>) ○ Skills Assessment (<i>every three years only except for new appointments, next 2020</i>) • Receive Governor Training Plans including feedback from review of Individual Governor Training & Development Record (IGTDR) • Review Outcome of Governance Health Check (SAQ) – Biennially • Place approved non confidential minutes on College Website 	<p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk</p>

SSFC CORPORATION ANNUAL SCHEDULE OF BUSINESS

Committee	Meeting	Business Item	Source
	SPRING (10/03/20)	<ul style="list-style-type: none"> • Receive previous minutes • Discuss Membership Issues (Inc. any imminent Gov end of term of office, ensure any re-appointments are properly evaluated and minuted with any changes (circulate changes to HR) • Public Access Requests • Review Composition of Corporation (including external governors) including completion of skills profile (every three years only – except for new govs who complete on appointment – next due March 2019) quorums, structure and membership, frequency and duration of meetings • Review Corporation Standing Orders and Make Recommendations to Corporation as Required • DBS Policy • Chair to meet with members of CMT prior to Principal’s Interim Appraisal • Place approved non confidential minutes on college website 	<p align="center">Clerk</p> <p align="center">Clerk Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk HR Clerk Clerk Clerk</p>
	SUMMER (16/06/19)	<ul style="list-style-type: none"> • Receive previous minutes • Discuss Membership Issues (Inc. any imminent Gov end of term of office, ensure any re-appointments are properly evaluated and minuted with any changes circulate changes to HR) • Confidential Access Requests • Biennial Review of Committee’s Performance including Terms of Reference & report findings to Corporation on an exception basis only or where there are proposed changes to the TOR – Next Due 2018/19 (Include Governor Attendance report when Performance is reviewed) • Review the Code of Conduct and make Recommendations to the Corporation as Required • Issue Individual Governor Training & Development Record (IGTDR) for review at Autumn Mtg • Place approved non confidential minutes on college website 	<p align="center">Clerk</p> <p align="center">Clerk Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk Clerk</p>

SSFC CORPORATION ANNUAL SCHEDULE OF BUSINESS

Committee	Meeting	Business Item	Source
REMUNERATION	AUTUMN (03/12/19)	<ul style="list-style-type: none"> • Receive previous minutes • Carry Out Appraisal and Reviews of Senior Post holders & Clerk (Clerk by Chair) • Chair to meet with members of CMT prior to Principal's Annual Appraisal • Receive TES Survey Results (As part of Pay Award Data below) • Discuss Principal's Appraisal • Review Principal's Targets for Year (6 monthly but to Committee only by exception) • Review Vice Principal's Targets and Appraisal (6 monthly but to Committee only by exception) • Review Principal's Pay Award • Review Vice Principals' Pay Awards • Review Classification of Senior Post Holders • Review Clerks Pay Award • Circulate SPH Salary Data (Papers) to Principal • Review Performance of New SPH's where appropriate (interim) 	<p>Clerk</p> <p>Principal Chair Clerk Chair</p> <p>Chair</p> <p>Chair HR HR HR Chair Principal</p>
	SUMMER (16/06/20)	<ul style="list-style-type: none"> • Receive previous minutes • Review Clerks Appraisal (6 monthly but to Committee only by exception) • Review Job Descriptions of Senior Post Holders and Clerk • Biennial Review of Committee's Performance including Terms of Reference & report findings to Corporation on an exception basis only or where there are proposed changes to the TOR – Next Due 2019/20 	<p>Clerk Chair HR</p> <p>Clerk Clerk</p>
AUDIT	AUTUMN (13/11/19)	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Receive previous minutes ○ Declaration of Any Frauds Logged (Confidential Item) ○ Receive Risk Register Summary and Individual Risk Management Records ○ Receive Summary of Internal Audit Outstanding Recommendations and Work In Progress • Discuss Audit Consortiums Internal Audit Reviews 	<p>Clerk Clerk</p> <p>Principal</p> <p>Clerk Auditors</p>

SSFC CORPORATION ANNUAL SCHEDULE OF BUSINESS

Committee	Meeting	Business Item	Source
		<ul style="list-style-type: none"> • Receive Internal Audit Annual Report and Recommend to Corporation for Approval • Meet with External Auditors & Receive Interim /Final Opinion, Management Letter Regarding Annual Report and Financial Statements and Recommend to Corporation for Approval • Receive College’s Self-Assessment Questionnaire (SAQ) – to be included as an appendix to the Audit Committee’s Annual Report • Receive Internal Audit Strategic Plan, Annual Plan and Audit Needs Assessment and Recommend to Corporation for Approval • Agree Performance Indicators for External and Internal Auditors • Discuss Audit Committee’s Annual Report and Recommend to Corporation for Approval • Place approved non confidential minutes on College Website 	<p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk Clerk</p> <p align="center">Clerk Clerk</p>
	<p align="center">SPRING (12/2/20)</p>	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Receive previous minutes ○ Declaration of Any Frauds Logged ○ Receive Risk Register Summary and Individual Risk Management Records ○ Receive Risk Management Policy Statement ○ Receive outcome of Staff/Student Annual Risk Management Survey ○ Receive Summary of Internal Audit Outstanding Recommendations and Work In Progress • Biennial Review of Committee’s Performance including Terms of Reference & report findings to Corporation on an exception basis only or where there are proposed changes to the TOR – Next Due 2019/20 • Review performance indicators for EAs and IAs(updated) by CMT • Review contractual status, and identify which contracts are in scope for renewal / extension or to go out to tender 	<p align="center">Clerk Clerk</p> <p align="center">Principal Clerk Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk Clerk</p> <p align="center">Clerk Clerk DoF</p>

