



## HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

### Membership and Outline agendas 2022/23

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

<b>Membership 2022/23</b>	
<p>Ms L Summers Mr J Dawson Ms R Drury (chair) Mr K Webb Vacancy – Co-opted</p>	<p>In Attendance: Ms C Coupland, Clerk (as appropriate) Mr M Smtih - Connor (Principal) (as appropriate) Ms L Paddon, HR Director (as appropriate) Ms M Dean ( Assistant Principal) (as appropriate)</p>

Meetings take place at 5pm via Teams

<i><b>Date</b></i>	<i><b>Outline agenda</b></i>
<p>Thursday 6th October 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 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>- KPI progress review (People KPIs relevant for committee)</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> <p>Remuneration matters: (R&amp;P members only and clerk)</p> <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 (biennial review due 2022) (to approve)</li> <li>- SPH Remuneration report (to approve)</li> </ul>
<p>Tuesday 28<sup>th</sup> March 2023</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 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> <li>- Equality, Diversity and Inclusion Annual Report (staff &amp; Students) (To receive)</li> </ul> <p>Remuneration matters:</p>

	<p>(R&amp;P members only and Clerk)</p> <ul style="list-style-type: none"> <li>- Mid-year review for SPH (to receive)</li> </ul>
<p>Tuesday 23<sup>rd</sup> May 2023</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

<b>Membership 2022/23</b>	
Committee: Ms L Summers Ms J Muscroft (co-optee) Ms M Boryslawskij (Chair) Mr M Smith-Connor	In attendance: Ms C Coupland, Clerk

Meetings take place at 5.00 pm via Teams

<b>Meeting Date</b>	<b>Outline Agenda</b>
Wednesday 12th October 2022	<ul style="list-style-type: none"> <li>• Governor Vacancies / members report (to receive and make recommendations) (equality Objective 3)</li> <li>• Stakeholder Engagement Framework, Plan and Tracker: annual review</li> <li>• Governor attendance review (to receive) (equality objective 3)</li> <li>• Governor training annual programme and policy review.(to approve)</li> <li>• Skills training and development audit (to receive)</li> <li>• Code of Governance Compliance Report (to receive)</li> <li>• Governance Self- Assessment Review (to recommend to corporation)</li> <li>• Governance Quality Improvement Plan (to recommend to corporation)</li> <li>• BAF Assurance Review – Governance (to determine)</li> <li>• Horizon scanning – national developments impacting on governance framework</li> </ul>
Tuesday 28 <sup>th</sup> February 2023	<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> <li>• Horizon scanning – national developments impacting on governance framework</li> </ul>
Thursday 15 <sup>th</sup> June 2023	<ul style="list-style-type: none"> <li>• Governor Vacancies (to receive / make recommendations)</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>- Self assessment framework</li> </ul> </li> <li>• Self-Assessment : Business &amp; annual review of Terms of Reference (to inform corporation)</li> <li>• Horizon scanning – national developments impacting on governance framework</li> </ul>

## FINANCE & RESOURCES COMMITTEE

<b>Membership 2022/23</b>	
Mr J Dawson (Chair) Mr P Cropper (co-opted) Mr M Smith-Connor Mr D Watson (co-opted) Mr T Hosker	In attendance: John Flynn - CFO 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 17<sup>th</sup> October 2022</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>• Reserves policy (to approve)</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> <li>• Finance Dashboard (all relevant strategic KPIS)</li> </ul> Estates: <ul style="list-style-type: none"> <li>• Capital Project: Review (to receive)</li> <li>• KPI progress review (All relevant strategic KPIS)</li> </ul> Health & Safety: <ul style="list-style-type: none"> <li>• H&amp;S Year end report (to receive)</li> </ul> ESG: <ul style="list-style-type: none"> <li>• Property Strategy Group : Environmental Sustainability Strategy (S&amp;G March 2022)</li> </ul>
<b>Monday 28<sup>th</sup> November 2022</b>  (to join audit committee meeting for shared items only)	Finance: <ul style="list-style-type: none"> <li>• External Audit Report (to receive and make comments)</li> <li>• Financial Statements &amp; Members Report (to receive and make comments)</li> <li>• Management Letter (to recommend to receive and make comments)</li> </ul> Estates: <ul style="list-style-type: none"> <li>• Capital Project: Review (to receive – if applicable)</li> </ul>
<b>Monday 20<sup>th</sup> March 2023</b>	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 (to receive if available)</li> <li><input type="checkbox"/> ESFA financial dashboard - if available.</li> <li><input type="checkbox"/> Finance Dashboard (all relevant strategic KPIS)</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>
<b>Monday 26<sup>th</sup> June 2023</b>	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> <li>• Finance Dashboard (all relevant strategic KPIS)</li> <li>• liability renewal declaration (to sign off)</li> </ul> Estates:

	<ul style="list-style-type: none"><li>• Capital projects (to receive)</li></ul> <p>Health &amp; Safety:</p> <ul style="list-style-type: none"><li>• Policy review if applicable. (last undertaken 2020)</li></ul> <p>Other:</p> <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>
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## AUDIT COMMITTEE

Membership 2022/23	
Mr N Uppal (Chair/Co-opted) Mr K Webb Ms P Cooke Ms H Haigh (Vice-Chair)	In Attendance: Ms J Thomas, Vice Principal Mr J Flynn CFO 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 27 <sup>th</sup> September 2022	<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> </ul>
Monday 28 <sup>th</sup> November 2022 <b>(to be joined by F&amp;R members for elements of agenda *)</b>	<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 14 <sup>th</sup> March 2023	<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>• <i>BAF : Poor IT and data security service. And Poor business continuity and critical incident (to determine)</i></li> <li>• COVID 19: Risk Assessment (to receive)</li> </ul>
Tuesday 20 <sup>th</sup> June 2023	<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

### Membership 2022/23

Ms L Summers (Chair)  
Mr J Dawson  
Ms M Boryslawskyj (Vice Chair)  
Ms R Drury  
Ms H Haigh  
Ms P Cooke  
Mr K Webb  
TBC (Staff)  
TBC (parent)  
Ms N Woodhouse (student)  
Mr T Hosker  
Ms S Johnson

Mr M Smith-Connor,  
Principal

3 Vacancies

### In attendance:

other SLT members as invited.

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

(except for strategy planning days – proposed times indicated)

<b>Date</b>	<b>Outline agenda</b>
<b>3<sup>rd</sup> November 2022</b>	<ul style="list-style-type: none"><li>• Corporate report (inc Complaints data / stakeholder feedback)</li><li>• Summary Outcome of 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> <li>• Annual review of Risk Register – confirmation of all ( to receive)</li> </ul>
Wednesday 7 <sup>th</sup> December 2022	<ul style="list-style-type: none"> <li>• College SAR (and Governance SAR) (to approve) (equality Objective 2)</li> <li>• Quality Improvement Plan / 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 10 <sup>th</sup> February 2023  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 27 <sup>th</sup> May 2023	<ul style="list-style-type: none"> <li>• Corporate report including : <ul style="list-style-type: none"> <li>- Destination of college leavers</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>
Thursday 6 <sup>th</sup> July 2023	<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>- /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>