

INDICATIVE ANNUAL CYCLE OF SUBSTANTIVE BUSINESS

FINANCE & RESOURCES COMMITTEE:

Autumn	Spring	Summer
<ul style="list-style-type: none"> • Review Management Accounts • Review Report and Annual Financial Statements for year-ended • Review of Contracts • Receive Accommodation/ Building Updates • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting 	<ul style="list-style-type: none"> • Review Management Accounts • Review Reconciliation Statement • Review of Financial Regulations • Review Charging & Remissions Policy for next Academic Year • Review of Contracts • Receive Accommodation/ Building Updates • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting 	<ul style="list-style-type: none"> • Conduct Annual Review of Committee's Terms of Reference • Review Management Accounts • Review Trust Budget for the next financial year • Review Discretionary Policy • Review of Contracts • Receive Accommodation/ Building Updates • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting

AUDIT & RISK COMMITTEE

Autumn	Spring	Summer
<ul style="list-style-type: none"> • Review Audit Progress Report • Internal Audit: • Review Annual Internal Audit Report for Previous Year • Approve Internal Audit Plan for Current Year • Financial Audit: • Review Financial Statements 	<ul style="list-style-type: none"> • Review Audit progress Report • Review Disaster Recovery Policies – i.e., Major Incident Policy, IT Disaster Policy • Review Internal Audit Report • Review School Resource Management Checklist • Review Trust's policies on fraud, bribery, irregularity and public interest disclosure. 	<ul style="list-style-type: none"> • Conduct Annual Review of Committee's Terms of Reference • Review Audit Progress Report • Review Audit Plan for Financial Statements Year ended • Review of Board Assurance Framework, Risk Management Action Plan, & Risk

<ul style="list-style-type: none"> • Review Financial Statement Audit Findings Report • Conduct Board Assurance Framework, Risk Management Action Plan, & Risk Register Policy for the current academic year • Receive confirmation of Board Assurance Assessments conducted by Committees this term • If required, to hold a confidential session with the auditors prior to considering the Committee's Annual Report • Review Audit & Risk Committee's Annual Report • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting 	<ul style="list-style-type: none"> • Review of Board Assurance Framework, Risk Management Action Plan, & Risk Register Policy for the current academic year • Receive confirmation of Board Assurance Assessments conducted by Committees this term • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting 	<p>Register Policy for the current academic year</p> <ul style="list-style-type: none"> • Conduct Annual Review of the Board Assurance Framework • Receive confirmation of Board Assurance Assessments conducted by Committees this term • Board Assurance Assessments on reports/agenda items considered at this meeting • Annual Review of Auditors
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REIGATE COLLEGE LOCAL GOVERNING BODY MEETING:

Autumn	Spring	Summer
<ul style="list-style-type: none"> • Review Admissions and Numbers On-Roll & Marketing Strategies • Review Provisional outcome data for previous academic year • Review Reigate College Self -Assessment Report & Development Plan • Student Voice • Staff Voice 	<ul style="list-style-type: none"> • Review of Development Plan • Review Student Retention Update • Review Annual Report on Higher Education provision • Student Voice • Staff Voice • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting 	<ul style="list-style-type: none"> • Conduct Annual Review of LGB's Terms of Reference • Review of Development Plan • Review Student Retention Update • Receive Annual Safeguarding & Prevent Report • Receive Presentation on Student & Staff Well-being • Student Voice

<ul style="list-style-type: none"> • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting 		<ul style="list-style-type: none"> • Staff Voice • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting
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REMUNERATION COMMITTEE:

Autumn
<ul style="list-style-type: none"> • Consider Remuneration of the Chief Executive Officer and Executive Principal • Review of agreed KPIs for both post holders

TRUST BOARD

Autumn 1 st meeting	Autumn 2 nd meeting	Spring	Summer
<ul style="list-style-type: none"> • Chief Executive Update including enrolment numbers, provisional student results for previous academic year, staff recruitment, Ofsted etc • Safeguarding/Prevent Exceptional Reporting • Approve Annual Health & Safety Report • Gender Pay Report • Review Management Accounts • Receive Indicative Schedule of Business for 2021-22 	<ul style="list-style-type: none"> • Chief Executive Update • Safeguarding/Prevent Exceptional Reporting • Report from the Local Governing Body • Review Management Accounts • Report from the Finance & Resources Committee • Report from the Audit & Risk Committee including: • Approve Annual Report from the Audit Committee including 	<ul style="list-style-type: none"> • Chief Executive Update • Annual Review of Standing Orders • Report from the Local Governing Body • Review Management Accounts • Report from the Finance & Resources Committee • Approve Charging & Remissions Policy for the next academic year 	<ul style="list-style-type: none"> • Chief Executive Update • Approve Any Changes Arising from the Annual Review of Terms of Reference conducted by Committees • Approve Annual Safeguarding/Prevent Report • Report from the Local Governing Body

<ul style="list-style-type: none"> • Receive Trustee Governance Handbook • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting 	<p>Annual Report from Internal Auditor & Audit Findings Report from the External Auditor</p> <ul style="list-style-type: none"> • Approve Letters of Representation • Approve Financial Statements and Year-End Accounts • Approve Risk Management & Board Assurance Policy for the current year • Receive report on assurance assessments conducted by Committees • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • To receive from the Trust Chair confirmation of appraisals for Chief Executive and Executive Principal • Approve any remuneration recommendations from the Remuneration Committee 	<ul style="list-style-type: none"> • Report from the Audit Committee • Review Risk Management & Board Assurance Policy for the current year • Receive report on assurance assessments conducted by Committees • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting 	<ul style="list-style-type: none"> • Review Management Accounts • Report from the Finance & Resources Committee • Approve Discretionary Policy • Approve Trust Budget for the next financial year • Report from the Audit Committee • Approve Audit Plan for Financial Statements • Review Risk Management & Board Assurance Policy for the current year • Receive report on assurance assessments conducted by Committees • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Conduct Annual Election of Chair and Vice Chair • Approve Committee Chairs and Committee membership for the next year
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MEMBERS ANNUAL GENERAL MEETING (TRUSTEES INVITED TO ATTEND THE AGM)

Spring

- To receive report on the progress against the Trust's strategic objects
- Presentation of the financial accounts in the Financial Statements
- Membership of the Trust –To receive current Trust membership and agree any changes to Members' membership
- Approve Appointment of external auditors
- Any other required resolution
- Joint strategy session with Members & Trustees on the Trust's Strategic Plan