

RNN Group Board and Committee Annual Cycle of Business 2024-5

Board										
Meeting dates for 2024-5 are: Wednesday 9 October 2024 (Autumn 1) Wednesday 11 December 2024 (Autumn 2) Wednesday 26 March 2025 (Spring 1)					Wednesday 25 June 2025 (Summer) Strategy events Tuesday 22 October 2024 – strategy all day (Autumn 1) Thursday 13 March 2025– strategy half day (Spring 1)					
	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments can include RAG rating for completion or deferred. Link to risk register or strategic plan, date of policy approval
1.	Welcome, apologies and declarations of interest	Y	Standing item	Note	✓	✓	✓		✓	
2.	Minutes and matters arising	Y	Standing item	Approve	✓A	✓A	✓A		✓A	
3.	Written resolutions	Y	Standing item	Note	✓	✓	✓		✓	
4.	Safeguarding - policy, annual report and updates	Y	Standing item	Approve Review	✓A	✓	✓		✓	
5.	Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) Policy and action plan and updates	Y	Standing item	Approve Review	✓A					
6.	Student voice	N	Standing item	Review	✓	✓	✓		✓	
7.	CEO report	Y	Standing item	Review	✓	✓	✓		✓	
8.	Strategic Plan (setting and monitoring through KPIs)	Y	Every three years/annual review	Approve Review	✓		✓A (tbc)			22 October 2024 – strategy away day focus on new strategy
9.	Performance against strategic priorities - KPIs and targets	N	Standing item	Approve Review	✓	✓	✓		✓	

10.	Self-Assessment Report (SAR)	Y	Annual	Approve		√A					
	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments	
11.	Quality Improvement Plan	Y	Standing item	Review	✓	✓	✓		✓		
12.	Risk Management Annual Report including risk appetite	Y	Annual	Approve							
9.	Oversight of risk – risk register	Y	Standing item	Review	✓	✓	✓		✓		
10.	Audited Annual Report and Financial Statements Statement of regularity, propriety and compliance Assurance report on regularity. External auditors' management letter. Annual report of the Audit and Risk Committee. Subsidiary audited accounts. Finance Record. Student Union accounts included.	Y	Annual	Approve		√A					
11.	College Financial Forecasting Return (CFFR)	Y	Annual	Approve					√A		
12.	Financial oversight and scrutiny – monthly management accounts	Y	Standing item	Review	✓	✓	✓		✓		
13.	Accountability Agreement	Y	Standing item	Approve					√A		
14.	Reports and recommendations from Committees	Y	Standing item	Approve Note	√A ✓	√A ✓	√A ✓		√A ✓		
15.	Link governor feedback	N	Standing item	Note	✓	✓	✓		✓		

Audit and Risk Committee										
Meeting dates for 2024-5 are: Wednesday 18 September 2024 (Autumn 1) Thursday 21 November 2024 – first part joint with Finance and Resources Committee (Autumn 2)					Thursday 15 May 2025 (Spring 2) There is also a holding date in diaries on Thursday 13 February 2025 (Spring 1) in case there are any issues. This can be released or used for a training session if not required.					
	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments
1	Opportunity to meet the auditors without management present	N	Standing item		✓	✓		✓		
2	Welcome, apologies and declarations of interest	Y	Standing item	Note	✓	✓		✓		
3	Minutes and matters arising	Y	Standing item	Approve	✓A	✓A		✓A		
4	Written resolutions	Y	Standing item	Note	✓	✓		✓		
5	Audit reports	Y	Standing item	Review	✓	✓		✓		
6	Audit recommendations tracker	N	Standing item	Review	✓	✓		✓		
7	Internal and external audit plans	Y	Standing item	Rec to approve				✓R		
8	Risk Management Annual Report including risk appetite	Y	Annual	Rec to Approve				✓R		
9	Oversight of risk – risk register and deep dives	Y	Standing item	Review	✓	✓		✓		
10	Fraud, irregularity and whistleblowing	Y	Standing item	Review	✓	✓		✓		
11	Managing Public Money (MPM) compliance tracker	Y	Standing item	Review	✓	✓		✓		
12	Further Education Estates Planning (FEED) compliance	Y	Standing item	Review	✓	✓		✓		
13	Opportunities register	N	Standing item	Review	✓	✓		✓		
14	Procurement annual report	N	Annual	Review	✓					Moved to FRC
15	Tendering and appointment of internal and external audit service	Y	As required	Rec to approve						


