CROYDON COLLEGE - BOARD AND COMMITTEE SCHEDULE OF BUSINESS 2023-24

A – approve/recommend to Board for approval, D- discussion   I – information

	AUDIT COMMITTEE	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024
	Items of Business											
I	Tracking of previous Internal Audit Recommendations			x				x				
I	Internal Audit Reports			x				x			x	
A	Internal Audit Annual Report for 2022/23			x								
A	Financial Statements/Annual Report, including external auditor's management letter and regularity audit report for 2022/23			x								
A	Annual Report of the Audit Committee for 2022/23			x								
A	Annual Risk Management Report for 2022/23			x								
A	Strategic Risk Register Update and Risk Deep Dive			x				x			x	
A	Internal/External Auditors – evaluate performance			x								
I	Reports of fraud/whistleblowing/GDPR/cyber crime (as required)			x				x			x	
I	Annual Value for Money Report			x								
I	Annual Whistleblowing Report			x								
I	Annual Information Governance Report			x								
I	Annual Report on Use of NDAs			x								
I	Reports on any additional work required by auditors			x				x			x	
I	Relevant audit codes, e.g. Post-16 Audit Code of Practice							x			x	
I	Report from Triennial External Governance Review										x	
A	Relevant policies – e.g. Fraud/Whistleblowing/ Information Policy/Risk Management (as required)			x				x			x	
D	External Governance Review Report			x							x	
A	Audit Committee Self-Assessment			x								
A	Internal Audit Strategy Plan for 2024/25 and Letter of Engagement/Internal Audit Fee										x	
A	Financial Statements Audit Strategy for 2024/25 and Letter of Engagement/External Audit Fee										x	
A	Establishment of Audit Performance Indicators for 2024/25										x	
A	Audit Committee Terms of Reference Annual Review										x	

CROYDON COLLEGE - BOARD AND COMMITTEE SCHEDULE OF BUSINESS 2023-24

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AUDIT COMMITTEE

Meeting date	Agenda to Exec for approval	Paper review meeting	Papers circulated
Thursday 16 November 2023	Tuesday 31 October 2023	Tuesday 7 November 2023	Thursday 9 November 2023
Thursday 14 March 2024	Tuesday 20 February 2024	Tuesday 5 March 2024	Thursday 7 March 2024
Thursday 20 June 2024	Tuesday 21 May 2024 (avoids half term)	Tuesday 11 June 2024	Thursday 13 June 2024

CROYDON COLLEGE - BOARD AND COMMITTEE SCHEDULE OF BUSINESS 2023-24

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	FINANCE AND RESOURCES COMMITTEE	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024
	Items of Business											
D	Key Issues Report – include KPIs			x			x				x	
D	Management Accounts			x			x				x	
I	OQIP update			x			x				x	
A	Financial Statements for 2022/23			x								
A	Annual Review Financial Regulations (to go straight to Board in October 23)			x								
A	Annual Health and Safety Report (Policy Review June)			x							x	
I	Health and Safety update						x				x	
A	Relevant HR Policies and Frameworks			x			x				x	
D	HR Update			x			x				x	
A	Annual HR Report (including EDI report and pay gap reporting)			x								
A	HE Tuition Fees for 2024/25			x								
A	Annual Budget for 2024/25 and 3 year financial plan (includes any proposed salary increase)										x	
A	Relevant Policies e.g. – Fees/Treasury Management/Subcontracting/Supply Chain/Disaster Recovery			x			x				x	
A	Subcontracting tender 2024/25 (if required)										x	
I	Insurance Cover – Annual Report			x								
I	Property Strategy – Annual update March							x				
A	Croydon Master Plan			x								
A	Contracts £500k+ (as required)			x			x				x	
A	Sustainability Annual Report			x								
A	Finance and Resources Committee Terms of Reference – Annual Review										x	
I	Finance and Resources Committee Self Assessment			x								
A	Committee Risk Register – Strategic Risks 4 & 5			x			x				x	
D	Risk Deep Dive			x			x					

CROYDON COLLEGE - BOARD AND COMMITTEE SCHEDULE OF BUSINESS 2023-24

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FINANCE AND RESOURCES COMMITTEE

Meeting date	Agenda to Exec for approval	Paper review meeting	Papers circulated
Wednesday 8 November 2023	Tuesday 17 October 2023	Monday 30 October 2023	Wednesday 1 November 2023
Wednesday 28 February 2024	Tuesday 6 February 2024	Monday 19 February 2024	Wednesday 21 February 2024
Wednesday 12 June 2024	Tuesday 14 May 2024	Monday 3 June 2024	Wednesday 5 June 2024

