



## HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

### Membership and Outline agendas 2021/22

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 2021/22	
Ms L Summers Mr J Dawson Ms R Drury (chair) 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 (Deputy Principal) (as appropriate) Ms M Dean (Associate Assistant Principal) (as appropriate)

Meetings take place at 5pm via Teams

To note that additional R&P Committee meetings will be required given Principal Recruitment. Additional dates to be confirmed as and when necessary.

Date	Outline agenda
Monday 11 <sup>th</sup> October 2021	Staffing matters: (R&P members, clerk and staff as necessary) <ul style="list-style-type: none"> <li>- 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)</li> <li>- Year end Staffing Report / Performance Management (to receive) (equality objective 3)</li> <li>- General Staffing Policy Reviews as necessary (to recommend for approval)</li> <li>- Wellbeing strategy (to receive)</li> <li>- BAF assurance Reviews as necessary*</li> <li>BAF : Difficulty to recruit and retain high quality staff (to determine)</li> </ul> Remuneration matters: (R&P members only and clerk) <ul style="list-style-type: none"> <li>- Remuneration and performance review for all SPH (to receive – Clerk to leave for this item)</li> <li>- Remuneration of Governors Expenses policy – extra-ordinary work (annual review) (to approve)</li> <li>- SPH Remuneration report (to approve)</li> </ul>
Tuesday 22 <sup>nd</sup> March 2022  Or  Tuesday 5 <sup>th</sup> April 2022  If gender pay gap report is to be published meeting to be held in March. If not, meeting to take place in April to facilitate option for benchmarking data where available.	Staffing matters: (R&P members, clerk and staff as necessary) <ul style="list-style-type: none"> <li>- 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)</li> <li>- Gender Pay Gap Report* (equality objective 1 and 3)</li> <li>- Policy Reviews (as necessary) (to recommend for approval)</li> <li>- HR Strategy and action plan: Review.(to receive)</li> <li>- BAF assurance reviews as necessary: Ineffective staff management (to determine)</li> </ul> Remuneration matters: (R&P members only and Clerk)

	<p>- Mid-year review for SPH (to receive)</p>
<p>Tuesday 24<sup>th</sup> May 2022</p>	<p>Staffing matters: (R&amp;P members, clerk and staff as necessary)</p> <ul style="list-style-type: none"> <li>• Staff Pay Framework and Awards: Update (if necessary) 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)</li> <li>• General Staffing Policy Reviews as necessary. (to recommend for approval)</li> <li>• (snap shot date March 2021) (to receive)</li> <li>• CPD review and plan for next academic year (to receive)</li> <li>• BAF: CPD &amp; leadership development of staff. (to determine)</li> </ul> <p>Remuneration matters: (R&amp;P members and clerk only)</p> <ul style="list-style-type: none"> <li>• Annual review of Remuneration Policy, Framework and Criteria for Senior Post Holders (to approve)</li> <li>• Self- Assessment of Committee Work/Business (to inform corporation)</li> <li>• Terms of Reference: Annual Review (to inform corporation)</li> </ul>

## SEARCH & GOVERNANCE COMMITTEE

Membership 2021/22	
Committee: Ms L Summers Mr A Leach Ms M Boryslawskij (Chair) Ms A Williams Ms J Muscroft	In attendance: Ms C Coupland, Clerk

