

## WINSTANLEY COLLEGE BOARD OF GOVERNORS

### Annual Cycle of Business & Calendar of Meetings for 2011-2012

#### Autumn Term

BOARD MEETINGS Dates for 2011-2012	AGENDA APPROVED BY	REPORTS TO THE CLERK BY	DESPATCH DATE	ITEMS FOR CONSIDERATION
Monday 3 October 2011	Beginning of term	Monday 19 September 2011	Friday 23 September 2011	<p>Reports from the Audit, C&amp;QC, Finance &amp; Resources and Search Committees will feed into the appropriate meeting as part of their cycle of business.</p> <p><b>Cross College Areas will be reported through the standing committees and to the Board as appropriate.</b></p> <ul style="list-style-type: none"> <li>• Register of Interests /eligibility/Code of conduct – completion of annual declarations</li> <li>• Data validation for governors</li> <li>• Report on Results, recruitment and retention (against agreed targets) via C&amp;QC</li> <li>• Review of operating procedures (Standing Orders, Code of Conduct, Financial Regulations)</li> <li>• Admissions Policy</li> </ul>
Monday 12 December 2011	Beginning of November 2011	Friday 18 November 2011	Friday 2 December 2011	<ul style="list-style-type: none"> <li>• Safeguarding Training</li> <li>• Management Letter from Financial Statements Auditors</li> <li>• Regularity Management Letter</li> <li>• Approval of Annual Accounts – year end 31 July 2011</li> <li>• Audit Committee's Annual Report</li> <li>• Annual Health &amp; Safety Report</li> <li>• College Self Assessment Report for approval</li> <li>• Approve operating statement for Jan 2012 to Dec 2012</li> </ul>

## Spring and Summer Terms 2012

Monday 6 February 2012	Beginning of January 2012	Friday 20 January 2012	Friday 27 January 2012	<ul style="list-style-type: none"> <li>• Training – INSET/ strategy planning for governors (INSET 7 March 2012)</li> <li>• White space to be filled with issues as they arise.</li> </ul>
Monday 16 April 2012	Beginning of March 2012	Friday 23 March 2012	Friday 30 March 2012	<ul style="list-style-type: none"> <li>• Annual Cycle of Business &amp; Calendar of Meetings for forthcoming year</li> </ul>
Monday 2 July 2012	Beginning of May 2012	Friday 15 June 2012	Friday 22 June 2012	<ul style="list-style-type: none"> <li>• Budget,</li> <li>• Three-year financial forecast &amp; financial health (framework for Excellent grading) &amp; financial objectives –(to include student numbers)</li> <li>• Risk Management Plan for 2012-2013</li> <li>• IAS Annual Report for 2011-2012</li> <li>• Annual Internal Audit Plan for 2012-2013</li> <li>• Development Plan for governors</li> <li>• Quality Cycle</li> </ul>