

Corporation Cycle of Business and Scheme of Delegation 2025/26



Annual Cycle - Decision level

Items in colour form the annual cycle of business / Items in bold go from relevant committee to Corporation

Corporation/Committees						Who?: Chair, Principal, Exec, DofG
Function/Task	Compliance/Performance/ Assurance = C/P/A	Meeting Cycles				
<p>September/October - previous year's indicative performance and planning for the current year</p> <p>November/December – Annual Members Report and Financial Statements and SAR.</p> <p>Spring term – Standard cycle of business</p> <p>Summer term – year-end projections, budget setting and self-assessment</p>						
All Corporation and committee meetings		Term 1	Term 2	Term 3		
Receive Apologies and Declarations of Interest	C - IA/SO's	X	X	X	DofG	
Approve Minutes						
Consider Matters Arising and Monitor Actions						
Review of Policy and Strategy across Corporation and Committees (see policy framework)	C/A	X	X	X	Exec & DofG	

Corporation		Term 1	Term 2	Term 3	
Appoint all governors and offices of Corporation	C - IA	X	X	X	
Appoint, suspend or dismiss Principal or Senior Postholder & Director of Governance (DofG)	C - IA, Disc/Grievance/Appeals	As required			
Determine framework for pay and conditions of staff	C - IA	X			
Receive Principal's Report	Performance/Assurance	X	X	X	
Review of Strategy, mission, educational character/purpose	C IA			X	
Approve and Monitor College performance against Strategic Plan/Annual Plan and Targets and Transformational Projects	A	X	X	X	
Approve Accountability Agreement and how well the College meets local needs	C FHEA 1992			X	
Review Public Benefit	C			X	
Oversight that the College website meets statutory requirements	C -Jisc document, govt guide				
Consider and approve strategies and policies as set out in the policy framework		X	X	X	
Approve E&D Annual Review and Objectives and Single Equality Scheme	C - Equality Law	X			
Review Confidential Reports/Minutes for retention or release	A	X			
Review of Governance Framework Documents – approval of changes to IA/SO's/CToR/Delegation	C IA	As required		X	DofG
Approve Corporation Calendar, Cycle/ Scheme of Delegation	BP	As required		X	
Call Special Meetings	IA	As required			

Undertake Corporation Annual Self-Assessment	C GGG		X	X	
Undertake External Board Review (every 3 years)	C		X		
Receive Link Governor Updates – Governor Feedback	A	X	X	X	
Publication of approved non-confidential/restricted minutes	C- IA	Termly			DofG
Maintain the College Seal	C-IA	Constant			DofG
Signing of the Annual Members Report and Financial Statements	C - ACOP/Accounts Direction	X			Principal and Chair

Committees

Function/Task	Compliance/ Performance/ Assurance = C/P/A	Meeting Cycles			Chair, Principal, Exec, DofG	Rec'd to Corp'n
		Term 1	Term 2	Term 3		
Audit Committee						
Recommend to Corporation Approval of an Audit Plan and any subsequent changes to this plan	C	X		X		X
Receive External Auditor Plan	C Audit guide			X		
Review Internal Audit Performance Indicators	A/P	X				
Review External Audit Performance Indicators	A/P		X			
Monitor the policy for audit services (tendering, appointment, reappointment, dismissal and remuneration)	Audit guide /Professional standards		X			
Appoint Internal Auditors	A	In accordance with policy and appointments.				X
Appoint External Auditors	C Audit guide					X
Notify DfE of resignation or removal of auditors	C Audit guide				Exec	X
Recommend the Letter of Representation to the Corporation	C					X
Sign the Letter of Representation					Chair	
Receive Audit Reports	A	X	X	X		
Monitor progress on audit Recommendations	A	X	X	X		
Formulate the Risk Register	A				Executive	

