

INDICATIVE ANNUAL CYCLE OF SUBSTANTIVE BUSINESS 2024/25

FINANCE & RESOURCES COMMITTEE:

| Autumn | Spring | Summer |
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| <ul style="list-style-type: none"> • Review Management Accounts • Review Financial Statement Audit Findings Report • Review Report and Annual Financial Statements for year-ended 31 August 2024 • Reconciliation of the Statement of Financial Activities per the Financial Statements to the Unaudited Management Accounts for the 12 months to 31 August 2024 • Review of Contracts • Receive any required 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 of Funding Factors (If issued by the ESFA. If not available, will be incorporated into the proposed budget for the June meeting) • Review Charging & Remissions Policy for next Academic Year • Annual Health & Safety Report • Annual Review of Health & Safety Policy • Review of Contracts • Receive any 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 2025/26 and a high level budget for 2026/27 and 2027/28 • Review Discretionary Policy (If required) • To confirm and report to the Audit & Risk Committee the College Statutory Policies that fall within the remit of the Committee have been subject to annual review • Review of Contracts • Receive any Accommodation/ Building Updates • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Meeting Review |

AUDIT & RISK COMMITTEE

| Autumn | Spring | Summer |
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| <ul style="list-style-type: none"> • If required, to hold a confidential session with the auditors prior to considering the Committee's Annual Report • Review for Board approval Risk Management Policy & Board Assurance Framework 2024/25 & Risk Register 2024/25 • Review Audit Progress Report • <u>Internal Audit:</u> • Review Annual Internal Audit Report for Previous Year • <u>Financial Audit:</u> • To receive the completed and submitted 'Regularity Self-Assessment Questionnaire' • Review Financial Statements Year-ended 31 August 2025 • Review Financial Statement Audit Findings Report • Receive 'Letters of Representation' • Review School Resource Management Checklist (If not available defer to the spring meeting) • Risk Register | <ul style="list-style-type: none"> • Review Audit progress Report • Review Internal Audit Reports (If available) • Review Risk Register • GDPR – To report on compliance with the annual Action Plan and any data breaches that have occurred, plus any required GDPR training updates. • Annual Review of Complaints Policy • 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"> • Conduct Annual Review of Committee's Terms of Reference • Review Audit Progress Report • Review Audit Plan for Financial Statements Year-ended 31 August 2025 • Review Internal Audit Reports (If available) • Approve Internal Audit Plan for 2025/26 • Annual Review of Statutory College Policies that fall under the remit of the Committee: <ul style="list-style-type: none"> - Review Disaster Recovery Policies – i.e., Major Incident Policy, IT Disaster Policy - Annual Review of Data Protection Policy (From 2026/27) - Annual Review of Bribery & Fraud Policy • To provide an oversight of all College Statutory policies and to receive confirmation from committees that annual reviews have been conducted. • Conduct Annual Review of the Board Assurance Framework • Risk Register |

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| <ul style="list-style-type: none"> • Data Protection Policy (But from 2026/27, schedule the review at the summer meeting) • Receive confirmation of Board Assurance Assessments conducted by Committees this term • 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 • 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 |
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| <ul style="list-style-type: none"> • Review Admissions and Numbers On-Roll • Review Provisional outcome data for 2023/24 • Review Reigate College Self -Assessment Report & Development Plan • Student Voice • Staff Voice • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting | <ul style="list-style-type: none"> • Review of Development Plan • Review Student Retention & Attendance Update • Annual Safeguarding Report to the LGB confirming statutory compliance, staff training and general safeguarding themes, but not data, as the data relates to students and student governors are in attendance at LGB meetings. • Curriculum Developments • Student Voice | <ul style="list-style-type: none"> • Conduct Annual Review of LGB's Terms of Reference • Review of Development Plan • Student Retention & Attendance Update • Receive Presentation on Student & Staff Well-being • Annual Review of Statutory College Policies that fall under the remit of the LGB (Refer to the policy list for the policies to be reviewed by the LGB. Review to be done only by those |

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| <ul style="list-style-type: none"> • Meeting Review | <ul style="list-style-type: none"> • Staff Voice • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Meeting Review | <p>Governors who are also Trustees, either as a separate meeting or as part of the scheduled LGB meeting)</p> <ul style="list-style-type: none"> • To confirm and report to the Audit & Risk Committee the College Statutory Policies that fall within the remit of the Committee have been subject to annual review • Student Voice • Staff Voice • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Meeting Review |
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REMUNERATION COMMITTEE:

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| <p>Autumn</p> |
| <ul style="list-style-type: none"> • Receive confirmation of appraisals conducted by the Chair • 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 |
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| <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 will for the year ahead. Discussion on key objectives & expectations for the year ahead • Chief Executive Report • Risk Register • KPI Monitoring • Staff Organisation Chart • Review Management Accounts • External Review of Governance Action Plan • Receive Schedule of Business 2024/25 • Recap on the Roles & Responsibilities of Trustees including Ambassadorial role • Trustee Attendance for previous year • Training log for previous year and training schedule for current year • Trustee Governance Handbook (Inform Trustees its publication on the RLA website) | <ul style="list-style-type: none"> • Chief Executive Report • Risk Register • Chief Executive Report • KPI Monitoring • Review Management Accounts • Self Assessment Report • Risk Management Policy • Report from the Local Governing Body • Review Management Accounts • 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 • External Review of Governance Action Plan • Report from the Finance & Resources Committee | <ul style="list-style-type: none"> • Chief Executive Report • Risk Register • KPI Monitoring • Review Management Accounts • Report on Focus Group meeting with Trustee/Students • Annual Health & Safety Report • Annual Safeguarding Report to the Board reporting on safeguarding data and any issues arising from the data. • Approve Charging & Remissions Policy for the next academic year • Report on the process and timeline for Governance Self Assessment 2024/25 • Report from the Local Governing Body • Report from the Finance & Resources Committee • Report from the Audit Committee | <ul style="list-style-type: none"> • Chief Executive Report • Risk Register • KPI Monitoring • Management Accounts • Analysis of Student/Staff/Parent Surveys (if available) • Partner Schools Annual Report • Approve Any Changes Arising from the Annual Review of Terms of Reference conducted by Committees • Approve Admissions Policy • Approve Trust Budget for the next financial year • Report from the Local Governing Body • Report from the Finance & Resources Committee • Report from the Audit Committee • Receive report on assurance assessments conducted by Committees |

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| <ul style="list-style-type: none"> • Annual HR Report • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Meeting Review | <ul style="list-style-type: none"> • Report from the Audit & Risk Committee including: • Receive report on assurance assessments conducted by Committees • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Meeting Review <p>Confidential Agenda (Either this meeting or the spring meeting depending on when the Remuneration Committee meets)</p> <ul style="list-style-type: none"> • To receive from the Trust Chair confirmation of appraisals for Chief Executive and Executive Principal • Approve any remuneration recommendations from the Remuneration Committee (Could be deferred to the Spring meeting depending on when appraisals meetings are held) | <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 | <ul style="list-style-type: none"> • 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 • Social meal with Members & Trustees |
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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 (Members, Trustees & Governors) and agree any required changes
- 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