ANNUAL CYCLE OF BUSINESS FOR BOARD AND COMMITTEE MEETINGS 2026/27

Strategic Plan:	Strategic Aim 10 – Effective Leadership, Management & Governance.
Statutory/Compliance:	It is a compliance requirement to publish annually on the RLA website a copy of the Trust's annual cycle of business for Board and Committee meetings.
Action/Decision:	The Trust Board is asked **TO NOTE** the '*Annual Cycle of Business 2026/27'.*

INDICATIVE ANNUAL CYCLE OF SUBSTANTIVE BUSINESS 2026/27

FINANCE AND RESOURCES COMMITTEE

Autumn		Spring		Summer	
• Review Management Accounts	KS	• Review Management Accounts	KS	• Conduct Annual Review of Committee's Terms of Reference	CT
• Review Financial Statement Audit Findings Report	KS	• Review Reconciliation Statement	KS	• Review Management Accounts	KS
• Review Report and Annual Financial Statements for year-ended 31 August 2025	KS	• Review of Financial Regulations	KS	• Review Trust Budget 2026/27 and a high-level budget for 2027/27 and 2028/29	KS
• Reconciliation of the Statement of Financial Activities per the Financial Statements to the Unaudited Management Accounts for the 12 months to 31 August 2025	KS	• Review of Funding Factors (If issued by the DfE. If not available, will be incorporated into the proposed budget for the June meeting)	KS	• Review of Contracts	KS
• Review of Contracts	KS	• Review of Contracts	KS	• Receive any Accommodation/Building Updates	NC
• Receive any required Accommodation/Building Updates	NC	• Receive any Accommodation/Building Updates	NJC	• IT infrastructure	NC
• IT infrastructure	NC	• IT infrastructure	NJC	• Estates	NC
• Estates	NC	• Estates	NJC	• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting	CT
• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting	CT	• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting	CT		
		Policies for review and then approval at Trust Board:			
		• Charging and Remissions Policy for next Academic Year			
		• Health and Safety Policy			
		• College Deposit Scheme			

AUDIT AND RISK COMMITTEE

Autumn		Spring		Summer	
• If required, to hold a confidential session with the auditors prior to considering the Committee's Annual Report	Chair	• Review Audit progress Report	KS	• Conduct Annual Review of Committee's Terms of Reference	CT
• Review for Board approval Risk Management Policy and Board Assurance Framework 2026/27 & Risk Register 2026/27	NJC/ CT	• Review Internal Audit Reports (If available)	KS	• Review Audit Progress Report	KS
• Review Audit Progress Report	KS	• Review Risk Register	NJC/ CT	• Review Audit Plan for Financial Statements Year-ended 31 August 2026	KS
• Internal Audit: Review Annual Internal Audit Report for Previous Year	KS	• GDPR – To report on compliance with the annual Action Plan and any data breaches that have occurred, plus any required GDPR training updates.	SDW	• Review Internal Audit Reports (If available)	KS
• To receive the completed and submitted 'Regularity Self-Assessment Questionnaire'	KS	• Annual Review of Complaints Policy and report on complaints data	SDW	• Approve Internal Audit Plan for 2027/28	KS
• Review Financial Statements Year-ended 31 August 2026	KS	• Receive confirmation of Board Assurance Assessments conducted by Committees this term	CT	• To provide an oversight of all College Statutory policies and to receive confirmation from committees that annual reviews have been conducted.	CT
• Review Financial Statement Audit Findings Report	KS	• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting	CT	• Conduct Annual Review of the Board Assurance Framework	CT
• Receive 'Letters of Representation'	KS	• Monitor Digital standards	HLF	• Risk Register	NJC/ CT
• Review School Resource Management Checklist (If not available defer to the spring meeting)	KS	Annual Review of Statutory College Policies that fall under the remit of the Committee:		• Receive confirmation of Board Assurance Assessments conducted by Committees this term	CT
• Receive confirmation of Board Assurance Assessments conducted by Committees this term	CT	• Review Disaster Recovery Policies – i.e., Major Incident Policy, IT Disaster Policy	GRH	• Board Assurance Assessments on reports/agenda items considered at this meeting	CT
• Annual Review of Auditors	KS	• Annual Review of Data Protection Policy (From 2026/27)	SDW	• Review of academies handbook compliance checklist	KS
• Review Audit & Risk Committee's Annual Report	CT/ Chair	• Annual Review of Bribery & Fraud Policy	KS		
• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting.	CT				

