



HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

Membership and Outline agendas 2020-21

All Committee agendas include the following standing items:

- Apologies
- Declaration of Interest
- Minutes of the previous meeting
- Matters arising from the Minutes
- Any other Business
- Determination of confidentiality
- Date of the next meeting

REMUNERATION & PERSONNEL COMMITTEE

Membership 2020/21	
Ms L Summers Mr J Dawson Ms R Drury (chair) Ms R Sivori (Co-opted) Mr K Webb	In Attendance: Ms C Coupland, Clerk (as appropriate) Ms A Williams, Principal (as appropriate) Ms L Secker, HR Director (as appropriate) Mr M Smtih - Connor (Vice Principal) (as appropriate)

Meetings take place at 5pm

Date	Outline agenda
6 th October 2020	Staffing matters: (R&P members, clerk and staff as necessary) <ul style="list-style-type: none"> - Staff Pay Framework and Awards: Update to include annual reviews of i) working time (specific reference to contact time) and ii) management responsibilities allowances. (so full range of information submitted for consideration). (to recommend / approve) - Year end Staffing Report / Performance Management (to receive) - General Staffing Policy Reviews as necessary (to recommend for approval) - BAF assurance Reviews as necessary* BAF : Difficulty to recruit and retain high quality staff (to determine) Remuneration matters: (R&P members only and clerk) <ul style="list-style-type: none"> - Remuneration and performance review for all SPH (to receive – Clerk to leave for this item) - Remuneration of Governors Expenses policy – extra-ordinary work (annual review) (to approve)
14 th January 2021	Staffing matters: (R&P members, clerk and staff as necessary) <ul style="list-style-type: none"> - Staff Pay Framework and Awards: Update to include annual reviews of i) working time (specific reference to contact time) and ii) management responsibilities allowances. (so full range of information submitted for consideration). (if necessary) (to approve / recommend) - Policy Reviews (as necessary) (to recommend for approval) - HR Strategy and action plan: Review.(to receive) - BAF assurance reviews as necessary: Ineffective staff management (to determine)
25 th May 2021	Staffing matters: (R&P members, clerk and staff as necessary) <ul style="list-style-type: none"> • Staff Pay Framework and Awards: Update (if necessary) to include annual reviews of i) working time (specific reference to contact time) and ii) management

	<p>responsibilities allowances. (so full range of information submitted for consideration). (to recommend / approve)</p> <ul style="list-style-type: none"> • General Staffing Policy Reviews as necessary. (to recommend for approval) • Gender Pay Gap Report (snap shot date March 2021) (to receive) • CPD review and plan for next academic year (to receive) • BAF: CPD & leadership development of staff. (to determine) <p>Remuneration matters (R&P members and clerk only)</p> <ul style="list-style-type: none"> • Mid-year review for SPH (to receive) • Annual review of Remuneration Policy, Framework and Criteria for Senior Post Holders (to approve) • BAF assurance reviews as necessary (to determine) • Self- Assessment of Committee Work/Business (to inform corporation) • Terms of Reference: Annual Review (to inform corporation) • Template for remuneration annual review to be approved and implemented for Oct 2020 (to approve)
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SEARCH & GOVERNANCE COMMITTEE

Membership 2020 / 21	
<p>Committee:</p> <p>Ms L Summers Mr J Dawson Mr A Nelson Ms M Boryslawskij (Chair) Ms A Williams</p>	<p>In attendance:</p> <p>Ms C Coupland, Clerk</p>