	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments		
16	Performance of the internal and external auditor service	N	Annual	Review				✓				
17	Regularity self-Assessment Questionnaire (RSAQ)	Y	Annual	Rec to approve	✓R							
18	Audited Annual Report and Financial Statements Statement of regularity, propriety and compliance Assurance report on regularity. External auditors' management letter. Annual report of the Audit and Risk Committee. Subsidiary audited accounts. Finance Record. Student Union Accounts included.	Y	Annual	Rec to approve		✓R						
19	Sector updates from the auditors	Y	Standing item	Review	✓	✓		✓				
Governance												
20	Terms of reference Membership Cycle of Business Review of effectiveness	Y	Annual	Rec to approve Review	✓R ✓ ✓R ✓			✓R ✓R ✓R ✓				
Policies												
21	Annual returns compliance. Register of interests	Y	Annual	Review	✓							
22	Policy Framework	N	Annual	Review	✓							
23	Counter Fraud, Bribery and Corruption Policy	Y	Every 3 years	Approve	✓A							Last approved September 2023
24	Freedom of Speech Policy	Y	Every 3 years	Approve	✓A							Last approved July 2023
25	General Data Protection Regulation (GDPR) Policy	Y	TBC	Approve	✓A							
26	Risk Management Policy (including risk appetite)	Y	Annual	Rec to approve				✓R				Last approved February 2024
27	Value for money strategy	Y	Every 3 years	Approve								Moved to FRC

										Approved October 2024
28	Whistleblowing Policy and Procedure	Y	Every 3 years	Approve				√A		Last approved March 2023
Finance and Resources Committee										
Meeting dates for 2024-5 are: Wednesday 2 October 2024 (Autumn 1) Thursday 21 November (2024) – first item only 17.00-17.30 - on annual accounts joint with Audit and Risk Committee (Autumn 2)					Monday 25 November 2024 (Autumn 2) Wednesday 5 March 2025 (Spring 1) Monday 16 June 2025 (Summer)					
	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments
1	Welcome, apologies and declarations of interest	Y	Standing item	Note	✓	✓	✓		✓	
2	Minutes and matters arising	Y	Standing item	Approve	√A	√A	√A		√A	
3	Written resolutions	Y	Standing item	Note	✓	✓	✓		✓	
	Setting targets and performance against strategic priorities – KPIs for People and Place in the Community and Finance	Y	Annual	Rec to approve	✓	√R	✓		✓	Targets reviewed and set at the January 2024 strategy day. Review in November 2024
HR and people										
4	HR Annual report and updates	N	Standing item	Review	✓	✓	✓		✓	
5	HR Strategy	Y	Annual review and monitor KPIs as a standing item	Review	✓	✓	✓		✓	Strategy in place from March 2024. Monitoring against KPIs at each meeting
6	Gender Pay Gap report	Y	Annual	Review			✓			
7	Trade Union facility time	Y	Annual	Note					✓	
8	Staff voice reporting	N	Annual survey and standing item	Review	✓ survey	✓	✓		✓	

