

RNN Group Board and Committee Annual Cycle of Business 2025-6

Board

Meeting dates for 2025-6 are:

Wednesday 22 October 2025 (Autumn 1)
 Wednesday 10 December 2025 (Autumn 2)
 Wednesday 25 March 2026 (Spring 1)
 Tuesday 30 June 2026 (Summer)

Strategy events:

Tuesday 23 September 2025 – strategy all day (Autumn 1)
 Wednesday 25 March 2026 – 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	Approved in June 2025
	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
9.	Performance against strategic priorities - KPIs and targets	N	Standing item	Approve Review	✓	✓	✓		✓	
10.	Self-Assessment Report (SAR)	Y	Annual	Approve		✓A				
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.	Governor visits/Link governor feedback	N	Standing item	Note	✓	✓	✓		✓	

Audit and Risk Committee

Meeting dates for 2025-6 are:

Wednesday 17 September 2025

Thursday 20 November 2025 (joint at the start with Finance and Resources Committee)

Tuesday 17 March 2026 (holding date)

Thursday 21 May 2026

	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	✓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 risk scrutiny items	Y	Standing item	Review		✓	✓	✓	✓		
10	Fraud, irregularity and whistleblowing	Y	Standing item	Review		✓	✓	✓	✓		

11	Managing Public Money (MPM) compliance tracker	Y	Standing item	Review		✓	✓	✓	✓		
	Item	Statutory	Frequency	Action		Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments
12	Further Education Estates Planning (FEEP) compliance	Y	Standing item	Review		✓	✓	✓	✓		
13	Opportunities register	N	Standing item	Review					✓		Moved to an annual report for 2025-6
14	Tendering and appointment of internal and external audit service	Y	As required	Rec to approve			✓R				
15	Performance of the internal and external auditor service	N	Annual	Review			✓				
16	Regularity self-Assessment Questionnaire (RSAQ)	Y	Annual	Rec to approve		✓R					
17	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				
18	Sector updates from the auditors	Y	Standing item	Review		✓	✓	✓	✓		
19	Information Governance report	N				✓					Audit action point from 2024-5

20	Governor visits/link governor feedback	N	Standing item	Review		✓	✓	✓	✓		
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Governance

21	Terms of reference Membership Cycle of Business Review of effectiveness	Y	Annual	Rec to approve Review					✓R ✓R ✓R ✓		
	Item	Statutory	Frequency	Action		Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments

Policies

22	Annual returns compliance. Register of interests	Y	Annual	Review		✓	✓				
23	Policy Framework	N	Annual	Review		✓					
24	Counter Fraud, Bribery and Corruption Policy	Y	Annual	Approve					✓R		
25	Freedom of Speech Policy	Y	Every 3 years	Approve		✓A					
26	General Data Protection Regulation (GDPR) Policy including compliance reporting from the Information Governance team	Y	Annual	Approve		✓A					
27	Risk Management Policy (including risk appetite)	Y	Annual	Rec to approve					✓R		
28	Whistleblowing Policy and Procedure	Y	Annual	Approve		✓A					
29	Freedom of Information publication scheme https://www.rnngroup.co.uk/info-type/freedom-of-information/	Y	Every 3 years	Note			✓				

Finance and Resources Committee

Tuesday 7 October 2025 (Autumn 1)

Thursday 20 November 2025 (first item only on annual accounts joint with Audit and Risk Committee)

Tuesday 2 December 2025 (Autumn 2)

Wednesday 4 March 2026 (Spring 1)

Wednesday 17 June 2026 (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	✓		✓	

HR and people

4	HR Annual report and updates	N	Standing item	Review	✓	✓	✓		✓	
5	HR Strategy and monitoring	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	Survey outcomes and standing item	Review	✓	✓	✓		✓	

	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments
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Estates and Capital Projects

9	Estates Vision and Strategy 2023/4-2024/9	Y	Annual	Approve Review	✓					
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	✓	✓	✓		✓	Held in case the Group reconvenes
12	Health and Safety Annual Report Standing item	Y	Annual Standing item	Review	✓ Annual report	✓	✓			Reporting on H&S comes through the Estates report.
13	Environment and sustainability Strategy and updates.	Y	Annual Standing item	Rec to approve	✓R	✓	✓		✓	

IT and Digital

14	IT Strategy (Including cyber security)	Y	Annual Standing item	Approve Review	✓R	✓	✓		✓	
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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	
18	Audited Annual Report and Financial Statements Statement of regularity, propriety and compliance Assurance report on regularity.	Y	Annual	Rec to Approve		✓A				

	External auditors' management letter. Subsidiary audited accounts. Finance Record. Student union accounts.									
	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments
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				Pay award resolution after FRC to the Board
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	
25	Apprenticeships (added from November 2024 as a standalone item)	N	Standing item	Review	✓	✓	✓		✓	Introduced from November 2024 for a limited period
26	Contracts over £250k	Y	Standing item	Approve	✓	✓	✓		✓	
27	Risks relevant to the Committee	Y	Standing item	Review	✓	✓	✓		✓	
28	Reporting from task and finish groups	N	Standing item	Review	✓	✓	✓		✓	
29	Governor visits/link governor feedback	N	Standing item	Information	✓	✓	✓	✓	✓	

Governance

30	Terms of reference Membership Cycle of Business Review of effectiveness	Y	Annual	Rec to approve and review					✓ ✓ ✓	
	Item	Statutory	Frequency	Action	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec)	Spring 1 (Jan-Mar)	Spring 2 (Apr-May)	Summer (June)	Comments

