



CORPORATION
Annual Work Programme 2020/21
Approved by the Corporation 7 July 2020

All Corporation meetings shall include as standing items:

- Teaching, Learning & Assessment (usually within the Principal's Report)
- Equality and Diversity (usually within Principal's Report)
- Health, Safety and Welfare (usually within Principal's Report + minutes of meetings)
- The Learner/Student Voice
- Management Accounts (direct latest version, and any key comments from F&R on the previous month's version)
- Any revisions to Budget
- Dorset Studio School update
- Risk Management (including alerts to any significant developments which could impact on the Corporation)
- Any key issues arising from Committee business

20 October 2020:

To approve (from F&R)

- Financial Regulations (regulatory requirement – can be any time of year)

To approve (from Search & Governance)

- Any membership recommendations (including Committee structure/preferences)
- Skills, training, self-assessment and attendance matters/actions

To consider

- Franchising Annual Report 2019/20
- Health & Safety Annual Report 2019/20
- SMT/College Progress against Strategy/Development Plan and changes for 2020/21
- Annual Report of Link Governor Activity
- Freedom of Information Annual Report 2019/20

8 December 2020:

To approve (from Audit & Assurance)

- Financial Statements 19/20 audit management letter which includes 2 letters of representation (1 in respect of Regularity Audit, 1 in respect of Financial Statements)
- The Statement of Corporate Governance and Internal Control contained within the Financial Statements 19/20
- Internal Audit Annual Report 19/20 (*if not dealt with at earlier Autumn meeting*)

To receive (from Audit & Assurance)

- Annual Report of the Audit Committee 19/20

To approve (from F&R)

- External Audit Management Letter 2019/20
- Members' Report and Financial Statements 2019/20
- Memorandum of Understanding for KME Ltd
- KME Ltd Financial Statements 2019/20
- Tuition Fees Policy (regulatory requirement – needs to be before 21/22 fees published)
- Pay award (if from 01 Jan 2021)

To approve (from Q&S)

- Self Assessment Report 19/20
- Quality Strategy and Quality Improvement Plan 20/21

To consider (from Q&S)

- Achievement data 19/20

To approve (direct)

- HE Strategy

To consider

- Any actions from Governor/Staff meeting

23 February 2021:

To approve (from F&R)

- Reserves Policy

To approve (from Search & Governance)

- Any membership recommendations

To consider (from Search & Governance)

- Skills, training, self-assessment and attendance matters

To consider

- Initial preparations for the Spring Strategy Day

To approve

- Any Student Council Constitution changes

To note (from Remuneration)

- Any decisions re SPH and Clerk Pay

18 May 2021:

To approve (from Audit & Assurance)

- The appointment of Internal and External Auditors

To receive (from Audit & Assurance)

- Risk Management Policy

To approve (from F&R)

- Treasury Management Policy (regulatory requirement – can be any time of year)

To consider

- Outcomes from the March Strategy Day
- Any actions from Governor/Staff meeting

6 July 2021:

To approve (from Audit & Assurance)

- Appointment/re-appointment/dismissal/remuneration of Internal Auditors 21/22 with engagement letter (*can be deferred to Autumn*)
- Appointment/re-appointment/dismissal/remuneration of Financial Statements Auditors 19/20 with engagement letter (*if not dealt with in Spring term*)
- Internal Audit needs assessment, strategic plan, and annual plan 20/21 (*if not dealt with in Summer term*)
- External Audit strategy 19/20 (*if not dealt with in Summer term*)
- Board Assurance Framework

To approve (from F&R)

- Budget 2021/22 (regulatory requirement)
- Financial Plan (regulatory requirement)
- Pay award (if from 01 August 2021)
- Insurance arrangements

To approve (from Q&S)

- Equality Policy (regulatory requirement)

To consider (from Q&S)

- Quality Strategy 20/21 progress
- Targets for academic performance
- Curriculum considerations in relation to budget-setting

To approve (from Search)

- Any membership recommendations

To approve (combination recommendations/direct)

- Code of Conduct
- Standing Orders

- All Committee Terms of Reference and Work Programmes 2021/22
- Confidential items review
- Annual Review of Insurance arrangements (*may come via F&R – can be any time of year*)

To consider

- Annual Safeguarding Report
- Any actions from Governor/Staff meeting

POLICIES AND PROCEDURES WILL BE APPROVED ELECTRONICALLY VIA GVO AT ANY TIME AND RATIFIED AT THE NEXT CORPORATION MEETING.