

Hull College

**Corporation
Annual Cycle of Work**

	Action	Autumn 1 Sept.	Autumn 2 Dec.	Spring 1 March	Spring 2 / Summer 1 May	Summer 2 July
Meeting focus if applicable						
Apologies	Receive	✓	✓	✓	✓	✓
Declaration of Interests	Declare	✓	✓	✓	✓	✓
Minutes of the previous meeting	Approve	✓	✓	✓	✓	✓
Matters arising	Review	✓	✓	✓	✓	✓
Appointment of Student Governors	Receive	✓	✓			
Corporation Matters						
Principal's Report	Receive	✓	✓	✓	✓	✓
FEC Report	Receive	✓				
College performance against strategic priorities and Key Performance Indicators	Approve	✓		✓		
College Mission, Vision, Strategic Aims & setting / ammendment of Key Performance Indicators	Approve					✓
Academic /Disciplinary Regulations including College Charters?	Approve					✓
Accountability Agreement - Review against the action plan.	Receive	✓		✓		✓
Task and Finish Group updates (if applicable)	Receive / Approve					
Policies	Approve	✓	✓	✓	✓	✓
Safeguarding Report & Policy	Receive	✓				
Link Governor Report(s)	Receive	✓	✓	✓	✓	✓
Review of Confidential Items	Receive	✓				
Corporation Annual Review	Receive	✓				
Audit Committee						
Chair / Committee Report	Receive	✓	✓	✓		✓
Internal Audit Reports		✓	✓	✓		✓
Internal Audit Strategy		✓				
Regularity Audit Self-Assessment Questionnaire, Members' Report and Financial Statements including the Regularity Audit Report, Management Letter on Financial Statements including Final Regularity Audit	Approve		✓			
Audit Committee Annual Report	Approve		✓			
Risk Management Annual Report	Approve					✓
Internal Audit Appointment, including Fees & Tender	Approve					✓
External Audit Appointment, including Fees & Tender	Approve			✓		
External Audit Plan	Approve					✓
Risk Register and Risk Management	Receive	✓	✓	✓		✓
Policies	Approve					
Finance & Resources Committee						
Chair / Committee Report	Receive	✓	✓	✓		✓
Management Accounts	Receive	✓				
Student Association Accounts	Approve	✓				
College Expenditure Budget, inc 2-year forecast	Approve			✓		✓
Capital Budget	Approve					
Estates Strategy	Approve					
Financial Regulation Amendments	Approve					✓
Equality and Diversity Report	Approve	✓				
Health & Safety Report	Approve	✓				
People Strategy & Report	Approve					
Policies	Approve	✓	✓	✓		✓
Remuneration, Search & Governance						
Chair / Committee Report	Receive		✓	✓		✓
Committee Memberships and Chairs	Approve					✓
Terms of reference and membership	Approve					✓
Governance Framework	Approve					✓
Annual schedule of business	Approve					✓
Consider Corporation training needs	Review		✓			
Performance & Self-Assesment	Review		✓			
Governor Recruitment	Approve		✓	✓		✓
SPH Appraisal Feedback & Objectives	Receive		✓			✓
SMT Appraisal Feedback & Objectives	Receive		✓			
Remuneration Annual Report	Approve		✓			

SPH Remuneration	Approve		✓			
Policies	Approve		✓	✓		✓
HE Oversight Committee						
Chair / Committee Report	Receive	✓	✓	✓		✓
Self Evaluation Document - final to approve	Review / Approve		✓	✓		
Access & Participation Plan	Approve			✓		
HE Fees	Approve	✓				
Policies	Approve	✓	✓	✓	✓	✓
Standards Committee						
Chair / Committee Report	Receive	✓	✓	✓	✓	✓
Self Assessment Report	Approve		✓			✓
Quality Improvement Plan	Approve		✓			
Curriculum Plan / Planning Update	Approve			✓		✓
Policies	Approve	✓	✓	✓	✓	✓