Meetings take place at 5.00 pm via Teams

Meeting Date	Outline Agenda
Thursday 7 <sup>th</sup> October 2021	<ul style="list-style-type: none"> <li>• Governor Vacancies / members report (to receive and make recommendations) (equality Objective 3)</li> <li>• Governor attendance review (to receive) (equality objective 3)</li> <li>• Skills training and development audit (to receive)</li> <li>• Code of Governance Compliance Report (to receive)</li> <li>• Governance Self- Assessment Review 2020/21 (to invite critical friend) (to recommend to corporation)</li> <li>• Governance Quality Improvement Plan 2021/22 (to invite critical friend) (to recommend to corporation)</li> <li>• BAF Assurance Review – Governance (to determine)</li> </ul>
Tuesday 1st February 2022	<ul style="list-style-type: none"> <li>• Governor Vacancies / members report (to receive / make recommendations)</li> <li>• Policy reviews ( as applicable) (to recommend) :               <ul style="list-style-type: none"> <li>- Access to Corporation Information</li> <li>- Guidance for Clerk on public access to meetings of the Corporation</li> <li>- Policy for nomination and election of Chair and Vice Chair of the Corporation (every 3 years or as required)</li> <li>- Procedure for the removal of a Governor from office for reasons other than statutory disqualification. (annual review) Annual review of Policies:</li> <li>- Selection of Governors</li> <li>- Succession planning</li> <li>- Governor Induction Policy</li> <li>- Mentoring Policy</li> </ul> </li> <li>• Governance Quality Improvement Plan – Progress Review (to receive)</li> <li>• Feedback from stakeholder events (to receive)</li> </ul>
Tuesday 14th June 2022	<ul style="list-style-type: none"> <li>• Governor Vacancies (to receive / make recommendations)</li> <li>• Governor training annual programme and policy review.(to approve)</li> <li>• Annual Reviews (to recommend) :               <ul style="list-style-type: none"> <li>- Standing Orders (to include maternity leave)</li> <li>- Code of Conduct</li> <li>- scheme of delegation</li> <li>- stakeholder engagement framework and plan</li> <li>- Self assessment framework</li> </ul> </li> <li>• Self-Assessment : Business &amp; annual review of Terms of Reference (to inform corporation)</li> </ul>

## FINANCE & RESOURCES COMMITTEE

<b>Membership 2020/21</b>	
Mr J Dawson (Chair) Mr P Cropper (co-opted) Ms A Williams Mr D Watson Mr T Hosker	In attendance: John Flynn - Assistant Principal Julie Thomas – Vice Principal Mrs Claire Coupland, Clerk

Meetings take place at 5.00pm via Teams

<b>Date</b>	<b>Outline agenda</b>
<b>Monday 4<sup>th</sup> October 2021</b>	Finance: <ul style="list-style-type: none"> <li>• Update on Year end accounts (receive &amp; approve for submission to external auditors)</li> <li>• Latest Management Accounts (receive)</li> <li>• Bank Mandate (and revised signatures) (approve)</li> <li>• Review of financial parameters / assumptions to inform budgeting and forecasting (to recommend to corporation) post CSR - if possible</li> </ul> Estates: <ul style="list-style-type: none"> <li>• Capital Project: Review (to receive)</li> </ul> Health & Safety: <ul style="list-style-type: none"> <li>• H&amp;S Year end report (to receive)</li> </ul>
Monday 29 <sup>th</sup> November 2021  (to join audit committee meeting for shared items only)	Finance: <ul style="list-style-type: none"> <li>• Financial Statements &amp; Members Report (to receive and make comments)</li> <li>• Management Letter (to recommend to receive and make comments)</li> </ul>
Monday 28 <sup>th</sup> March 2022	Finance: <ul style="list-style-type: none"> <li>• Latest Management Accounts (to receive)</li> <li>• Review of financial parameters to inform budgeting and forecasting in light of CSR</li> <li>• BAF: Poor Financial Health Poor financial management, control and forecasting</li> <li>• ESFA conditions of funding for 2021/22 (to receive if available)</li> <li>□ ESFA financial dashboard - if available.</li> </ul> Estates: <ul style="list-style-type: none"> <li>• Capital projects (to receive)</li> </ul> Health and Safety <ul style="list-style-type: none"> <li>• H&amp;S mid year report (to receive)</li> </ul>
Monday 27 <sup>th</sup> June 2022	Finance: <ul style="list-style-type: none"> <li>• Latest management accounts (to receive)</li> <li>• Review of financial parameters and financial KPIS to inform budgeting and forecasting in light of CSR and outcome of strategy planning day and to inform commentary (to recommend to corporation) – ESFA return</li> <li>• Financial Health of College (to recommend) – ESFA Return</li> <li>• Fees &amp; Charges Policy (to approve)</li> <li>• Business travel and expenses Policy (to approve)</li> <li>• Financial Regulations (to recommend any changes)</li> <li>• BAF : Inaccurate student numbers and funding claims</li> </ul> Estates: <ul style="list-style-type: none"> <li>• Capital projects (to receive)</li> </ul> Health & Safety: <ul style="list-style-type: none"> <li>• Policy review if applicable. (last undertaken 2020)</li> </ul> Other: <ul style="list-style-type: none"> <li>- Self Assessment of Committee Work/Business &amp; annual review of terms of reference (to inform corporation)</li> </ul>