SSFC CORPORATION ANNUAL SCHEDULE OF BUSINESS

Committee	Meeting	Business Item	Source
		<ul style="list-style-type: none"> • Renewal contract option: on the basis of performance indicators decide whether to seek fees proposal or to go out to tender • Tender option: review the audit requirement to be tendered for, and agree to go out to tender • Discuss Audit Consortiums Internal Audit Reviews • Agree Appointment Process for Internal/External Auditors Up to and Including Letter of Agreement (When required) • Place approved non confidential minutes on College Website 	<p align="center">Clerk Clerk Clerk Clerk Clerk</p>
	SUMMER (03/06/20)	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Receive previous minutes ○ Declaration of Any Frauds Logged ○ Receive Risk Register Summary and Individual Risk Management Records ○ Receive Summary of Internal Audit Outstanding Recommendations and Work In Progress • Consider any change to performance indicators • Receive fee proposals and determine whether to accept • Receive tender options and select, or otherwise • Discuss Audit Consortiums Internal Audit Reviews • Internal Audit – Tendering Process (As Required) • Appointment / Re-Appointment of Internal Auditors – Recommend to Corporation for Approval • Appointment / Re-Appointment of External Auditors – Recommend to Corporation for Approval • Receive/Review Fee Proposals for Next Financial Year • Receive Results of Annual Staff and Students Risk Management Survey • Place approved non confidential minutes on College Website 	<p align="center">Clerk Clerk Clerk Clerk Principal Principal / DoF DoF Clerk Clerk Clerk Clerk Clerk DoF Principal Clerk</p>

SSFC CORPORATION ANNUAL SCHEDULE OF BUSINESS

Committee	Meeting	Business Item	Source
EMPLOYMENT AND WELFARE	AUTUMN (5/11/19)	<ul style="list-style-type: none"> • Receive previous minutes • Receive Legal Update (Sixth Form College Association Termly Update) • Biennial Review of Committee’s Performance including Terms of Reference & report findings to Corporation on an exception basis only or where there are proposed changes to the TOR – Next Due 2019/20 • Staff ROI (ROI Schedule) • Place approved non confidential minutes on College website <p>HR</p> <ul style="list-style-type: none"> • HR Action Plan Termly Update • Safeguarding • Receive and approve Safeguarding Statement • Receive and review Child Protection Policy • Receive Annual Safeguarding statistics and report • Receive Trips & Visits and Work Placement Policy • Receive Health & Safety Update • Staff and Student Survey • Receive New Student Survey Report • Receive Outcome from Staff Survey (Biennially) and Provide to Corporation <p>Data Protection</p> <ul style="list-style-type: none"> • Receive GDPR Update 	<p>Clerk Clerk</p> <p>Clerk Clerk Clerk</p> <p>HR HR / VP SS HR / VP SS VP SS VP SS VP C&Q HR Principal / VP SS VP SS Principal DPO</p>
	SPRING (25/02/20)	<ul style="list-style-type: none"> • Receive previous minutes • Receive Legal Update (Sixth Form College Association Termly Update) • Place approved non confidential minutes on College website • Staff ROI (ROI Schedule) • Receive Health & Safety Update • Receive Health, Safety & Wellbeing Policy and Recommend to Corporation for Approval • Receive Annual Health & Safety Report – Report to be circulated to all Members of the Corporation • HR Policies and actions 	<p>Clerk Clerk Clerk Clerk</p> <p>HR HR HR HR HR</p>

SSFC CORPORATION ANNUAL SCHEDULE OF BUSINESS

Committee	Meeting	Business Item	Source
		<ul style="list-style-type: none"> • Receive HR Annual Report (Including Recruitment & Vetting Update) and Recommend to Corporation for Approval • Receive and review HR policies on performance management, capability, disciplinary and grievance procedures <p>Equality and Diversity</p> <ul style="list-style-type: none"> • Receive Annual Equality & Diversity Report and Recommend to Corporation For Approval plus Single Equality Scheme Action Plan • Receive and review Equality & Diversity Policy <p>Student Survey</p> <ul style="list-style-type: none"> • Receive Mid-Year Tutorial Survey 	<p style="text-align: center;">HR HR</p> <p style="text-align: center;">VP SS VP SS VP SS</p> <p style="text-align: center;">VP SS</p>
	SUMMER (05/05/20)	<p>General</p> <ul style="list-style-type: none"> • Receive previous minutes • Receive Legal Update (Sixth Form College Association Termly Update) • Review Schedule of Policies • Review Governor Links Policy (including Schedule of Events Governors have attended) • Receive Health & Safety Update • Receive Incident Report (Confidential) • Place approved non confidential minutes on College website <p>HR</p> <ul style="list-style-type: none"> • HR Action Plan Termly Update • Report on arrangements for appraisal and professional development of staff • Review Data Protection Policy • Review Freedom of Information scheme <p>Staff & Students</p> <ul style="list-style-type: none"> • Review Student Admissions and Exclusions Policy • Receive information on arrangements for Staff Survey • Receive Parental Survey 	<p style="text-align: center;">Clerk Clerk Principal / HR</p> <p style="text-align: center;">Principal HR HR Clerk</p> <p style="text-align: center;">HR HR HR VP SS</p> <p style="text-align: center;">VP SS Principal VP SS</p>