Meetings take place at 5.00 pm

Meeting Date	Outline Agenda
5 th November 2020	<ul style="list-style-type: none"> • Governor Vacancies / members report (to receive and make recommendations) • Governor attendance review (to receive) • Skills training and development audit (to receive) • Code of Governance Compliance Report (to receive) • Governance Self- Assessment Review 2019/20 (to invite critical friend) (to recommend to corporation) • Governance Quality Improvement Plan 2020/21 (to invite critical friend) (to recommend to corporation) • Link Governor – Role Responsibilities – Review. • BAF Assurance Review – Governance (to determine)
9 th February 2021	<ul style="list-style-type: none"> • Governor Vacancies / members report (to receive / make recommendations) • Policy reviews (as applicable) (to recommend) : <ul style="list-style-type: none"> - Access to Corporation Information - Guidance for Clerk on public access to meetings of the Corporation - Policy for nomination and election of Chair and Vice Chair of the Corporation (every 3 years or as required) - Procedure for the removal of a Governor from office for reasons other than statutory disqualification. (annual review) Annual review of Policies: - Selection of Governors - Succession planning - Governor Induction Policy - Mentoring Policy • Governance Quality Improvement Plan – Progress Review (to receive) • Feedback from stakeholder events (to receive)
12th May 2021	<ul style="list-style-type: none"> • Governor Vacancies (to receive / make recommendations) • Governor training annual programme and policy review.(to approve) • Annual Reviews (to recommend) : <ul style="list-style-type: none"> - Standing Orders (to include maternity leave) - Code of Conduct - scheme of delegation - stakeholder engagement framework and plan - Self assessment framework • Self-Assessment : Business & annual review of Terms of Reference (to inform corporation)

FINANCE & RESOURCES COMMITTEE

Membership 2020/21	
Mr J Dawson Mr P Cropper (co-opted) Ms A Williams Ms T Wright Ms A Needham (Chair) Mr D Watson (Co-optee)	In attendance: John Flynn - Senior Assistant Principal Julie Thomas – Senior Assistant Principal Mrs Claire Coupland, Clerk

Meetings take place at 5.00pm

Date	Outline agenda
17th September 2020	Finance: <ul style="list-style-type: none"> • Update on Year end accounts (receive & approve for submission to external auditors) • Latest Management Accounts (receive) • Bank Mandate (and revised signatures) (approve) • Review of financial parameters to inform budgeting and forecasting (to recommend to corporation) • Benchmarking Data (deferred item from June 2020 meeting) Estates: <ul style="list-style-type: none"> • Capital Project: Review (to receive) • Maintenance programme review (to receive) Health & Safety: <ul style="list-style-type: none"> • H&S Year end report (to receive) • Health & Safety Policy (if not addressed in June 2020) (to approve)
10 th November 2020 (to join audit committee meeting for shared items only)	Finance: <ul style="list-style-type: none"> • Financial Statements & Members Report (to receive and make comments) • Management Letter (to recommend to receive and make comments)
18 th January 2021	Finance: <ul style="list-style-type: none"> • IFMC submission (Budget and forecast) (to recommend) • Latest Management Accounts (to receive) • Financial health of College (to recommend) • Treasury Management Review (to approve) • BAF: Poor Financial Health Estates: <ul style="list-style-type: none"> • Maintenance programme update (to receive) • Capital projects (to receive) Health and Safety <ul style="list-style-type: none"> • H&S mid year report (to receive)
21st June 2021	Finance: <ul style="list-style-type: none"> • Review of budget and forecast - if necessary) (to receive) • ESFA conditions of funding for next year • (to submit at this meeting or first meeting of new academic year) • Financial benchmarking data • Fees & Charges Policy • Latest management accounts • Financial Regulations • Business travel and expenses Policy • BAF : Inaccurate student numbers and funding claims Estates: <ul style="list-style-type: none"> • Maintenance programme update (to receive) Other: <ul style="list-style-type: none"> • Self Assessment of Committee Work/Business & annual review of terms of reference (to inform corporation)

AUDIT COMMITTEE

Membership 2020/21	
Mr A Nelson (Chair) Mr K Webb Mr A Leach Ms H Haigh Mr G Wright (Co-opted) Mr N Uppal (Co-opted)	In Attendance: Ms J Pryce, Senior Assistant Principal Mr J Flynn Senior Assistant Principal Ms C Coupland (Clerk) Internal Audit (Tiaa) External Audit(Wylie & Bissett)

Cross-membership of the Audit and the Finance & Resources Committees is prohibited.
 Meetings take place at 5.00pm