CROYDON COLLEGE - BOARD AND COMMITTEE SCHEDULE OF BUSINESS 2023-24

A – approve/recommend to Board for approval, D- discussion   I – information

	Coulsdon Campus Learning and Quality Committee	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024
	Items of Business											
A	Coulsdon Campus Self-assessment report for 2022/23		X??			x				x		
A	Operational and Quality Improvement Plan for 2023/24 –Strategic Objective 2		x									
A	Progress against the SIP		x			x				x		
A	Coulsdon Campus Annual Safeguarding report 2022/23		x									
A	Coulsdon Campus Annual Complaints Report for 2022/23		x			x				x		
D	Principal's Report for Coulsdon Campus (to include KPIs)		x			x				x		
D	Coulsdon Campus Safeguarding update					x						
I	Curriculum Planning 2024/25					x				x		
A	Relevant Policies **for information only**		x			x				x		
A	Coulsdon LQC Risk Register – Strategic Risk 2		x			x						
D	Risk Deep Dive											
I	Coulsdon LQC Self-Assessment		x							x		
A	Coulsdon LQC Terms of Reference for 2024/25											

Meeting date	Agenda to Exec for approval	Paper Review Meeting	Papers circulated
Wednesday 11 October 2023	Tuesday 19 September	Monday 2 October 2023	Wednesday 4 October 2023
Wednesday 31 January 2024	Tuesday 9 January 2024	Monday 22 January 2024	Wednesday 24 January 2024
Wednesday 1 May 2024	Tuesday 26 March 2024	Monday 22 April 2024	Wednesday 24 April 2024

CROYDON COLLEGE - BOARD AND COMMITTEE SCHEDULE OF BUSINESS 2023-24

A – approve/recommend to Board for approval, D- discussion   I – information

	Croydon College Learning and Quality Committee	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024
	Items of Business											
A	Croydon College and Croydon Campus self-assessment report for 2022/23* **longer meeting** (the Coulsdon Campus self-assessment may also come here if not available by time of October meeting)			x								
D	Key issues at the Coulsdon Campus (separate section on agenda)			x				x			X	
D	Key Issues Paper (to include KPIs and next steps in the Learning and Quality Framework)			x				x			X	
A	Progress against the SIP			x				x			X	
A/I	Croydon Campus Operational and Quality Improvement Plan for 2023/24			x				x			x	
A	Annual Safeguarding report for 2022/23 (whole College)			x								
I	Croydon Campus Annual Complaints Report for 2022/23			x								
I	Positive Behaviour Policy Annual Report 2022/23			x								
D	Croydon Campus Safeguarding Termly Update							x			x	
D	Curriculum Planning 2023/24							x				
D	Update on HE OQIP and OfS Improvement Plan – Specific ongoing condition B3B			X				x			x	
D	HE update			X				x			x	
I	HE Group Minutes - if available			X				x				
A	Subcontracting Rationale for 2024/25 (if required)										x	
A	Relevant Policies			X				x			x	
A	Croydon LQC Risk Register – Strategic Risks 1,3 and 4.2			X				x			x	
D	Risk Deep Dive (November Deep Dive replaced by SAR review)							x				
I	Croydon LQC Self-Assessment			X								
A	Croydon LQC Terms of Reference for 2024/25										x	

CROYDON COLLEGE - BOARD AND COMMITTEE SCHEDULE OF BUSINESS 2023-24

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Meeting date	Agenda to Exec for approval	Paper Review Meeting	Papers circulated
Wednesday 29 November 2023	Tuesday 7 November 2023	Monday 20 November 2023	Wednesday 22 November 2023
Wednesday 13 March 2024	Tuesday 20 February 2024	Monday 4 March 2024	Wednesday 6 March 2024
Wednesday 19 June 2024	Tuesday 21 May 2024	Monday 10 June 2024	Wednesday 12 June 2024

