

East Sussex College Group Cycle of Business for 2020-21

The Cycle of Business – ESCG Board

21 October 2020 <small>(deadline for papers 15 October)</small>	7 December 2020 <small>(deadline for papers 30 November)</small>	23 March 2021 <small>(deadline for papers 16 March)</small>	28 June 2021 <small>(deadline for papers 21 June)</small>
Standing items: Minutes and electronic resolutions, matters arising, Student Voice Report, CEO report, ESCG Performance Dashboard (including KPI dashboard and Transaction Unit KPIs), Strategic progress reporting, Quality Improvement Plan, Risk Register, Minutes from Committees and items for approval, Policies*			
<ol style="list-style-type: none"> 1. Strategic Plan and milestones 2. Approval of KPI targets for 2020-21 3. Curriculum - Emerging success rates, enrolment to date 	<ol style="list-style-type: none"> 1. College SAR 2. College year-end audited accounts 2018-19 including financial statements and regularity auditor's management letter 3. Annual Report of the Audit, Risk and Compliance Committee 4. Annual report from Performance & Remuneration 5. HE update and HE Quality Report and action plan <i>and annual assurance statement (OFS)</i> 	<ol style="list-style-type: none"> 1. Curriculum Design and Development for 2021-22 	<ol style="list-style-type: none"> 1. Approval KPIs and targets for 2021-2022 2. Governance matters (terms of reference, membership, cycles of business) 3. Safeguarding Annual Report

The Cycle of Business – Audit, Risk and Compliance Committee

23 November 2020 JOINT MEETING WITH FINANCE (deadline for papers 11 November)	25th March 2021 (deadline for papers 17 th March)	13th May 2021 (deadline for papers 5 th May)	17th June 2021 (deadline for papers 9 th June)
<p>Standing items – Risk management report, board assurance, schedule of outstanding internal and external audit recommendations, national developments in FE audit, internal and external audit reports, a report from Plaza Trading, update on any incidents related to health and safety, cyber-attack, use of contingency plans, significant insurance claims, and statutory whistleblowing concerns. The opportunity for the Audit Committee to meet with the internal/external auditors without management present. A positive duty for the Executive Team to raise any issues of non-compliance that they feel should be brought to the Chair of the Committee and Chair of the Board’s attention, as it occurs, Policies.</p>			
<ol style="list-style-type: none"> 1. College year-end audited accounts including financial statements and regularity auditor’s management letter (jointly with Finance Committee) 2. Annual report of the Committee 3. An annual internal audit report 	<ol style="list-style-type: none"> 1. Internal audit update 2. Self-assessment report from each ED setting out their opinion as to the extent to which relevant policies and controls within their portfolio are being implemented <ul style="list-style-type: none"> • Annual Staff and Governors Gifts and Hospitality report 	<ol style="list-style-type: none"> 1. Annual internal audit strategy 2. External audit work programme and review of in year with an interim external audit opinion 3. Self-Assessment Questionnaire (SAQ) for completion 4. Annual FOI reporting 	<ol style="list-style-type: none"> 1. Governance matters – appointment of Chair/Vice-Chair, review of terms of reference, review of effectiveness, the cycle of business for 2021-22 2. Board assurance – full report

<p>4. Annual review of the performance of the internal and external audit service</p> <p>5. Appointment of the internal and external audit service</p>			
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The Cycle of Business – Finance Committee

23 November 2020 JOINT MEETING WITH AR&C (deadline for papers 11 November)	17 March 2021 (deadline for papers 9 March)	6 May 2021 (deadline for papers 28 April)	10 June 2021 (deadline for papers 1 June)
Standing items – monitoring KPIs relating to Finance, income generation report, Plaza Trading update – (Financial aspects only), management accounts, Subcontracting Report – to include any new contracts with subcontractors to approve, Update from Transformation Committee (to include any related Estates/ Digital Strategy financial issues), Finance only risks, Senior Post Holder and Governor expenses, Policies.			
<p>1. College year-end audited accounts including financial statements and regularity auditor’s management letter (jointly with Audit, Risk and Compliance Committee)</p>	<p>1. Budget progress report</p>	<p>1. Budget progress report</p>	<p>1. Final budget</p> <p>2. The setting of KPI targets for the next financial year</p> <p>3. Risk management annual report –<i>as risk relates to finances</i></p> <p>4. Governance matters – appointment of Chair/Vice-Chair, review</p>