Date	Outline agenda
22 nd September 2020	<ul style="list-style-type: none"> • Internal Audit Reports (to receive) • Recommendation tracking (to receive) • Annual Internal Audit Report (to receive) • TPS (to receive) • Internal Audit Strategy Update (to receive) • BAF / Risk Register: A Review (to receive) • Post 16 Audit Code of Practice inc Self assessment questionnaire. (to approve) • COVID 19 risk assessment (to receive) • BAF: Failure to manage effectively the new GDPR (General Data Protection Regulation) (to determine)
10th November 2020 (to be joined by F&R members for elements of agenda *)	<ul style="list-style-type: none"> • Internal Audit Reports (if applicable) (to receive) • Recommendation Tracking (to receive) • *Financial Statements & Members Report (to recommend to corporation) • *Management Letter (to recommend to corporation) • Annual Audit Committee Report (to approve) • COVID 19: Risk Assessment (to receive)
16 th March 2021	<ul style="list-style-type: none"> • Internal Audit Reports (to receive) • Recommendation tracking (to receive) • Risk Register: A Review (to receive) • Risk Management Policy – Biennial review (to approve) • Disaster Recovery Plan (Biennial Review- due formally 2021) • External Audit Strategy and Planning Memorandum (to approve) • <i>BAF : Poor IT and data security service. And Poor business continuity and critical incident (to determine)</i> • COVID 19: Risk Assessment (to receive)
15 th June 2021	<ul style="list-style-type: none"> • Recommendation tracking (to receive) • Appointment of Internal Audit Service (to recommend) • Appointment of Financial Statement Auditors. (to recommend) • Whistleblowing Policy (annual review) (to recommend) • Self Assessment of Committee Work/Business and annual review of Terms of Reference (to determine) • Performance indicators for Auditors (to determine) • Post 16 audit code of practice (to receive) • COVID 19: Risk assessment (to receive)

CORPORATION

<p>Membership 2020/21 Ms L Summers (Chair) Mr J Dawson Ms M Boryslawskyj Ms R Drury Ms H Haigh Mr A Leach Ms A Needham Mr A Nelson Mr K Webb Ms T Wright Ms M Dean (Staff) Ms H Richards (parent) Ms C Bostock (student)</p> <p>Ms A Williams, Principal</p> <p>Vacancies : 2 x external</p>	<p>In attendance: Marcus Smith – Connor (Vice Principal) other SLT members as invited.</p>
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All Corporation agendas include the following standard items:

- Apologies
- Declaration of Interest
- Minutes of the previous meeting
- Matters Arising from the Minutes
- Corporate Report
- Governors Committees: Chairpersons Feedback
- Any Other Business
- Learner Impact Reflection
- Determination of Confidentiality
- Date of next Meeting

Risk Assurance Reviews to also be incorporated into relevant committee / corporation agenda plans as per review cycle.

All Meetings commence at 5.00pm (except for strategy planning days – proposed times indicated)

<i>Date</i>	<i>Outline agenda</i>
<p>1st October 2020</p> <p>Time to be confirmed</p>	<ul style="list-style-type: none"> • STRATEGY PLANNING DAY (PART 1) 10am – 2pm (arrival from 9.30am) Venue to be confirmed by Clerk <p>STRATEGIC PLAN:</p> <ul style="list-style-type: none"> - To agree an Appendix to the existing Plan, to cover any specific objectives for the additional year, as resolved at Corporation meeting April 2020. <p>ACADEMISATION:</p> <ul style="list-style-type: none"> - Steer from SFCA (James Kewin to contribute via paper /presentation) - Input from Chair / Principal - Input from wider SLT; case for accademisation ; Sector rationale, finance rationale, options for partners : <p>Proposed Resolutions:</p> <ul style="list-style-type: none"> - Formal record of quasi-decision to academise or not (in principle – subject to due diligence) If quasi-decision is to seriously consider accademisation: - To identify possible/preferred partners - For SLT to start pulling together formal application and to explore in more detail preferred options for governors to consider at strategy planning day 2. (information gathering) - For informal consultation to commence with staff, students, ESFA and other key stakeholders – bank etc. <p><i>To address (items carried over from June 2020 meeting) :</i></p> <ul style="list-style-type: none"> - <i>BAF risk Student experience (parent and carer)- to determine assurance level</i> - <i>Remuneration framework – to approve</i>
<p>12 – 16th October 2020</p>	<p>Self Assessment Review (SAR) and Quality Improvement Validation meetings – Cross college – REMOTE.</p> <p>Clerk to advise of schedule and seek governor(s) interest in attending as critical friend(s).</p>
<p>15th October 2020</p>	<ul style="list-style-type: none"> • Corporate report : inc.COVID 19 update • Summary Outcome of 2020 results annual review of achievement, retention and success rates

