

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 • Meeting Review 	<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 • Meeting Review 	<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 • Annual Review of Statutory College Policies that fall under the remit of the Committee • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Meeting Review

AUDIT & RISK COMMITTEE

Autumn	Spring	Summer
<ul style="list-style-type: none"> • Review Audit Progress Report • Internal Audit: 	<ul style="list-style-type: none"> • Review Audit progress Report • Review Internal Audit Report • Review Risk Register 	<ul style="list-style-type: none"> • Conduct Annual Review of Committee's Terms of Reference • Review Audit Progress Report

<ul style="list-style-type: none"> • Review Annual Internal Audit Report for Previous Year • Approve Internal Audit Plan for Current Year • Financial Audit: • Review Financial Statements • Review Financial Statement Audit Findings Report • Review School Resource Management Checklist • Risk Register • 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. • Annual Review of Auditors • Meeting Review 	<ul style="list-style-type: none"> • Receive confirmation of Board Assurance Assessments conducted by Committees this term • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Meeting Review 	<ul style="list-style-type: none"> • Review Audit Plan for Financial Statements Year ended • Risk Register • Annual Review of all Statutory College Policies • Review Disaster Recovery Policies – i.e., Major Incident Policy, IT Disaster Policy • 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 • Meeting Review
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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 • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Meeting Review 	<ul style="list-style-type: none"> • Review of Development Plan • Review Student Retention Update • Student Voice • Staff Voice • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Meeting Review 	<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 • Annual Review of Statutory College Policies that fall under the remit of the LGB • Student Voice • Staff Voice • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Meeting Review

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 1st meeting	Autumn 2 nd meeting	Spring	Summer
<ul style="list-style-type: none"> • Annual conversation between trustees and executives to clarify what each expects from the governance function and where the key focus of the Board and local governing body will for the year ahead. • Risk Register • Chief Executive Report • KPI Monitoring • Safeguarding/Prevent Exceptional Reporting • Review Management Accounts • Receive Indicative Schedule of Business for the forthcoming academic year & Board Assurance Framework • Recap on the Roles & Responsibilities of Trustees • Trustee Attendance for previous year • Training log for previous year and training schedule for current year • Staff Structure Chart • Discussion on key objectives & Expectations for the year ahead 	<ul style="list-style-type: none"> • Risk Register • Chief Executive Report • KPI Monitoring • 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 Annual Report from Internal Auditor & Audit Findings • Report from the External Auditor • Approve Letters of Representation • Approve Financial Statements and Year-End Accounts • Approve Risk Management & Board Assurance Policy for the current year 	<ul style="list-style-type: none"> • Risk Register • Chief Executive Update • KPI Monitoring • Report from the Local Governing Body • Review Management Accounts • Annual Health & Safety Report • Safeguarding/Prevent Exceptional Reporting • Report from the Finance & Resources Committee • Approve Charging & Remissions Policy for the next academic year • 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"> • Risk Register • Chief Executive Report • KPI Monitoring • Analysis of Student/Staff/Parent Surveys • Partner Schools Annual Report • Approve Any Changes Arising from the Annual Review of Terms of Reference conducted by Committees • Annual Safeguarding/Prevent Report • Report from the Local Governing Body • Review Management Accounts • Report from the Finance & Resources Committee • Approve Admissions Policy • Approve Trust Budget for the next financial year

<ul style="list-style-type: none"> • Receive Trustee Governance Handbook • Annual HR Report • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Meeting Review 	<ul style="list-style-type: none"> • 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 • Meeting Review 		<ul style="list-style-type: none"> • Report from the Audit Committee • 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 • Meeting Review
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MEMBERS ANNUAL GENERAL MEETING (TRUSTEES INVITED TO ATTEND THE AGM)

<p>Spring</p>
<ul style="list-style-type: none"> • 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 and long-term strategic thinking on the direction of travel for the MAT