## AUDIT COMMITTEE

Membership 2021/22	
Mr N Uppal (Chair) Mr K Webb Mr A Leach Ms H Haigh (Vice-Chair) Governor vacancy	In Attendance: Ms J Thomas, Vice Assistant Principal Mr J Flynn 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 via Teams

Date	Outline agenda
Tuesday 28 <sup>th</sup> September 2021	<ul style="list-style-type: none"> <li>Internal Audit Reports (to receive)</li> <li>Recommendation tracking (to receive)</li> <li>Annual Internal Audit Report (to receive)</li> <li>TPS (to receive)</li> <li>Internal Audit Strategy Update (to receive)</li> <li>BAF / Risk Register: A Review (to receive)</li> <li>Post 16 Audit Code of Practice inc Self assessment questionnaire. (to approve)</li> <li>Cyber security breaches and testing report (to receive) term 3</li> <li>COVID 19 risk assessment (to receive)</li> <li>BAF: Failure to manage effectively the new GDPR (General Data Protection Regulation) (to determine)</li> <li>Audit tender exercise ( to appoint by Summer 2022)</li> </ul>
Monday 29 <sup>th</sup> November 2021 (to be joined by F&R members for elements of agenda *)	<ul style="list-style-type: none"> <li>Internal Audit Reports (if applicable) (to receive)</li> <li>Recommendation Tracking ( to receive)</li> <li>*Financial Statements &amp; Members Report ( to recommend to corporation)</li> <li>*Management Letter (to recommend to corporation)</li> <li>Annual Audit Committee Report (to approve)</li> <li>COVID 19: Risk Assessment (to receive)</li> <li>Data Protection and Security Report (to receive) if necessary</li> </ul>
Tuesday 15 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>Internal Audit Reports (to receive)</li> <li>Recommendation tracking (to receive)</li> <li>Cyber security breaches and testing report (to receive) term 1</li> <li>Risk Register: A Review (to receive)</li> <li>Risk Management Policy – Biennial review (to approve)</li> <li>Disaster Recovery Plan (Biennial Review- due formally 2021)</li> <li>External Audit Strategy and Planning Memorandum (to approve)</li> <li>BAF : Poor IT and data security service. And Poor business continuity and critical incident (to determine)</li> <li>COVID 19: Risk Assessment (to receive)</li> </ul>
Tuesday 21 <sup>st</sup> June 2022	<ul style="list-style-type: none"> <li>Recommendation tracking (to receive)</li> <li>Cyber security breaches and testing report (to receive) term 2</li> <li>Appointment of Internal Audit Service (to recommend)</li> <li>Appointment of Financial Statement Auditors. (to recommend)</li> <li>Whistleblowing Policy (annual review) (to recommend)</li> <li>Self Assessment of Committee Work/Business and annual review of Terms of Reference (to determine)</li> <li>Performance indicators for Auditors (to determine)</li> <li>Post 16 audit code of practice (to receive)</li> <li>COVID 19: Risk assessment (to receive)</li> </ul>

**CORPORATION**

<p><b>Membership 2021/22</b>                  Ms L Summers (Chair)                  Mr J Dawson                  Ms M Boryslawskij (Vice Chair)                  Ms R Drury                  Ms H Haigh                  Mr A Leach                  Mr K Webb                  Ms M Dean (Staff)                  Ms H Richards (parent)                  Ms H Coldwell (student)                  Mr T Hosker                  Ms S Johnson</p> <p>Ms A Williams, Principal</p> <p>Vacancies :                  3 x external</p>	<p><b>In attendance:</b>                  Marcus Smith – Connor (Deputy Principal) other SLT members as</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 to be held in college (if social distancing rules permit)**