Hull College

Audit Committee

Annual Cycle of Work

	Action	Autumn 1	Autumn 2	Spring 1	Summer 2
Meeting focus if applicable		Sept.	Dec.	March	June
Apologies	Receive	✓	✓	✓	✓
Declaration of Interests	Declare	✓	✓	✓	✓
Minutes of the previous meeting	Approve	✓	✓	✓	✓
Matters arising	Review	✓	✓	✓	✓
Internal Audit					
Internal Audit Reports	Recom. To Corp.	✓	✓	✓	✓
Internal Audit Strategy	Recom. To Corp.	✓			
Internal Audit Appointment, including Fees & Tender	Recom. To Corp.				✓
Financial Statements Auditors					
FSA Progress & Emerging Issues	Receive	✓			
Regularity Audit Self-Assessment Questionnaire, Members' Report and Financial Statements including the Regularity Audit Report, Management Letter on Financial Statements including Final Regularity Audit	Recom. To Corp.		✓		
External Audit Appointment, including Fees & Tender	Recom. To Corp.			✓	
External Audit Plan	Recom. To Corp.				✓
Audit Committee Business					
Audit Committee Annual Report	Recom. To Corp.		✓		
Risk Management Annual Report	Recom. To Corp.			✓	
Risk Register and Risk Management Action Plan	Receive	✓	✓	✓	✓
GDPR Report	Approve	✓			
Cyber Security Report	Receive		✓		✓
Policies	Approve / Recom.	✓	✓	✓	✓
Governance					
Committee performance	Review				✓
Terms of reference and membership	Review				✓
Annual schedule of business	Review				✓
Consider Committee training needs	Review	✓			

Hull College

Finance & Resources Committee

Annual Cycle of Work

	Action	Autumn 1	Autumn 2	Spring 1	Summer 2
Meeting focus if applicable		Oct.	Dec.	March	June
Apologies	Receive	✓	✓	✓	✓
Declaration of Interests	Declare	✓	✓	✓	✓
Minutes of the previous meeting	Approve	✓	✓	✓	✓
Matters arising	Review	✓	✓	✓	✓
Finance					
Student Association Accounts	Recom. To Corp.	✓			
Recruitment Update	Receive	✓			
Management Accounts	Receive	✓	✓	✓	✓
Indicative outturn	Receive	✓			
Purchase Orders	Receive		✓		✓
Bad Debt	Receive		✓		✓
High Level Indicative ESFA Finance Return	Receive		✓		
Financial Regulations	Recom. To Corp.		✓		
Indicative Budget/Assumptions	Receive			✓	
Finance KPI's	Recom. To Corp.			✓	
Reforecast	Recom. To Corp.			✓	
College Expenditure Budget, inc 2-year forecast	Recom. To Corp.				✓
Capital Budget	Recom. To Corp.				✓
Appointment of the College bankers and professional financial advisers	Recom. To Corp.			✓	
Appointment of the College's portfolio of insurances	Approve			✓	
Estates					
Estates Update	Receive	✓	✓	✓	✓
Estates Strategy	Recom. To Corp.				✓
Capital Programme	Recom. To Corp.				
Human Resources					
HR Report	Recom. To Corp.	✓	✓	✓	✓
Health & Safety Report	Recom. To Corp.	✓	✓	✓	✓
People Strategy	Recom. To Corp.				
Other					
Finance & Resources Risk Register	Receive	✓	✓	✓	✓
Policies	Approve / Recom.	✓	✓	✓	✓
Governance					
Committee performance	Review				✓
Terms of reference and membership	Review				✓
Annual schedule of business	Review				✓
Consider Committee training needs	Review	✓			

Hull College

Remuneration Search & Governance

Annual Cycle of Work

	Action	Autumn 1	Spring 1	Summer 2
Meeting focus if applicable		Nov	Jan	June
Apologies	Receive	✓	✓	✓
Declaration of Interests	Declare	✓	✓	✓
Minutes of the previous meeting	Approve	✓	✓	✓
Matters arising	Review	✓	✓	✓
Governance				
Governance Framework (I&A's, SO, Code)	Recom to Corp			✓
Committee Memberships and Chairs	Recom to Corp			✓
Terms of reference	Recom to Corp			✓
Annual schedule of business	Recom to Corp			✓
Governor 1:1 process	Receive	✓	✓	✓
Governor Induction	Receive	✓	✓	✓
Corporation training needs	Receive	✓	✓	✓
Performance against adopted Code	Recom to Corp	✓		
Corporation Annual Report	Recom to Corp	✓		
Corporation Self-Assessment	Recom to Corp	✓		
External Board Reviews	Recom to Corp	✓		
Search				
Governor Recruitment	Recom to Corp	✓	✓	✓
Remuneration				
SPH Appraisal Feedback & Objectives	Recom to Corp	✓		
EMT Appraisal Feedback & Objectives	Recom to Corp	✓		
Remuneration Annual Report	Recom to Corp	✓		
SPH Remuneration	Recom to Corp	✓		
Other				
Policies	Recom to Corp / Approve	✓	✓	✓

