

## Item 10.1 - Cycle of Business 2022-23 for Richmond upon Thames College Board

Additional strategic and business items to be added in addition to the cycle as required. Merger progress is a standing item and items are subject to change dependent on the timeline for dissolution. With the current proposed dissolution date of 31 October 2022 all RuTC governance matters will be ready at the autumn committee meetings for handover to the merged college governance structure. If there is a further delay to merger a cycle for the year will be produced for approval.

Policies update – merger workstreams have completed the following policies which have been considered by the Joint Steering Group. These are: Board approved policies - Equality, Diversity and Inclusion policy, Preventing Terrorism and Radicalisation policy, Safeguarding policy and College approved policies - Learner Involvement Strategy, Admissions policy, Student Charter policy,

### Cycle of Business – RuTC Board





<p><b>19 October 2022</b>  (deadline for papers 12 October)</p>	<p><b>14 December 2022</b> (deadline for papers 7 December)</p>		
<p><b>Standing items:</b> Chair’s introduction; Principal’s report, including stakeholder activity, Minutes and electronic resolutions; declarations of interest; QIP, reports on attendance, punctuality and behaviour, achievement and Value Added, apprenticeships, employability, student numbers, teaching learning and assessment, Safeguarding; KPI dashboard; management accounts; strategic risk register; ESFA items; reports from Committees and items for approval.</p>			
<p>1. Resolution to dissolve and transfer assets and liabilities to HCUC (based on a 31 October 2022 merger date) 2. Strategic Plan approval</p>	<p>1. College SAR 2021-22 2. QIP 3. Monitoring of KPIs 4. Student Voice 5. Safeguarding update</p>		

<ol style="list-style-type: none"> <li>3. Approval of KPI targets for 2022-23</li> <li>4. QIP for approval for 2022-23</li> <li>5. Student voice</li> <li>6. Annual Safeguarding report</li> <li>7. Emerging achievement rates</li> <li>8. Student numbers and enrolment</li> <li>9. Update on mental health and wellbeing</li> <li>10. H&amp;S report</li> <li>11. E&amp;D report and action plan</li> <li>12. Risk management report and risk register</li> <li>13. IT &amp; Resources Strategy update</li> <li>14. Cost rationalisation update if required</li> <li>15. Workforce Composition report</li> </ol> <p><b>Committee reports:</b> CRPG CQS ARC FRC SRP</p> <p><b>Policies:</b></p> <ol style="list-style-type: none"> <li>1. Child and Vulnerable Adult Protection Policy (annual)</li> <li>2. Senior Post Holder Grievance and Disciplinary Procedures (every 3 years)</li> </ol>	<ol style="list-style-type: none"> <li>6. Mental health and wellbeing update</li> <li>7. EDI update</li> <li>8. HE update</li> <li>9. College year-end audited accounts 2021-22 including financial statements and regularity auditor's management letter</li> <li>10. RuTC TS year end accounts</li> <li>11. SU year end accounts</li> <li>12. Annual Report of the Audit Committee</li> <li>13. RuTC Trading Services annual report</li> <li>14. IT and Resources Strategy</li> </ol> <p><b>Committee reports:</b> FRC Audit CQS CRPG SRP</p> <p><b>Policies:</b></p> <ol style="list-style-type: none"> <li>1. E&amp;D Policy and action plan (annual)</li> </ol>		
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3. Remuneration Policy for SPHs (every 3 years)			
4. Risk management Policy (annual)			
5. Health and Safety Policy (annual)			
6. Environmental and Sustainability Policy (every 3 years)			
7. GDPR Policy (annual)			
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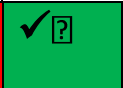


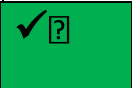


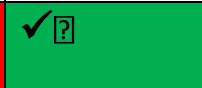


### Cycle of Business – Audit and Risk Committee

<b>28 September 2022</b> (deadline for papers 21 Sept)	<b>29 November 2022</b> (deadline for papers 22 Nov)		
<p><b>Standing items:</b> – Risk management, board assurance, schedule of outstanding internal and external audit recommendations, national developments in FE audit, internal and external audit reports, and the opportunity for the Audit Committee to meet with the internal/external auditors without management present, report on fraud and/or irregularities See internal audit plan for audit visits.</p>			
1. Self-Assessment Questionnaire (SAQ) for completion (carried from June 2022) 2. Risk management report (full risk register and annual report on risk management process) 3. Internal audit reports	5. College year end audited accounts 2021-22 including financial statements and regularity auditor’s management letter (jointly with Finance Committee) 6. RuTC TS financial statements and accounts		

<p>4. Risk deep dive</p> <p><b>Policies:</b></p> <ol style="list-style-type: none"> <li>1. Risk Management Policy</li> <li>2. GDPR process or policy (every 3 years)</li> <li>3. Anti Bribery policy</li> </ol>	<p>7. Annual report of the Audit Committee</p> <p>8. Internal audit report y/e 31 July 2022</p> <p>9. Risk deep dive</p> <p>10. Declarations of interest report</p> <p><b>Policies:</b></p>		
			
Comments:	Comments:	Comments:	Comments:

### Cycle of Business – Curriculum Quality and Standards Committee

<b>12 October 2022</b> (deadline for papers 5 October)	<b>23 November 2022</b> (deadline for papers 16 Nov)		
Standing items – Curriculum and Quality (QIP, reports on attendance, punctuality and behaviour, achievement and Value Added, apprenticeships, employability,); student numbers, performance, teaching learning and assessment, Safeguarding; monitoring KPIs relating to CQS; Complaints report; Student Voice and Staff Voice - reports from staff representative bodies and surveys; risk register; IT/digital strategy jointly with FRC			
<ol style="list-style-type: none"> <li>1. QIP for approval for 2022-23</li> <li>2. Student voice</li> <li>3. Annual Safeguarding report</li> <li>4. Update on mental health and wellbeing</li> </ol>	<ol style="list-style-type: none"> <li>1. College Self-Assessment Report 2021-22</li> <li>2. QIP</li> <li>3. CQS KPIs</li> <li>4. Student Voice</li> <li>5. Safeguarding update</li> <li>6. Emergent Curriculum Plan for 2023-24</li> </ol>		

<p>5. Equality and Diversity Report and Single Equality Action Plan</p> <p>6. Approval of CQS KPI targets for 2022-23</p> <p>7. Emerging achievement rates</p> <p>8. Student numbers and enrolment</p> <p>9. Update on HE</p> <p>10. Draft College Self-Assessment Report 2021-22 – process and timelines</p> <p><b>Policies:</b></p> <p>1. Child and Vulnerable Adult Protection Policy (annual)</p>	<p>7. HE updates and HE Quality Report</p> <p>8. Summary reports of Curriculum Performance Reviews</p> <p>9. Work Experience and Employability</p> <p>10.Apprenticeships update</p> <p>11.Student numbers and enrolment</p>										
											
<p>Comments:</p> <p>Additional item on SEN requested by RS</p>			<p>Comments:</p>			<p>Comments:</p>			<p>Comments:</p>		

**Cycle of Business for 2021-22 – College Redevelopment Project Group** – refer to live STEM Centre project programme for details and dates will be populated with business through the year.

<p><b>20 September 2022</b> (deadline for papers 13 Sept)</p>	<p><b>8 November 2022</b> (deadline for papers 1 Nov)</p>	
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Standing items: Project management report including progress against timelines and budget; project risk register; legal, consultant and contractor reports and presentations; reports on partnerships with third parties; reports on stakeholder communications; reports on marketing and communication strategies; review and oversight of contractual arrangements; appointment of consultants and contractors; oversight of legal contracts and agreements and variations with third parties; design of the new buildings and the site RIBA stage 3; oversight of the decant.

All of the above are carried out in line with the delegations detailed in the terms of reference and within the limits of the Financial Regulations.

Fusion report			Fusion report					
✓			✓			✓		
Comments:			Comments:			Comments:		

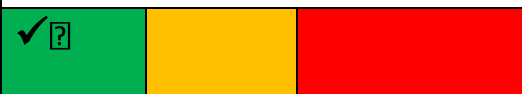



**Cycle of Business – Finance and Resources Committee**

<b>11 October 2022</b> (deadline for papers 4 Oct)	<b>22 November 2022</b> (deadline for papers 15 Nov)		
Standing items – monitoring KPIs relating to finance and HR, HR report and exceptions, monitoring of income generation areas, oversight of RuTC TS, IT and Estates update, management accounts, risk management and risk register; IT/digital strategy jointly with FRC			
<ol style="list-style-type: none"> <li>1. Annual HR report 2021-22</li> <li>2. HR &amp; OD Development Plan for 2022-23</li> <li>3. Workforce Composition Report for 2021-22</li> <li>4. Gender pay gap reporting</li> <li>5. Health and Safety Report</li> </ol>	<ol style="list-style-type: none"> <li>1.College year end audited accounts 2021-22 including financial statements and regularity auditor’s management letter (jointly with Audit Committee)</li> <li>3.SPH and governor expenses</li> <li>4.Pay award for staff update</li> <li>5. IT and Resources Strategy</li> </ol>		

<p>6. Annual reporting requirement on trade union facility time data</p> <p>7. Approval of FRC and HR KPI targets for 2022-23</p> <p>8. Draft management Accounts July 2022</p> <p>9. IT and Resources Strategy update</p> <p><b>Policies:</b></p> <p>1. Health and Safety Policy (annual)</p> <p>2. Environmental and Sustainability Policy update</p>	<p><b>Policies:</b></p>										
<p>Comments:</p>	<p>Comments:</p>	<p>Comments:</p>	<p>Comments:</p>								

**Cycle of Business – Search, Remuneration and Performance Committee**

<p><b>27 September 2022</b></p> <p>(deadline for papers 20 September)</p>			
<p>Standing items: governor attendance, governor activity, succession planning, membership and renewals, board profile, updates on national policy/legislative developments affecting governance, governance issues identified during internal/external audit</p>			
<p>1. Self-assessment analysis, outcomes and actions</p>			

<p>2. Review of independence of Head of Governance</p> <p>3. Review against governance codes</p> <p>4. Finalisation of RuTC governance and items to pass to the post merger governance action plan</p> <p>5. Annual SRP report for the Board</p> <p><b>Remuneration matters:</b></p> <p>10. Performance of senior post holders, review of pay and terms and conditions</p> <p>11. Mapping against the AoC College Senior Post Holder Remuneration Code</p> <p>12. Monitoring and review of changes in the sector relating to pension arrangements for senior staff, remuneration of chairs/governors</p> <p><b>Policies:</b></p> <p>1. Governor Succession policy (every 3 years)</p> <p>2. Governor Expenses policy (every 3 years)</p> <p>3. Remuneration Policy for SPHs (AoC) (every 3 years)</p> <p>4. SPH Disciplinary and Grievance Procedures (AoC) (every 3 years)</p>			
			
<p>Comments:</p>	<p>Comments:</p>	<p>Comments:</p>	<p>Comments:</p>



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