

Document Rationale:

This is an internal planning document which provides baseline agendas for Board meetings throughout the year. Various items (the list is not exhaustive) have been included for illustrative purposes and will change as committees and priorities alter with the Grŵp's progress, so as to accommodate emerging issues.

Sample Draft agendas (and timings) are provided for Board, FRC, ARC, CSSC and Chairs Committees.

CORPORATION BOARD:

<u>BOARD MEETING 1 (OCTOBER):</u>	<u>BOARD MEETING 2 (DECEMBER):</u>
<p>Governor Development Session</p> <p>Chair's Business</p> <p>CEO's Report</p> <p>STATUTORY BUSINESS:</p> <p>Apologies for Absence. Declarations of Interest. Review Terms of Reference and Standing Orders Minutes of July Board Matters Arising</p> <p>Draft Minutes of Committees and related approvals: eg: Capital Projects Third Party Providers 2015-16 Insurance Policies 2015-16 Policies as required</p> <p>Minutes of the SHE Committee</p> <p>EXECUTIVE BUSINESS:</p> <p><u>Finance Matters:</u> Management Account Results (Previous year) Financial Accounts (previous year) Budget & Forecasts (new year) Financial Health Monitoring</p> <p>Grŵp Strategic and Operational Plans and Key Success Indicators</p> <p>REPORTING BUSINESS:</p> <p>Student Union Report Local College Council Summary Use of College Seal</p> <p>Standing items: Health & Safety, Risk, Safeguarding & Prevent</p>	<p>Governor Development Session / Strategy:</p> <p>Chair's Business:</p> <p>CEO's Report</p> <p>STATUTORY BUSINESS:</p> <p>Apologies for absence Declarations of Interest Minutes of October Corporation Board Matters Arising</p> <p>Draft Minutes of Committees and related approvals: eg: Grŵp Voluntary Redundancy Scheme Grŵp Financial Strategy Policies as required</p> <p>CPM Board Minutes</p> <p>EXECUTIVE BUSINESS:</p> <p><u>Year End:</u> Final Grŵp Accounts (previous year) & Appendices CPM Accounts Forecasts & Management Accounts Certificate of Losses Treasury Management Report & Policy</p> <p><u>Annual Audit Reports:</u> Audit & Risk Committee Annual Report Internal Audit Annual Report External Audit & Audit Letter Student Number Report Governance Officer's Annual Report</p> <p><u>Risk Management:</u> Risk Report Annual Risk Management Process Review Risk Management Policy</p> <p>Current year's Grŵp Operational Plan Update Staff Code of Conduct</p> <p>Welsh Language Scheme Annual Monitoring Report</p> <p>Estates Report</p> <p>REPORTING BUSINESS:</p> <p>Student Union Report Local College Council Summary Use of College Seal</p> <p>Standing Items: Health & Safety, Risk, Safeguarding & Prevent</p>

BOARD MEETING 3 (FEBRUARY):

AGM

Apologies for Absence.
Chairman's Welcome and Opening Remarks
Minutes of the previous AGM
Presentation of Annual Report & Future Directions
Questions

BOARD MEETING 4 (APRIL):

Governor Development Session / Strategy:

Chair's Business:

CEO's Report

STATUTORY BUSINESS:

Apologies for absence
Declarations of Interest
Minutes of December Corporation Board
Minutes of AGM – Board
Minutes of AGM CPM
Matters Arising

Draft Minutes of Committees and related approvals:
Minutes of the SHE Committee

EXECUTIVE BUSINESS:

Management Accounts to Feb
Treasury Management Policy
Tuition Fees & Bursaries (next year)

Operational Planning / Performance:
Final report previous year's Operational Performance
Term 2, Interim Performance

Estates Report

REPORTING BUSINESS:

Student Union Report
Local College Council Summary
Use of College Seal

Standing Items:
Health & Safety, Risk, Safeguarding & Prevent

BOARD MEETING 5 (JULY):

Governor Development Session / Strategy

Chair's Business:

CEO's Report

STATUTORY BUSINESS:

Apologies for absence
Declarations of Interest
Minutes of April Corporation Board
Matters Arising

Draft Minutes of Committees and related approvals:
Minutes of the SHE Committee

EXECUTIVE BUSINESS:

Management Accounts
Budgets (next year)
Grŵp Financial Regulations
Accounting Policies
Debtors
HEFCW Institutional Fees Plan (next year)

Estates Report

Meetings Diary 2016-17

REPORTING BUSINESS:

Student Union Report
Local College Council Summary
Use of College Seal

Standing Items:
Health & Safety, Risk, Safeguarding & Prevent

FINANCE & RESOURCES COMMITTEE

<u>FRC1 (OCTOBER):</u>	<u>FRC2 (NOVEMBER):</u>
<p>Election of Chair and Vice-Chair Apologies for absence Declarations of Interest Review of Terms of Reference</p> <p>Minutes of June FRC</p> <p>Matters Arising</p> <p>Staffing Matters: 2014 – 15 Annual Reports:</p> <p>Sickness Absence Accidents H&S Review Statement EMS Report Staffing Appointments</p> <p>Financial Matters:</p> <p>Financial Accounts (previous year) Management Account Results (previous year) Budget & Forecasts (current year) Financial Health Monitoring Financial Strategy</p> <p>Third Party Providers (previous year) Insurance Policies (current year)</p> <p>International Activity Overseas Travel NPS Procurement Report</p> <p>Estates</p> <p>Policies: (Biannual review) eg. FOI Policy Sustainability & Environmental Policy Safety, Health & Environment Policy</p> <p>Standing Items: Risk</p>	<p>Apologies for absence Declarations of Interest Review of Terms of Reference</p> <p>Minutes of the October FRC</p> <p>Matters Arising</p> <p>Staffing Matters:</p> <p>Grŵp Voluntary Redundancy Scheme Staffing Appointments 01.09.15 - 31.10.15</p> <p>Financial Matters:</p> <ol style="list-style-type: none"> a. Grŵp Year End Accounts & Appendices b. Grŵp External Audit Report c. Cwmni Prentis Menai Accounts d. Forecasts & Management Accounts e. Financial Strategy f. Annual Certificate of Losses g. Treasury Management Report & Policy <p>FE Funding Letter</p> <p>Estates</p> <p>Policies for approval: Eg: Data Protection Salary Protection Work Life Balance Value for Money</p> <p>Standing Items: Risk</p>

<u>FRC3 (MARCH):</u>	<u>FRC4 (JUNE):</u>
<p>Apologies for absence Declarations of Interest</p>	<p>Apologies for absence Declarations of Interest</p>
<p>Minutes of the November FRC Matters Arising</p>	<p>Minutes of the March FRC Matters Arising</p>
<p><u>Staffing Matters:</u></p>	<p><u>Staffing Matters:</u></p>
<p>Staff Sickness Monitoring Minutes of SHE Committee Recent Staffing Appointments</p>	<p>Grŵp Sickness (to date) Staffing Appointments Cost of living pay award</p>
<p><u>Industrial Relations:</u></p>	<p><u>Financial Matters:</u></p>
<p>Eg: VR Applications</p>	<p>Management Accounts (to date) Budgets (next year) Grŵp Financial Regulations (next year) Statement of Accounting Policies & SORP HEFCW Fee and Access Plan (next year)</p>
<p><u>Financial Matters:</u></p>	<p>Estates Capital Borrowing</p>
<p>Management Accounts & Forecast Treasury Management Policy Procurement Report</p>	<p><u>Policies:</u></p>
<p>Estates</p>	<p><u>Eg:</u> Anti-Bribery Policy</p>
<p><u>Policies:</u></p>	<p>Standing Items:</p>
<p>Eg: Fees Policy and Bursaries Others as required</p>	<p>Risk</p>
<p>Standing Items: Risk</p>	

AUDIT & RISK COMMITTEE

ARC1 (OCTOBER):

Election of Chair and Vice Chair
Terms of Reference
Apologies for absence
Declarations of Interest
Minutes of June ARC
Matters Arising
Rolling Recommendations Report

Risk Management:

Risk Register Review, Heat Map

Financial Matters:

Report & Financial Year End Accounts First Draft
Forecasts & Management Accounts
Certificate of Losses

Reporting Matters:

Progress Paper
Internal Audit Reports
Annual Charter
Terms of Business

External Audit:

No reports normally submitted.