Hull College					
HE Oversight Committee					
Annual Cycle of Work					
	Action	Autumn 1	Autumn 2	Spring	Summer
Meeting focus if applicable		Scene Setting / previous Year		-	-
Apologies	Receive	✓	✓	✓	✓
Declaration of Interests	Declare	✓	✓	✓	✓
Minutes of the previous meeting	Approve	✓	✓	✓	✓
Matters arising	Review	✓	✓	✓	✓
Quality Monitoring Reports					
Enrolments	Receive		✓		
Recruitment	Receive	✓	✓	✓	✓
Attendance	Receive		✓	✓	✓
Withdrawal	Receive		✓	✓	✓
Suspension	Receive		✓	✓	✓
Retention	Receive		✓		
Award	Receive		✓		
Learner voice/ Beyond the Boardroom					
Beyond the Boardroom feedback/ visits needed	Review	✓	✓	✓	✓
Course review dates	Receive	✓			
Complaints	Receive	✓			
National Student Survey (NSS) outcomes	Receive		✓		
HE Strategy					
Update on strategic developments (curriculum, partnerships, research and scholarly activity, etc)	Receive	✓	✓	✓	✓
Explore how best to monitor progress against the HE Strategy action plan.	Discuss		✓		
HE SED and HE Action Plan					
Review need for HE SED	Discuss		✓		
Self Evaluation Document - draft to note	Review		✓		
Self Evaluation Document - final to approve	Recom to Corp	✓	✓	✓	
HE Quality Improvement Plan	Review	✓	✓	✓	✓
HE Academic Board					
Summary of minutes	Receive	✓	✓	✓	✓
Risk and assurance					
Key risks to the delivery of the HE Strategy and quality of provision (HE Risk Register)	Receive	✓	✓	✓	✓
Office for Students					
Compliance with conditions of registration	Receive	✓	✓	✓	✓
Update on other OfS matters (as required)	Receive	✓	✓	✓	✓
TEF update (as required)	Receive	✓	✓	✓	✓
Access and Participation Plan					
Implementation, monitoring and evaluation	Receive / Annual Recom to Corp	✓	✓	✓	✓
APP annual report			✓		
HE Fees	Receive	✓			
Student Protection Plan					
	Review				
Staff involvement in academic research and scholarly activity	Review	✓			✓
Foundation Degree Awarding Powers	Receive				
Actions/ delegated items					
Board request: review intelligence to understand the HE markets better in order to guide direction for the short, medium and long term			✓		

Governance					
Committee performance	Review				✓
Terms of reference and membership	Recom to Corp	✓			
Annual schedule of business	Review	✓			
Consider Committee training needs	Review	✓			
Task and Finish Group updates (if applicable)	Receive		✓		

Hull College

Standards Committee

Annual Cycle of Work

	Action	Autumn 1	Autumn 2	Spring 1	Spring 1 / Summer 1	Summer 2
Meeting focus if applicable		Oct.	Dec.	Feb.	April	June
Apologies	Receive	✓	✓	✓	✓	✓
Declaration of Interests	Declare	✓	✓	✓	✓	✓
Minutes of the previous meeting	Approve	✓	✓	✓	✓	✓
Matters arising	Review	✓	✓	✓	✓	✓
Quality of Education (to include: Enrolments, Recruitment, Attendance, Withdrawal, Suspension, Retention, Achievement)						
Nursery	Receive	✓	✓	✓	✓	✓
14-16	Receive	✓	✓	✓	✓	✓
Apprenticeships	Receive	✓	✓	✓	✓	✓
Adult Learning Programmes	Receive	✓	✓	✓	✓	✓
Higher Education	Receive	✓	✓	✓	✓	✓
Journey to Outstanding						
Self-Assessment Report	Recom. to Corp.		✓			
Quality Improvement Plan (QIP)	Recom. to Corp.		✓			
Progress agaisnt (QIP)	Receive	✓		✓	✓	✓
Deep Dive Report	Receive	✓	✓	✓	✓	✓
Curriculum Planning	Receive / Recom. to Corp.					
Core and Character Education - Research Findings	Receive					
Ofsted Planning & Post Inspection Action Plan	Receive	✓	✓	✓	✓	✓
Learner Support and Welfare						
Careers Update	Receive	✓	✓	✓	✓	✓
Safeguarding and Prevent Update	Receive	✓	✓	✓	✓	✓
Learning Support Update	Receive	✓	✓	✓	✓	✓
Learner Voice	Receive	✓	✓	✓	✓	✓
Other						
Curriculum and Quality Risk Register	Receive	✓	✓	✓	✓	✓
Policies	Approve / Recom.	✓	✓	✓		✓
Governance						
Committee performance	Review					✓
Terms of reference and membership	Review					✓
Annual schedule of business	Review					✓
Consider Committee training needs	Review	✓			✓	