Recommend Approval of Risk Assessment Policy, Register and Plan noting risks outside the risk appetite	C - Audit guide	X				X
Undertake Risk Assessment Monitoring	A	X	X	X		
Review Prevent Risk Assessment	C - Counter Terrorism and Security Act 2015	X	X	X		
Consider Regularity Audit Self-Assessment	C-Funding Contract			X		
Consider Compliance with Conditions of Funding Self-Assessment	C-Funding Contract		X			
Review and rto Corporation Report against Code of Governance	C - AMR, Code			X		
Review and rAudit Committee Annual Report	C - Audit guide	X				X
Receive and recommend to Corporation External Audit Findings Report	C - Audit guide	X				X
Review and recommend to Corporation approval of the Annual Members Report and Financial Statements	C - Audit guide /Accounts Direction	X				X
Receive Audit of Pension Contributions	C - Accounts Direction	X				
Monitor GDPR and FOI	C - GDP Regs and FOI Act	X	X	X		
Oversee compliance with OfS conditions of registration	C - OfS			X		
Review and approve policies as set out in the policy framework	C - Fraud Act 2006 C - H&SW Act 1974 C - DfE	X	X	X		
Review and recommend for approval to the Corporation policies and strategies as set out in the policy framework	C - Fraud Act 2006	X	X	X		X

	C - H&SW Act 1974 C - DfE					
Approve minor/immaterial updates to policies	C	As required			Comm Chair	

Function/Task	Compliance/ Performance/ Assurance = C/P/A	Meeting Cycles			Chair, Principal, Exec, DofG	Rec'd to Corp'n
		Term 1	Term 2	Term 3		
Finance and Resources Committee						
Review and recommend Annual Budget and Three Year Financial Plan for Corporation approval	C – IA/ Funding			X		X
Monitor Budget and risks to model	A	X	X	X		
Monitor Management Accounts	A	X	X	X		
Annual Financial Statements inc SU Accounts		X				
Approve the appointment of bankers/banking arrangements		As required.				
Receive the HCE Memorandum and recommend the treatment of the Gift Aid Covenant to Corporation	C - Accounts Direction			X		X
Oversee/Monitor Performance of HCE Ltd – impact on College financial Position	P	X	X	X	HCE Dir/ Exec	
Recommend to Corporation and Monitor Performance against Financial Targets	A	X	X	X		X
Receive updates on estates, capital and IT, and have oversight of the delivery of key capital projects	A	X	X	X		
Review and approve policies as set out in the policy framework	C	X	X	X		

Review and recommend for approval to the Corporation policies and strategies as set out in the policy framework	C	X	X	X		X
Approve Costing the Curriculum Report	A			X		
Approve revisions to Student Financial Support, management of bursary and hardship funds	C-Funding Agreement			X		
Approve the Value for Money Report	C- Financial Regs			X		
Approve minor/immaterial updates to policies	C	As required			Comm chair	
Consider due diligence and recommend to Corporation decisions regarding new ventures, mergers or disaggregation/property purchases/disposal.	C- FRegs/IA MPM, Financial Handbook DfE/HM Treasury approval requirements	As required				X
Review and recommend to Corporation approval of Financial Regulations (inc financial delegation)	C-MPM DfE/HM Treasury approval requirements			X		X
Approve expenditure in accordance with financial regs	C	As required			Principal /Chair	
Recommend to Corporation all borrowing and loans	C	As required				X

	DfE/HM Treasury approval requirements					
Recommendations to Corporation on considering Staff Pay Review for approval of a staff pay award		X		X		X
Recommend to Corporation any material changes to the Single Pay Spine		As required				X
Monitor and report to Corporation where necessary regarding settlement agreements	C MPM DfE/HM Treasury approval requirements	As required				X
Monitor Pension Updates	A -Financial Statements Audit			X		

Function/Task	Compliance/ Performance/ Assurance = C/P/A	Meeting Cycles			Chair, Principal, Exec, DofG	Rec'd to Corp'n
Remuneration Committee		Term 1	Term 2	Term 3		
Receive SPH Appraisal outcomes	A/P	X				
Recommend to Corporation SPH Remuneration and conditions	C – IA MPM DfE/HM Treasury approval requirements	X				X
Recommend to Corporation an Annual SPH Remuneration Report and statement from which to be published	C – SPH Code Gov't Guidance	X				X