2. Budget initial assumptions 3. IMFC Return 4. Student Union Accounts and budget setting			of terms of reference, evaluation of committee effectiveness, the cycle of business for 2021-22
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The Cycle of Business - Transformation Committee

1st October 2020 (deadline for papers 23 rd September)	18th November 2020 (deadline for papers 10 th November)	3rd March 2021 (deadline for papers 3 rd February)	9th June 2021 (deadline for papers 1 st June)
Standing items: <ul style="list-style-type: none"> a. Digital Strategy (Jointly with Finance Committee) b. Estates Strategy (Jointing with Finance Committee) c. Curriculum Plan (Jointly with Curriculum and Standards) d. People Strategy (Jointly with HR) Last meeting of the year - Governance matters – appointment of Chair/Vice-Chair, review of terms of reference, evaluation of committee effectiveness, the cycle of business for 2021-22.			

The Cycle of Business – Governance Development Committee

2 September 2020 (deadline for papers 25 August)	25 January 2021 (deadline for papers 14 January)	10 May 2021 (deadline for papers 29 April)
Standing items: update on compliance against Code of Good Governance for English Colleges, governor attendance, governor training (undertake and upcoming opportunities), activity and impact, succession planning, membership and renewals, board profile, updates on national policy/legislative developments affecting governance, governance issues identified during internal/external audit, Policies.		
<ol style="list-style-type: none"> 1. Statutory updates: Review of Corporation I&As and bylaws - Standing Orders, Scheme of Delegation 2. Governance QIP 3. Self-assessment analysis – to include, Skills Audit 4. Schedule of Corporation and Committee Meetings 5. Governance Budget (review and forecasting) 	<ol style="list-style-type: none"> 1. Governor Performance 2. Governance Self-Assessment planning for 21-22 3. Review of the Chair and Director of Governance 4. First review of membership for 2021-22 5. Review of E-governance 6. Review of the Director of Governance’s independence 	<ol style="list-style-type: none"> 1. A strategic item on governor involvement (link governors, visits, governor impact, board development) and programme for 2022-23 2. Governance matters – appointment of Chair/Vice-Chair, review of effectiveness, review of terms of reference, the cycle of business for the year ahead 3. Chronological list of resolutions and key items actioned and outstanding items 4. Recommendations for membership of Committees

The Cycle of Business – HR Committee

13 October 2020 (deadline for papers 1 October)	9 February 2021 (deadline for papers 28 January)	25 May 2021 (deadline for papers 17 th May)
<p>Standing items – HR Report*, reports from staff representative bodies and surveys, update on People Strategy to include staff wellbeing and culture and engagement integration, Policies.</p> <p>*HR report to include: Agreed Key Metrics (absence, recruitment and retention), Single Central Record, Gender Pay Gap Reporting, Restructures, Trade Unions, Workforce profile, incidents of staff whistleblowing, incidents of staff safeguarding matters, equality and diversity, staff appraisal and development activity and exceptions.</p> <p>A positive duty for the Executive Team to raise any issues about wellbeing of staff and working conditions with the Committee, as it occurs.</p>		
<p>Pre-session on Trade Unions meeting with the Committee</p> <ol style="list-style-type: none"> 1. Annual HR Report 2. HR strategy and pay framework for College staff 3. Arrangements for obtaining the views of staff/students on the matters for which the Board is responsible 4. Pay award update 	<ol style="list-style-type: none"> 1. Teaching staff structure (reflective of the needs of the College to deliver curriculum) 	<ol style="list-style-type: none"> 1. Setting KPI targets 2. Gender Pay Gap reporting 3. Governance matters – appointment of Chair/Vice-Chair, review of terms of reference, review of effectiveness, the cycle of business