Standing Item:
Risk

Any Other Business

ARC2 (DECEMBER):

Apologies for absence
Declarations of Interest
Minutes of October ARC
Matters Arising
Rolling Recommendations Report

Risk Management:

Risk Register Review, Heat Map

Financial Matters:

Report & Final Annual Year End Financial Accounts
Forecasts & Management Accounts
Certificate of Losses

Reporting Matters:

Progress Paper
Internal Audit Reports
IA Annual Report
Terms of Business

External Audit:

External Audit Annual Report
Management Letter
Funding Data Report & Appendix

Draft ARC Annual Report to Board

Any Other Business

Date and time of next meeting

ARC3 (APRIL):

Apologies for absence
Declarations of Interest
Minutes of December ARC
Matters Arising
Rolling Recommendations Report

Risk Management:

Risk Register Review, Heat Map,

Financial Reports:

Forecast & Management Accounts

Reporting Matters:

Progress Paper
Internal Audit Reports

PAGS Pathway to Apprenticeship Action Plans:

External Audit:

Progress papers as appropriate

Any Other Business

ARC4 (JUNE):

Apologies for absence
Declarations of Interest
Minutes of April ARC
Matters Arising
Rolling Recommendations Report

Risk Management:

- a. Risk Register Review, Heat Map,
- b. Risk Management Policy

Financial Reports:

Forecasts and Management Accounts

Fraud Response Plan
Whistleblowing Policy
Statement of Principal Accounting Policies
Treasury Management Report

Internal Audit:

IA Audit Progress Report (contains summaries to date)
Management Accounts Formulation
Audit Plan for following year

External Audit:

Audit Plan update
External Audit Engagement Letter

Any Other Business

CURRICULUM, STUDENTS & STANDARDS COMMITTEE

CSSC1 (OCTOBER):

Election of Chair and Vice-Chair
Apologies for absence
Declarations of Interest
Review of Terms of Reference
Minutes of June CSSC
Matters Arising

Quality:

Annual Complaints Report & Procedure
Teaching and Learning Observations Report
Initial Learner Performance (previous year)
Quality updates as needed
Estyn Link Visits
Annual Safeguarding Report & Prevent update
More Able & Talented Scheme
Staff Development Annual Report

Curriculum:

- a. Curriculum Planning Process 16-17
- b. Curriculum procedure changes

Students:

Student Union President's Report

Policies:
As necessary

Any Other Business

CSSC2 (FEBRUARY):

Apologies for absence
Declarations of Interest
Minutes of October CSSC
Matters Arising

Quality:

Final KPI Data 14-15
Mentoring of programmes at risk
Learning Walks
HE Learner Survey
Teaching and Learning Strategy

Curriculum:

Curriculum Strategy (next year)
A Level subjects (next year)
Welsh Baccalaureate provision (next year)
Work Experience Procedures
Trips and Visits Procedures
HE Strategy

Students:

Learner Voice
Feedback from Learner Conference
Scholarships & MAT
TRAC

Policies:
As necessary

Any Other Business

CSSC3 (MAY):

Apologies for absence
Declarations of Interest
Minutes of October CSSC
Matters Arising

Quality:

- a. Previous Year's FE & ACL SAR Judgements
- b. Estyn Preparation
- c. Learning Walks Progress
- d. Staff Development Activity
- e. Strategic Equality Report and Action Plan

Students:

- a. Feedback from Learner Panels
- b. SU election results
- c. SU Report
- d. Applications against target – verbal

Policy Review:

As necessary eg:
Equality & Diversity Charter
HE Fee and Access Plan
CPD Policy

CHAIRS COMMITTEE

<u>CHAIRS (TERM 1) (or as required)</u>	<u>CHAIRS (TERM 2): (or as required)</u>
<p>Election of Chair and Vice Chair Terms of Reference Apologies for absence Declarations of Interest Minutes of last Chairs Committee Matters Arising</p> <p>Board Membership, Search & Review as needed</p> <p>HE and FE recruitment across the Grŵp Capital Projects / Summer works update Legal Issues Funding Cwmni Prentis Menai</p> <p>Grŵp Governance Officer's Annual Report First draft Board SAR & Health check Governors' Strategic Planning Event Outline</p> <p>SPH & GO Remuneration Review</p> <p>Strategic Matters as required.</p> <p>Attendance Registers for previous period</p> <p>Any Other Business</p>	<p>Apologies for absence Declarations of Interest Minutes of last Chair's Committee Matters Arising</p> <p>Board Membership, Search as needed</p> <p>Governors' Strategic Planning Event arrangements</p> <p>Strategic Matters as required Capital Projects update Legal Issues Funding</p> <p>Any Other Business</p> <hr/> <p><u>CHAIRS (TERM 3) (or as required)</u></p> <p>Apologies for absence Declarations of Interest Minutes of last Chair's Committee Matters Arising</p> <p>Board Membership, Search as needed</p> <p>Governors' Strategic Planning Event Feedback</p> <p>Governance SAR Arrangements</p> <p>Strategic Matters as required Capital Projects update Legal Issues Funding</p> <p>Any Other Business</p>