CROYDON COLLEGE - BOARD AND COMMITTEE SCHEDULE OF BUSINESS 2023-24

A – approve/recommend to Board for approval, D- discussion   I – information

	Items of Business	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024
	Search and Governance Committee											
I	Review of membership of Board and Committees		x								x	
A	Recruitment of new Governors (as required) and reappointment of existing Governors		x	x			x				x	
A	Review of governance documents as required			x			x				x	
A	Compliance with Code of Good Governance for English Colleges			x								
A	Review of documentation (quality and corporate) provided to Governors – to be implemented from 2024			x								
D	External Governance Review Report (report will include skills audit and will supersede this year's internal Governance Review)			x								
D	Governor Day Programmes			x							x	
I	Annual Review of Governors' Development, Training & Engagement (including 1-2-1s between Chair and Governors)			x								
A	Board Development Programme 2023/24 and subsequent monitoring			x			x				x	
A	Annual report of the Search and Governance Committee for 2022/23			x								
I	Review of Annual Declarations of Interest			x								
I	Committee Self-Assessment			x								
A	Outcome of review of the Chair										x	
A	Themes from individual Governor reviews			x							x	
A	Review of Committee Terms of Reference for 2024/25										x	

Meeting date	Papers circulated
Wednesday 4 October 2023	Wednesday 27 September 2023
Wednesday 1 November 2023	Wednesday 25 October 2023
Wednesday 21 February 2024	Wednesday 14 February 2024
Wednesday 26 June 2024	Wednesday 19 June 2024

CROYDON COLLEGE - BOARD AND COMMITTEE SCHEDULE OF BUSINESS 2023-24

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REMUNERATION COMMITTEE

	Items of Business	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024
	Remuneration Committee											
A	Review performance of Senior Post Holders and recommendation re performance related pay			x								
A	Remuneration Committee Annual Report to Board on Senior Postholder Remuneration			x								
I	Committee Self Assessment			x								
A	Recommendation re base pay for Senior Post Holders taking into account the principles set out in the AoC SPH Remuneration Code		x									x
A	Set Senior Post Holder performance targets for 2023/24		x									x
A	Remuneration Committee Terms of Reference for 2023/24		x									x

Meeting date	Papers circulated
Wednesday 4 October 2023	Wednesday 27 September 2023
Wednesday 1 November 2023	Wednesday 25 October 2023
Wednesday 26 June 2024	Wednesday 19 June 2024

CROYDON COLLEGE - BOARD AND COMMITTEE SCHEDULE OF BUSINESS 2023-24

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THE BOARD SCHEDULE DOES NOT INCLUDE ITEMS COMING FORWARD FOR APPROVAL FROM F&R/AUDIT/LQCS and REMUNERATION

	Corporation Board	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024
I	Student Governor Report				x			x				x
D/A	Annual review of strategic plan/aims 2022/23 – Development of new Strategic Plan		x		x			x				x
I	Principal's report and TU / College KPIs		x		x			x				x
A	Progress against SIP – 2023/24 exam results will either be a separate paper or part of an existing paper on the agenda		x		x			x				X
A	OQIP for 2023/24 plus revised College KPIs				x							
A	Governor appointments/reappointments		x		x			x				x
A	Conclusions of review of documentation (quality and corporate) provided to Governors				x							
A	Strategy for improving Governors' awareness of the student experience – including appointment of link governors		x									
A	Committee membership		X									
A	Amendments to Financial Regulations for 2023/24		x									
A	Amendments to Health and Safety Policy (usually comes through F&R)		x									
A	External Board Review (discussion October/final report December)		x		x							x
A	Board Development Programme 2023/24				x							
A	Annual Review of I&A and Standing Orders											x
A	Approval of amendments to Committee Terms of Reference											x
I	Enrolment update and budget implications											
I	Link Governors verbal reports											x
I	Management Accounts (in other months circulated to Governors by email and available on Governors' Portal)		x		x			x				x
I	Verbal updates from Committee Chairs				x			x				x
I	Unconfirmed committee minutes		x		x			x				x
I	Use of the Seal 2022/23		x									

CROYDON COLLEGE - BOARD AND COMMITTEE SCHEDULE OF BUSINESS 2023-24

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NB: Possible online Board meeting in May to approve the Accountability Agreement

Meeting date	Agenda to Exec for approval	Papers Review Meeting	Papers circulated
Wednesday 18 October 2023	Tuesday 19 September 2023	Monday 9 October 2023	Wednesday 11 October 2023
Wednesday 13 December 2023 (as part of Governor Day at Croydon)	Tuesday 14 November 2023	Monday 4 December 2023	Wednesday 6 December 2023
Wednesday 27 March 2024 (as part of Governor Day at Coulsdon)	Tuesday 27 February 2024	Monday 18 March 2024	Wednesday 20 March 2024
Wednesday 3 July 2024	Tuesday 11 June 2024	Monday 24 June 2024	Wednesday 26 June 2024