The Cycle of Business – Performance & Remuneration Committee

<p>13 October 2020</p> <p>(deadline for papers 2 October)</p>
<p>Standing items:</p> <ol style="list-style-type: none"> 1. Performance of senior post holders, review of pay and terms and conditions 2. Mapping against the College Senior Post Holder Remuneration Code 3. Monitoring and review of changes in the sector relating to pension arrangements for senior staff 4. Governance matters – appointment of Chair/Vice-Chair, review of terms of reference, the cycle of business for the year ahead 5. Annual Report

The Cycle of Business – Curriculum & Standards Committee

<p>16 November 2020</p> <p>(deadline for papers 5 November)</p>	<p>10th March 2021</p> <p>(deadline for papers 2nd March)</p>	<p>16 June 2021</p> <p>(deadline for papers 8 June)</p>
<p>Standing items: Declaration of Interest, Minutes of last meeting and matters arising, Principals update, Quality update (Quality calendar, Quality Improvement Plan progress, Summary reports of Principal's Performance Reviews (PPRs)), exception reporting from local College Boards, Student Voice (including Course rep feedback), Update on the performance of cross-curriculum areas (International, Sussex Skills Solutions, Apprenticeships and HE), Equality, Diversity and Inclusion and Safeguarding and Prevent update. Report on quality assurance and improvement of provision delivered by ESCG subcontractors.</p>		

<ol style="list-style-type: none"> 1. College Self-Assessment Report 2020-21 2. Quality Improvement Plan 3. Emergent Curriculum Plan 4. HE updates and HE Quality Report and <i>signed statement to HEFCE (OFS)</i> 5. Work Experience and Employability and oversight of the Employability, Work Experience and Social Action Strategy 		<ol style="list-style-type: none"> 1. Quality of Learning, Assessment and Teaching Report 2. Setting of KPI targets for the year ahead 3. Curriculum Plan 4. College Self-Assessment Report arrangements 5. Annual Complaints report 6. Annual Safeguarding and Prevent Report 7. Annual Equality and Diversity Report 8. Summary reports from Student and Teacher, Employer and HE surveys 9. Governance matters – appointment of Chair/Vice-Chair, review of effectiveness, review of terms of reference, the cycle of business for 2021-22
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The Cycle of Business– Local College Boards

<p>Eastbourne – 10 November 2020 (deadline for papers 29 October)</p> <p>Lewes – 9 November 2020 (deadline for papers 28 October)</p>	<p>Eastbourne – 9 March 2021 (deadline for papers 25 February)</p>	<p>Eastbourne – 17 May 2021 (deadline for papers 6 May)</p> <p>Hastings – 18 May 2021 (deadline for papers 6 May)</p>
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Hastings – 11 November 2020 (deadline for papers 29 October)	Lewes – 8 March 2021 (deadline for papers 24 February) Hastings – 11 March 2021 (deadline for papers 25 February)	Lewes – 19 May 2021 (deadline for papers 6 May)
Standing items: Declarations of Interest, Minutes of last meeting and matters arising, Senior Leader Report, Local Board KPIs, local Quality updates (including QIP progress), Student Voice, Staff Voice, Local Stakeholder Engagement Update, Upcoming Events/Local College Good News, a guest speaker from the community (15-minute slot - one per meeting)		
<ol style="list-style-type: none"> 1. College Self-Assessment Report 2020-21 (campus level) 2. Quality Improvement Plan (campus level) 3. Emergent Curriculum Plan (campus level) 4. Recruitment update 	<ol style="list-style-type: none"> 1. Applications update 	<ol style="list-style-type: none"> 1. Curriculum development 2. Recruitment and applications 3. Governance matters – appointment of Chair/Vice-Chair, review of effectiveness, review of membership, review of terms of reference, the cycle of business for 2021-22

***Policies requiring Board sign off**

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| <ul style="list-style-type: none"> • Governor Code of conduct • Fraud Policy • Financial Regulations • Whistleblowing Policy • Risk Management Policy • Safeguarding & Prevent • Equality and Diversity | <ul style="list-style-type: none"> • Health, Safety and Wellbeing • Remuneration Policy for Senior Post Holders • Senior Post Holders Disciplinary and Grievance Procedures • Staff Grievance & Disciplinary Procedures • SU Constitution |
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Please note a Policy Register is held by the Director of Governance for all policies and procedures requiring Committee sign off.

Exec Approved: 30 June 2020

Board Approved: 8 July 2020