

## INDICATIVE ANNUAL CYCLE OF SUBSTANTIVE BUSINESS

### FINANCE & RESOURCES COMMITTEE:

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

### AUDIT & RISK COMMITTEE

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

<ul style="list-style-type: none"> <li>• Review Financial Statement Audit Findings Report</li> <li>• Review School Resource Management Checklist</li> <li>• Risk Register</li> <li>• Receive confirmation of Board Assurance Assessments conducted by Committees this term</li> <li>• If required, to hold a confidential session with the auditors prior to considering the Committee's Annual Report</li> <li>• Review Audit &amp; Risk Committee's Annual Report</li> <li>• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting</li> <li>• Annual Review of Auditors</li> </ul>	<ul style="list-style-type: none"> <li>• Receive confirmation of Board Assurance Assessments conducted by Committees this term</li> <li>• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Annual Review of the Board Assurance Framework</li> <li>• Receive confirmation of Board Assurance Assessments conducted by Committees this term</li> <li>• Board Assurance Assessments on reports/agenda items considered at this meeting</li> </ul>
---	---	---

**REIGATE COLLEGE LOCAL GOVERNING BODY MEETING:**

<b>Autumn</b>	<b>Spring</b>	<b>Summer</b>
<ul style="list-style-type: none"> <li>• Review Admissions and Numbers On-Roll &amp; Marketing Strategies</li> <li>• Review Provisional outcome data for previous academic year</li> <li>• Review Reigate College Self -Assessment Report &amp; Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Review of Development Plan</li> <li>• Review Student Retention Update</li> <li>• Review Annual Report on Higher Education provision</li> <li>• Student Voice</li> <li>• Staff Voice</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Annual Review of LGB's Terms of Reference</li> <li>• Review of Development Plan</li> <li>• Review Student Retention Update</li> <li>• Receive Annual Safeguarding &amp; Prevent Report</li> </ul>

<ul style="list-style-type: none"> <li>• Student Voice</li> <li>• Staff Voice</li> <li>• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Receive Presentation on Student &amp; Staff Well-being</li> <li>• Student Voice</li> <li>• Staff Voice</li> <li>• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting</li> </ul>
--	--	--

#### REMUNERATION COMMITTEE:

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

#### TRUST BOARD

<b>Autumn 1<sup>st</sup> meeting</b>	<b>Autumn 2<sup>nd</sup> meeting</b>	<b>Spring</b>	<b>Summer</b>
<ul style="list-style-type: none"> <li>• Risk Register</li> <li>• Chief Executive Report</li> <li>• KPI Monitoring</li> <li>• Safeguarding/Prevent Exceptional Reporting</li> <li>• Review Management Accounts</li> <li>• Receive Indicative Schedule of Business for the forthcoming academic year &amp; Board Assurance Framework</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Register</li> <li>• Chief Executive Report</li> <li>• KPI Monitoring</li> <li>• Safeguarding/Prevent Exceptional Reporting</li> <li>• Report from the Local Governing Body</li> <li>• Review Management Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Register</li> <li>• Chief Executive Update</li> <li>• KPI Monitoring</li> <li>• Report from the Local Governing Body</li> <li>• Review Management Accounts</li> <li>• Approve Annual Health &amp; Safety Report</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Register</li> <li>• Chief Executive Report</li> <li>• KPI Monitoring</li> <li>• Analysis of Student/Staff/Parent Surveys</li> <li>• Partner Schools Annual Report</li> <li>• Approve Any Changes Arising from the Annual</li> </ul>

<ul style="list-style-type: none"> <li>• Recap on the Roles &amp; Responsibilities of Trustees</li> <li>• Trustee Attendance for previous year</li> <li>• Training log for previous year and training schedule for current year</li> <li>• Staff Structure Chart</li> <li>• Discussion on key objectives &amp; Expectations for the year ahead</li> <li>• Receive Trustee Governance Handbook</li> <li>• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Report from the Finance &amp; Resources Committee</li> <li>• Report from the Audit &amp; Risk Committee including:</li> <li>• Approve Annual Report from the Audit Committee including Annual Report from Internal Auditor &amp; Audit Findings</li> <li>• Report from the External Auditor</li> <li>• Approve Letters of Representation</li> <li>• Approve Financial Statements and Year-End Accounts</li> <li>• Approve Risk Management &amp; Board Assurance Policy for the current year</li> <li>• Receive report on assurance assessments conducted by Committees</li> <li>• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting</li> <li>• To receive from the Trust Chair confirmation of appraisals for Chief Executive and Executive Principal</li> <li>• Approve any remuneration recommendations from the Remuneration Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Report from the Finance &amp; Resources Committee</li> <li>• Approve Charging &amp; Remissions Policy for the next academic year</li> <li>• Report from the Audit Committee</li> <li>• Review Risk Management &amp; Board Assurance Policy for the current year</li> <li>• Receive report on assurance assessments conducted by Committees</li> <li>• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting</li> </ul>	<p>Review of Terms of Reference conducted by Committees</p> <ul style="list-style-type: none"> <li>• Approve Annual Safeguarding/Prevent Report</li> <li>• Report from the Local Governing Body</li> <li>• Review Management Accounts</li> <li>• Report from the Finance &amp; Resources Committee</li> <li>• Approve Admissions Policy</li> <li>• Approve Trust Budget for the next financial year</li> <li>• Report from the Audit Committee</li> <li>• Receive report on assurance assessments conducted by Committees</li> <li>• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting</li> <li>• Conduct Annual Election of Chair and Vice Chair</li> <li>• Approve Committee Chairs and Committee membership for the next year</li> </ul>
--	--	--	--

## **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