	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)		Comments
Estates and Capital Projects											
9	Estates Vision and Strategy 2023/4-2024/9	Y	Annual	Approve Review	✓						Review the strategy in the Autumn term
10	Estates updates and FEED (including health and safety and environment and sustainability)	Y	Standing item	✓	✓	✓	✓				
11	Capital projects and updates. Reporting from the Capital Projects Steering Group (CPSG)	N	Standing item	Review	✓	✓	✓		✓		
12	Health and Safety Annual Report	Y	Annual	Review	✓ Annual						Reporting on H&S comes through the Estates report.
13	Environment and sustainability Strategy and updates.	Y	Annual	Rec to approve	✓R						Reporting from the Environment and Sustainability Group (ESG) comes through the Estates report.
IT and Digital											
14	ICT Strategy and updates. Cyber security	Y	Annual Standing item	Approve Review	✓R	✓	✓		✓		Reporting from the IT and AI Working Groups
Finance											
15	Finance Report Management Accounts Including: Compliance with MPM and returns; Value for Money and Procurement; Financial Health; Bank Covenants; Risks and Opportunities.	Y	Standing item	Review	✓	✓	✓		✓		
16	Budget initial assumptions	Y	Annual	Review			✓				

17	Draft Budget	Y	Annual	Rec to approve					√R	
	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments
18	Audited Annual Report and Financial Statements Statement of regularity, propriety and compliance Assurance report on regularity. External auditors' management letter. Subsidiary audited accounts. Finance Record. Student union accounts.	Y	Annual	Rec to Approve		√A				
19	College Financial Forecasting Return (CFFR)	Y	Annual	Approve					✓	Submission in July coming out of approved budget in Summer
20	Pay framework and pay awards	Y	Annual	Rec to approve		√A				Timing depends on sector negotiations
21	Procurement Annual Report	Y	Annual	Review		✓				
22	Enrolment and budget	N	Annual	Review		✓				
23	Curriculum Plan contributions	N	Annual	Review			✓			
24	Subcontracting Subcontracting Strategy 2022-25 (including Policy) Subcontracting Arrangements 2024-5	Y	Standing item Annual Annual	Review Rec to approve Rec to approve	✓	✓	✓		✓ √R √R	In 2024 the Strategy came to the Spring meeting to meet the Subcontracting Standard from ESFA
25	Risks relevant to the Committee	Y	Standing item	Review	✓	✓	✓		✓	
Governance										
26	Terms of reference Membership Cycle of Business	Y	Annual	Rec to approve and review	√R ✓ √R ✓				√R ✓ √R ✓	In 2024 the terms of reference, membership and

	Review of effectiveness										review will come to the October meeting and June meeting.
	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments	
Policies											
27	Financial Regulations	Y	Annual	Rec to approve					√R	Policy approved in June 2024	
28	Treasury Management Policy	Y	Annual	Rec to approve		√R				Policy approved in May 2024	
29	Reserves Policy	Y	Annual	Rec to approve		√R				Policy approved in May 2024	
30	Fees Policy (FE) HE Fees	Y	Annual Annual	Rec to approve	√R				√R	Policy approved in March 2023 HE to come to Autumn 1	
31	LGPS Discretions Policy	Y	Annual	Approve			√A			Policy approved in February 2023	
32	*Corporate Social Responsibility Policy	N	Annual	Approve	√R					Came to 27 March 2023 in draft form	
33	Environment and Sustainability Policy	Y	Annual	Rec to approve	√R					New policy to be drafted	
34	Business Continuity, Disaster Recovery and Emergency Plan	N	Annual	Note	√					Plan approved through Exec Committee and update to Autumn 1	
35	Supply Chain Fees and Charging Policy (in Strategy)	Y	Annual	Rec to approve					√R	Included in the Strategy which came to the Spring 2 meeting in 2024 to meet the	

										Subcontracting Standard from ESFA
	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments
										