	<ul style="list-style-type: none"> – including EDI student data (to receive) • Safeguarding annual report and policy review (inc Prevent) (to receive) • BAF review: Poor student recruitment and retention (to determine) and failure to fulfil statutory responsibility • Remuneration of SPH (reserved item) (to approve) • Committee feedback (as applicable) (to receive / approve)
19 th – 23 rd October 2020	Self Assessment Review (SAR) and Quality Improvement Validation meetings – Curriculum – REMOTE. Clerk to advise of schedule and seek governor(s) interest in attending as critical friend(s).
Thursday 10 th December 2020	<ul style="list-style-type: none"> • College SAR 2018/19 (and Governance SAR) (to approve) • Quality Improvement Plan 2019/20 / targets for Strategic plan (to approve) • Audit Committee Annual Report (to receive) • External audit report (to receive) • Financial Statements & Management Letter (to approve) • Corporate report to include : COVID 19, In year update: ALPS 1 (yr 13) and TLA summary findings and SLT update on accademisation conversations / exploratorion (to receive) • Policy reviews (as applicable) (to approve) • Committee feedback (as applicable) (to receive/ approve) • BAF reviews: poor quality teaching learning and assessment (to determine)
14 th December 2020	Virtual awards evening - class of 2020 Clerk to confirm details
27 th January 2021	<ul style="list-style-type: none"> • Funding Allocation / Financial Strategy (review) • IFMC Submission (to approve): - Financial Forecast & Budget - Financial Health of College • Quality Improvement plan : review (to receive) • Committee feedback (as applicable) • Corporate report : COVID 19 update and SLT update on accademisation conversations / exploration (to receive)
28 th January 2021	Parents evening 1 (opportunity for governors to canvass parents and students views if held in college) Further details to be provided by clerk.
3 rd February 2021	Parents evening 2 (opportunity for governors to canvass parents and students views if held in college) Further details to be provided by clerk.
23 rd February 2021	Parents evening 3 (opportunity for governors to canvass parents and students views if held in college) Further details to be provided by clerk.
26 th February 2021 Time to be confirmed	<ul style="list-style-type: none"> • STRATEGY PLANNING DAY (PART 2) 10am – 3pm (arrival from 9.30am) Venue to be confirmed by Clerk, <p>STRATEGIC PLAN:</p> <ul style="list-style-type: none"> • to start process to agree Strategic Plan 2021-24 (for final approval July 2020) <p>ACADEMISATION (proposed below but dependent on earlier resolutions made at par 1):</p> <ul style="list-style-type: none"> • to consider SLT update on options available on academy conversion • to consider academy application • to formally identify partner(s) for academy conversion • to formally record decision to convert and commence process of academisation • to formally acknowledge/ respond/garner stakeholder consultation • to agree conversion timeline
22 nd April 2021	<ul style="list-style-type: none"> • Corporate report including : - Destination of college leavers 2020 - KS5 League Table Analysis Report - In year update: ALPS 2 (yr 13 only) - TLA headline / summary findings - COVID 19 (if applicable) - SLT update on accademisation conversations/exploration (if applicable) • Policy reviews (as applicable) • Committee feedback (as applicable) * • BAF review: Failure to respond to local, regional and national development. (to determine)
1 st July 2021	<ul style="list-style-type: none"> • Corporate Report including: - Complaints data - Admissions Policy and Procedure; Entry Criteria - In year update: ALPS 3 (yr 12 only) and TLA summary Findings - COVID 19 (if applicable) - SLT update on accademisation conversations/exploration (if applicable)

	<ul style="list-style-type: none">• Schedule of meetings and events/Agenda planner (to approve)• Committees' revised Terms of Reference (to receive/ approve)• Policy Reviews (as applicable) (to approve)• Committee feedback (as applicable) (to receive / approve)• Annual review of Risk Register (to receive)• BAF review: Poor whole college experience for students (to determine)
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