**(except for strategy planning days – proposed times indicated)**

<i><b>Date</b></i>	<i><b>Outline agenda</b></i>
<p><b>Week commencing 1<sup>st</sup> and 8<sup>th</sup> November 2021</b></p>	<p>Self Assessment Review (SAR) and Quality Improvement Validation meetings – Cross college &amp; Curriculum (remote option to be made available)</p> <p>Clerk to advise of schedule and seek governor(s) interest in attending as critical friend(s).</p>
<p><b>19th October 2021</b></p>	<ul style="list-style-type: none"> <li>• Corporate report</li> <li>• Summary Outcome of 2021 results annual review of achievement, retention and success rates</li> </ul>

	<ul style="list-style-type: none"> <li>– including EDI student data; Equality Objective 2 (to receive)</li> <li>• Safeguarding annual report and policy review (inc Prevent) (to receive)</li> <li>• Ofsted report : thematic review of safeguarding - action planning</li> <li>• BAF review: Poor student recruitment and retention ( to determine) and failure to fulfil statutory responsibility</li> <li>• Remuneration of SPH (reserved item) (to approve)</li> <li>• Committee feedback (as applicable) ( to receive / approve)</li> </ul>
Thursday 16th December 2021	<ul style="list-style-type: none"> <li>• College SAR 2020/21(and Governance SAR) (to approve) (equality Objective 2)</li> <li>• Quality Improvement Plan 2019/20 / targets for Strategic plan (to approve)</li> <li>• Audit Committee Annual Report ( to receive)</li> <li>• External audit report (to receive)</li> <li>• Financial Statements &amp; Management Letter (to approve)</li> <li>• Corporate report to include : COVID 19, In year update: ALPS 1 (yr 13), stakeholder survey findings, and TLA summary findings and SLT update on academisation conversations / exploration ( to receive)</li> <li>• Policy reviews (as applicable) ( to approve)</li> <li>• Committee feedback (as applicable) ( to receive/ approve)</li> <li>• R&amp;P annual report (to receive and to publish)</li> <li>• BAF reviews: poor quality teaching learning and assessment ( to determine) and student retention, recruitment</li> </ul>
Friday 11 <sup>th</sup> February 2022  10-3pm	<ul style="list-style-type: none"> <li>• STRATEGY PLANNING DAY 10am – 3pm (arrival from 9.30am) Venue to be confirmed by Clerk,</li> </ul>
Thursday 5 <sup>th</sup> May 2022	<ul style="list-style-type: none"> <li>• Corporate report including : <ul style="list-style-type: none"> <li>- Destination of college leavers 2020</li> <li>- KS5 League Table Analysis Report</li> <li>- In year update: ALPS 2 (yr 13 only)</li> <li>- Stakeholder survey findings</li> <li>- TLA headline / summary findings</li> <li>- SLT update on academisation conversations/exploration (if applicable)</li> </ul> </li> <li>• Quality Improvement Plan : Mid year update (to receive)</li> <li>• Policy reviews (as applicable)</li> <li>• Committee feedback (as applicable) *</li> <li>• Funding Allocation / Financial parameters /KPI (review)</li> <li>• BAF review: Failure to respond to local, regional and national development. ( to determine)</li> </ul>
Tuesday 5th July 2022	<ul style="list-style-type: none"> <li>• EFSA return ( to approve) <ul style="list-style-type: none"> <li>- Financial Forecast &amp; Budget</li> <li>- Financial Health of College</li> </ul> </li> <li>• EDI annual report : promotion and achievement (to receive) – equality objective 1</li> <li>• Corporate Report including: <ul style="list-style-type: none"> <li>- Complaints data /stakeholder survey findings</li> <li>- Admissions Policy and Procedure; Entry Criteria</li> <li>- In year update: ALPS 3 (yr 12 only) and TLA summary Findings</li> <li>- SLT update on academisation conversations/exploration (if applicable)</li> </ul> </li> <li>• Schedule of meetings and events/Agenda planner ( to approve)</li> <li>• Committees' revised Terms of Reference ( to receive/ approve)</li> <li>• Policy Reviews ( as applicable) ( to approve)</li> <li>• Committee feedback (as applicable) (to receive / approve)</li> <li>• Annual review of Risk Register ( to receive)</li> <li>• BAF review: Poor whole college experience for students ( to determine)</li> </ul>