36	Health and Safety Policy	Y	Annual	Rec to approve	√R					Policy approved in March 2022
37	Preventing Hidden Labour and Exploitation Policy Annual Statement	Y	Every three years Annual	Approve			√A		√A Annual statement	Policy approved in July 2023
38	Staff Disciplinary Policy	Y	Every three years	Rec to approve					√R	Policy approved in June 2024
39	Staff Grievance Procedures	Y	Every three years	Rec to approve	√R					Policy approved in October 2024
40	Capability Policy and Procedure	Y	Every five years	Approve			√A			Policy approved in October 2024
41	Staff Code of Conduct	Y	Every three years	Rec to approve					√R	Policy approved in June 2024
42	Register of interests – football sponsorship – annual register of attendance at matches, college lead and stakeholder	N	Annual	Review					√	New item requested at the triumvirate meeting

Quality and Standards Committee										
Meeting dates for 2024-25: Tuesday 24 September 2024 (Autumn 1) Tuesday 19 November 2024 (Autumn 2)					Tuesday 11 March 2025 (Spring 1) Tuesday 10 June 2025 (Summer)					
	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments
1	Welcome, apologies and declarations of interest	Y	Standing item	Note	✓	✓	✓		✓	
2	Minutes and matters arising	Y	Standing item	Approve	✓A	✓A	✓A		✓A	
3	Written resolutions	Y	Standing item	Note	✓	✓	✓		✓	
4	Safeguarding and prevent	Y	Standing item	Review	✓	✓	✓		✓	
5	Equality Diversity and Inclusion	Y	Standing item	Review	✓	✓	✓		✓	
6	Group data summary report 2023-4 year-end	Y	Annual	Review	✓					
7	Setting targets and performance against strategic priorities – KPIs for Quality of Education	Y	Annual Standing item	Rec to approve Review	✓	✓	✓		✓	Change in policy so targets can be set at any time.
8	Quality Improvement Plan	Y	Standing item	Review	✓	✓	✓		✓	(September meeting – 2023-4 completion and 2024-5 Plan)
9	Risks – quality and performance	Y	Standing item	Review	✓	✓	✓		✓	
10	Employer Engagement report	N	Twice a year	Review	✓		✓			
11	Sustainability in the Curriculum	N	Annual	Review	✓					
12	Careers Information Advice and Guidance Strategy	N	Annual	Review			✓			CEIAG strategy presented in Jan/Mar 2024
13	TLA report Including CEIAG	N	Standing	Review		✓	✓		✓	
14	Curriculum Planning process and update	N	Annual	Review	✓		✓			
15	Curriculum Planning final position/forecast including T Levels	N	Annual				✓			

	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments	
16	Curriculum Planning and Resource Strategy 2023-5-2025-7	Y	Every four years	Review	✓					Approved at Board July 2023 and annual update	
17	Quality of Education reports: 16-18 Adults including subcontracting Apprenticeships HE High Needs	N	Standing item	Review	✓	✓	✓		✓	November meeting to include end of year and in year data. June meeting to include predictions	
18	HE Self-Assessment Document	Y	Annual	Rec to approve			✓R				
19	T Level report	N	Twice a year	Review	✓		✓				
20	Marketing and Learner Recruitment	N	Standing item	Review	✓	✓	✓		✓		
21	Progression	N	Annual	Review			✓			Destinations and intended progression	
22	Progression Data - Destinations	N	Annual	Review					✓		
23	Group performance against national data – benchmarking	N	Annual	Review			✓				
24	Self-Assessment Report (SAR) validation	Y	Annual	Rec to approve		✓R					
25	Compliments and Complaints	N	Annual	Review	✓					Increase if required	
Governance											
27	Terms of reference Membership Cycle of Business Review of effectiveness	Y	Annual	Rec to approve and review	✓R				✓R	In 2024 the terms of reference will come to the September	

										meeting and June meeting.
	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments
Policies										
28	Safeguarding for all Policy	Y	Annual	Rec to approve	√R					
29	Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) Policy and action plan and updates	Y	Annual	Rec to approve	√R					
30	Feedback and Complaints Policy	Y	Annual	Approve						
31	Admissions Policy	Y	Annual	Approve			√A			
32	Student Union Constitution	Y	Every 5 years	Rec to approve	√R					
33	Arrangements for Obtaining the Views of Staff and Students	Y	Every 3 years	Approve	√A					
35	Student Engagement Strategy	N		Approve						
36	Stakeholder Engagement Strategy	N		Approve						Approved in December 2022. Review the impact through Q&S