REIGATE COLLEGE LOCAL GOVERNING BODY

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Review Admissions and Numbers On-Roll
Review Provisional outcome data for previous year
Review of last year’s objectives (SAR)
Key Objectives for the year (SAR)
Themes and Statutory duty report on Safeguarding
Conduct Board Assurance Assessments on reports/agenda items considered at this meeting

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Update on the SAR action plan
Curriculum Developments
Disadvantaged students strategy update
Inclusion and EDI report
Teaching and Learning
Enrichment
Careers
Conduct Board Assurance Assessments on reports/agenda items considered at this meeting

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Conduct Annual Review of LGB’s Terms of Reference
Review SAR action plan
Student Retention and Attendance
Receive data on Student & Staff Wellbeing
Annual Review of Statutory College Policies that fall under the remit of the LGB (Review to be done only by those Governors who are also Trustees, either as a separate meeting or as part of the scheduled LGB meeting) See below of list of policies
Staff Development
SEND report
Interventions
Conduct Board Assurance Assessments on reports/agenda items considered at this meeting

Policies to be reviewed:

Appeals
Careers Guidance Policy
Digital Accessibility statement
Equality, Diversity and Inclusion policy
Exam access arrangements
Health, Wellbeing and Ready to Study policy
Safeguarding policy
Social Media policy for students

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REMUNERATION COMMITTEE

Autumn
• Receive confirmation of appraisal conducted by the Chair • Consider Remuneration of the ‘Principal and Chief Executive Officer’ • Review of agreed KPIs for the post holder

TRUST BOARD

Autumn First Meeting		**Autumn Second Meeting**		**Spring**		**Summer**	
Training: Safeguarding update (MGP) and Results overview (LMM). Trustee monitoring		**Training:**		**Training:**		**Training:**	
• Chief Executive Report	NJC	• Chief Executive Report	NJC	• Chief Executive Report	NJC	• Chief Executive Report	NJC
• Risk Register	NJC/CT	• Risk Register	NJC/CT	• Risk Register	NJC/CT	• Risk Register	NJC/CT
• KPI Monitoring	NJC	• KPI Monitoring	NJC	• KPI Monitoring	NJC	• KPI Monitoring	NJC
• Review of last year’s SAR and aims and objectives for this year	NJC/ RDB	• Review Management Accounts	KS	• Review Management Accounts	KS	• Management Accounts	KS
• Staff Organisation Chart	NJC	• Self Assessment Report	NJC/ RDB	• Teacher training	LMM	• Analysis of Student/Staff/Parent Surveys (if available)	RDB/ LMM
• Review Management Accounts	KS	• Risk Management Policy	NJC	• Receive External Governance Review report (2026)	CT	• Partner Schools Annual Report	SDW
• Approve pay award	KS	• Review Management Accounts	KS	• Link Trustee monitoring feedback	Trustees	• Approve Any Changes Arising from the Annual Review of Terms of Reference	CT
• Annual Safeguarding report	MGP	• Approve Annual Report from the Audit Committee including Annual Report from Internal Auditor & Audit Findings, Report from the External Auditor	KS	• Minutes from the LGB, F&R and A&R committees	CT		
				• Receive report on assurance assessments conducted by Committees	CT		

• Annual Health and Safety Report • External Review of Governance update • Receive Schedule of Business 2026/27 • 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) • Annual HR Report • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting	GRH CT CT CT CT CT CT NJC CT	• Approve Letters of Representation • Approve Financial Statements and Year-End Accounts • External Review of Governance update • Minutes from the LGB, F&R and A&R committees • Receive report on assurance assessments conducted by Committees • Link trustee monitoring feedback • Conduct Board Assurance Assessments on reports/agenda items considered at this meeting • Confidential Agenda (Either this meeting or the spring meeting depending on when the Remuneration Committee meets) • To receive from the Trust Chair confirmation of appraisal for the Principal and Chief Executive Officer • Approve any remuneration recommendations	KS KS CT CT CT Trustees CT PF PF PF	• Conduct Board Assurance Assessments on reports/agenda items considered at this meeting Policies for approval: • Risk Management policy • Charging and Remissions Policy • College deposit scheme • Health and Safety	CT	conducted by Committees • Approve Trust Budget for the next financial year • Minutes from the LGB, F&R and A&R committees • 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 • Link Trustee monitoring feedback Policies for approval: • Safeguarding policy • Admissions Policy • Flexible working policy	CT CT CT CT CT Trustees

Policies for approval: • ECT and Trainee Teacher induction • Staff Code of Conduct • Capability procedure for staff		from the Remuneration Committee				• Grievance Procedure for staff	

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 and 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