Function/Task	Compliance/ Performance/ Assurance = C/P/A	Meeting Cycles			Chair, Principal, Exec, DofG	Rec'd to Corp'n
		Term 1	Term 2	Term 3		
Students Curriculum and Quality Committee						
Recommend to Corporation SAR and HE SAR	P	X				X
Recommend to Corporation the QIP (incl HE)	P	X				X
Monitor the QIP	P	X	X	X		
Monitor any PIAP	P	X	X	X		
Monitor Student Performance and Achievement incl retention, attendance, progress, equality and diversity, Value Added	P	X	X	X		
Monitor Learning Teaching and Assessment Report	P	X	X	X		
Monitor Staff Development Report	P	X	X	X		
Monitor Courses under Notice of Improvement	P	X	X	X		
Monitor Pastoral Report including conduct, safeguarding and wellbeing, and British Values/Prevent	P	X	X	X		
Review and recommend for approval to the Corporation policies and strategies as set out in the policy framework	C	X	X	X		X
Review and approve policies and strategies as set out in the policy framework	C	X	X	X		
Receive Careers Plan/Review	C Careers Statutory Guidance	X				

Review of Performance against plan	P	X	X	X		
Recommend to Corporation Curriculum Review Report	C			X		X
Monitor Student Complaints Review	A	X				
Monitor HE provision and OfS/HE Compliance	C- OfS	X	X	X		
Monitor Stakeholder engagement (particularly Learner Voice)	C/A	X	X	X		

Function/Task	Compliance/ Performance/ Assurance = C/P/A	Meeting Cycles			Chair, Principal, Exec, DofG	Rec'd to Corp'n
		Term 1	Term 2	Term 3		
Personnel Committee						
Appointment of non SPH staff		X	X	X	Exec	
Central Record of staff recruitment and checks	Compliance- Safeguarding	X	X	X	Exec	
Determine Staffing Levels		X	X	X	Principal	
Review of Salary Structure		As required			Exec	
Annual Staff Appraisals (non SPH)				X	Exec	
Undertake senior postholder appraisals (non-Principal and DofG)	P			X	Principal	
Undertake Principal and DofG appraisals	P			X	Chair	
Review and report SPH appraisal outcomes to the Remuneration Committee and Corporation	C / P	X				X
Establish and monitor procedures for SPH discipline, conduct and grievance	CPA	X	X	X		
Insurance and Personal liability		As required.			Exec	
Recommend to Corporation material changes to staff contracts and the Pay Spine	C	As required.				X
Receive the HR Annual Report incl E&D data	A	X				
Review of Performance against Targets	P	X	X	X		
Monitor Staff Development Report inc Safeguarding and Prevent	A	X	X	X		

Monitor Safeguarding and recommend to Corporation reports on Safer Recruitment of Staff	C/A	X	X	X	Exec	X
Monitor staff data	A/P	X	X	X		
Consider impact/action regarding changes to legislation	C	As required.				
Recommend to Corporation Governance Recruitment and Appointments	C - IA	As required				X
Report to the Corporation on effectiveness of governor recruitment	P	X	X	X		X
Monitor and advise the Corporation on Membership, skills, roles/offices and succession planning	C IA	X	X	X		
Monitor Member attendance		X			DofG / Chair	
Lead on Governor Self-Assessment and Reporting	C - GGG			X		X
Monitor Governor Development/Training	C/P -ESFA	X	X	X		
Review and recommend for approval Governor Role Descriptions	P/BP	As required			DofG	X
Maintain a Register of Interests (full update annually)	C - Regs	X	X	X	DofG	

Appeals Committee		Term 1	Term 2	Term 3	
Hear and determine if an appeal is upheld.	C	As required			
Grievance Committee		Term 1	Term 2	Term 3	
Hear and determine if a grievance is upheld.	C	As required			