Search, Governance and Remuneration Committee										
Meeting dates for 2024-5:										
11 September 2024 (Autumn 1)					22 January 2025 (Spring 1)					
27 November 2024 (Autumn 2)					12 May 2025 (Spring 2)					
	Item	Statutory	Frequency	Action	Autumn 1	Autumn 2	Spring 1	Spring 2 (Apr-May)	Summer	Comments

	Cycle of Business Review of effectiveness			Review							to the September meeting and June meeting.
Policies											
21	Instruments and Articles of Government	Y	Every 2 years	Rec to approve			√R				
22	Standing Orders	N	Every 2 years	Rec to approve			√R				
23	Scheme of delegation	N	Every 2 years	Approve	√A						
24	Code of Conduct	Y	Annual	Approve	√A						Dependent on release date from Eversheds
25	Complaints Against the Board	Y	Every 2 years	Approve				√A			
26	Public Values Statement	Y	Every 4 years	Approve			√A				In line with Strategic Plan
27	AoC Code of Good Governance for English Colleges	Y	Once	Rec to approve							Adopted 30 May 2024
28	AoC Senior Postholder Remuneration Code	Y	Once	Rec to approve							Adopted 17 May 2022
29	Governor Expenses Policy	Y	Every 2 years	Approve	√A						
30	Governor Recruitment and Succession Planning Policy	N	Every 2 years	Approve	√A						
31	Appointment Procedure for the Chair and Vice Chair	Y	Every 2 years	Approve			√A				
	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments	
32	Role descriptions (Chair, Vice Chair, independent governor, co-opted governor)	Y	Every 2 years	Approve	√A						

33	Process for the election of staff governors	Y	Every 2 years	Approve	√A					Included in the Recruitment and Succession Planning Policy
34	Process for the appointment of student governors	Y	Every 2 years		√A					
35	Procedure on Removal of a Governor from Office	Y	Every 2 years	Approve		√A				
36	New Governor Mentoring Policy	N	Every 2 years	Approve	√A					
37	Protocol for Governor visits	N	Every 2 years	Approve	√A					
38	Governor Link Scheme	N	Every 2 years	Approve	√A			✓		
39	Declarations of interest, eligibility to be a Board member, fit and proper person statement	Y	Annual	Completion	√A					Annual return overseen by the Audit and Risk Committee
40	Remuneration Policy for SPHs	Y	Every 3 years	Rec to approve		√R				
41	Disciplinary Procedure for SPHs	Y	Every 3 years	Rec to approve		√R				
42	Grievance Procedure for SPHs	Y	Every 3 years	Rec to approve		√R				
43	Guidance on Grievances Against SPHs	N	Every 3 years	Rec to approve		√R				
44	Capability Procedure for SPHs	Y	Every 3 years	Rec to approve		√R				

Capital Projects Steering Group (time limited committee)	
Meeting dates for 2024-5: 19 September 2024 (Autumn 1) 14 November 2024 (Autumn 2) 27 February 2025 (Spring 1)	22 May 2025 (Spring 2) 9 July 2025 (Summer)

	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments
1	Welcome, apologies and declarations of interest	Y	Standing item	Note	✓		✓	✓	✓	
2	Minutes and matters arising	Y	Standing item	Approve	✓A		✓A	✓A	✓A	
3	Written resolutions	Y	Standing item	Note	✓		✓	✓	✓	
4	Project Manager reports	Y	Standing item	Review	✓	✓	✓	✓	✓	
5	Terms of reference Membership Cycle of Business Review of effectiveness	Y	Annual	Rec to approve Review	✓R			✓R		In 2024 the terms of reference will come to the September meeting and June meeting.