

Annual Cycle of Business & Calendar of Meetings for 2009-2010

BOARD MEETINGS Dates for 2009-2010	AGENDA APPROVED BY	REPORTS TO THE CLERK BY	DESPATCH DATE	ITEMS FOR CONSIDERATION Reports from the Audit, Finance & Resources and Search Committees will feed into the appropriate meeting as part of their cycle of business. Cross College Areas Assistant Principals & VP to present on their area of responsibility Review of quality issues – regular reporting cycle Equality and Diversity – autumn term Curriculum Development – regular reports Staff Development and Personnel – autumn term Progression & Welfare – autumn & spring terms Enrichment – spring term Attendance – becomes a termly report
Monday 5 October 2009	Beginning of term	Monday 21 September 2009	Friday 25 September 2009	<ul style="list-style-type: none"> • Register of Interests /eligibility – completion of annual declarations & training • Data validation for governors • Report on Results, recruitment and retention (against agreed targets) • Review of operating procedures (Standing Orders, Code of Conduct) • 2008-2009 input to SAR from governors and objectives for operating Statement for 2010
Monday 14 December 2009	Friday 6 November 2009	Monday 30 November 2009	Friday 4 December 2009	<ul style="list-style-type: none"> • Management Letter from Financial Statements Auditors • Regularity Management Letter • Approval of Annual Accounts – year end 31 July 2009 • Audit Committee’s Annual Report • Annual Health & Safety Report • Annual Child Protection Report /Review of policy • College Self Assessment Report • Approve operating statement for Jan 2010 to Dec 2010 • 3rd Review of Operating Statement (Nov 2009) • Annual Equality and Diversity Report

Monday 8 February 2010	Friday 8 January 2010	Monday 25 January 2010	Friday 29 January 2010	<ul style="list-style-type: none"> • Training – INSET/ strategy planning • Destination Data and report analysing trends and outcomes for the Board
Monday 22 March 2010	Friday 5 March 2010	Monday 8 March 2010	Friday 12 March 2010	<ul style="list-style-type: none"> • Interim Reporting of Internal Inspection Reports • Report on student attendance (annual report)/recruitment/staffing issues for forthcoming year • College Strategic Objectives Tbc • Report on Enrichment
Monday 24 May 2010	Friday 23 April 2010	Monday 10 May 2010	Friday 14 May 2010	<ul style="list-style-type: none"> • Review of Mission Statement and Strategic Objectives • Review Operating Statement, 1st review (March 2010) if not covered at previous meeting • Relevant issues & training • Quality report and approval of Quality cycle/strategy • Annual Cycle of Business & Calendar of Meetings for forthcoming year
Monday 12 July 2009	Friday 28 May 2010	Monday 28 June 2010	Friday 2 July 2010	<ul style="list-style-type: none"> • Budget, • Three-year financial forecast & financial health (framework for Excellent grading) & financial objectives –(to include student numbers) • Risk Management Plan for 2010-2011 • Annual Internal Audit Plan • Training Plan • 2nd Review of Operating Statement (June 2010) • Note: Appointment of Chair and Vice Chair and Chairs of Committees (2011 – 2013)

- A Validation Panel will meet on Monday 16 November 2009.