Policies

31	Financial Regulations	Y	Annual	Rec to approve					✓R	
32	Treasury Management Policy	Y	Annual	Rec to approve			✓R			
33	Reserves Policy	Y	Annual	Rec to approve			✓R			
34	Fees Policy (FE) HE Fees	Y	Annual Annual	Rec to approve					FE HE ✓R	
35	Support for Continuing Studies Policy	Y	Annual	Approve		✓A				
36	LGPS Discretions Policy	Y	Annual	Approve			✓A			
37	*Corporate Social Responsibility Policy	N	Annual	Approve		✓R				New policy to be drafted
38	Environment and Sustainability Policy	Y	Annual	Rec to approve	✓R					New policy to be drafted
39	Business Continuity, Disaster Recovery and Emergency Plan	N	Annual	Note	✓					
40	Supply Chain Fees and Charging Policy (in Strategy)	Y	Annual	Rec to approve					✓R	
41	Health and Safety Policy	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 can include RAG rating for completion or deferred. Link to risk register or strategic plan, date of policy approval
42	Preventing Hidden Labour and Exploitation Policy Annual Statement	Y	Every three years Annual	Rec to approve		√R				
43	Staff Disciplinary Policy	Y	Every three years	Rec to approve					√R	
44	Staff Grievance Procedures	Y	Every three years	Rec to approve	√R					
45	Capability Policy and Procedure	Y	Every five years	Approve		√R	√R			
46	Staff Code of Conduct	Y	Every three years	Rec to approve					√R	
47	Procurement Policy	Y		Rec to approve		√R				
48	Register of interests – football sponsorship – annual register of attendance at matches, college lead and stakeholder	N	Annual	Review					√	

Quality and Standards Committee

Meeting dates for 2025-6:

Tuesday 30 September 2025 (Autumn 1)

Tuesday 25 November 2025 (Autumn 2)

Tuesday 10 March 2026 (Spring 1)

Tuesday 16 June 2026 (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 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	✓	✓	✓		✓	
8	Quality Improvement Plan	Y	Standing item	Review	✓	✓	✓		✓	
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			✓			
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	✓					
17	Quality of Education reports: 16-18 Adults including subcontracting Apprenticeships HE High Needs English and Maths (Task and Finish Group)	N	Standing item	Review	✓	✓	✓		✓	
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	Destinations and intended Progression	N	Annual	Review					✓	
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
26	Governor visits/link governor feedback	N	Standing item	Information	✓	✓	✓			
27	Access and Participation Plan	Y	As required						✓R	

	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
28	NSS Survey results	N	As required							

Governance

29	Terms of reference Membership Cycle of Business Review of effectiveness	Y	Annual	Rec to approve and review					√R	
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Policies

30	Safeguarding for all Policy	Y	Annual	Rec to approve	√R					
31	Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) Policy and action plan and updates	Y	Annual	Rec to approve	√R					
32	Feedback and Complaints Policy	Y	Annual	Approve	√					Summary of complaints and feedback – not policy
33	Admissions Policy	Y	Annual	Approve					√A	
34	Student Union Constitution	Y	Every 5 years	Rec to approve	√R		√R			
35	Arrangements for Obtaining the Views of Staff and Students	Y	Every 3 years	Approve	√A	√A				
36	Student Engagement Strategy	N		Approve		√A	√A			
37	Stakeholder Engagement Strategy	N		Approve		√			√	

Search, Governance and Remuneration Committee

Meeting dates for 2025-6:

29 September 2025 (Autumn 1)

Holding date after 2 December 2025 FRC for pay award discussion and recommendation if required (Autumn 2)

Wednesday 28 January 2026 (Spring 1)

Monday 11 May 2026 (Spring 2)

	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		
3	Written resolutions	Y	Standing item	Note	✓		✓	✓		
4	Membership	N	Standing item	Review	✓		✓	✓		
5	Succession planning	N	Standing item	Review	✓		✓	✓		
6	Board and Committee structure and meetings schedule	N	Annual	Review			✓			
7	Self-assessment	N	Standing item	Review	✓		✓	✓		
8	External Governance Review	Y	Every 3 years	Review	✓		✓	✓		Due by 2027
9	Governance Improvement Plan	N	Standing item	Review	✓		✓	✓		
10	Mapping against the AoC Code of Good Governance for English Colleges	Y	Standing item	Review	✓		✓			
11	Governance publications and legislation	Y	As required	Review	✓		✓	✓		
12	Governor development and engagement	N	Standing item	Review	✓		✓	✓		
13	Attendance	Y	Standing item	Review	✓		✓	✓		
14	Independence of the Director of Governance	Y	Annual	Review				✓		
15	Strategy day planning				✓		✓			
16	Governance budget	Y	Standing item	Review	✓			✓		
17	Risk	N	Standing item	Review	✓		✓	✓		

Remuneration matters

18	SPH target setting	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
19	SPH year-end performance review	Y	Annual	Review	√		√ mid year	√ mid year		
20	SPH pay and terms and conditions	Y	Annual	Rec to approve	√R	√R holding date				
21	SPH Remuneration Annual Report	Y	Annual	Approve	√A					
22	SPH expenses and pay reporting	N	Standing item	Review	√	√	√	√		In response to Weston report

Governance

23	Terms of reference Membership Cycle of Business Review of effectiveness	Y	Annual	Rec to approve Review				√R		
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Policies

24	Instruments and Articles of Government	Y	Every 2years	Rec to approve			√R			
25	Standing Orders	N	Every 2 years	Rec to approve			√R			
26	Scheme of delegation	N	Every 2 years	Approve	√A					
27	Code of Conduct	Y	Annual	Approve	√A					Dependent on release date from Eversheds
28	Complaints Against the Board	Y	Every 2 years	Approve				√A		
29	Public Values Statement	Y	Every 4 years	Approve	√R					
30	AoC Code of Good Governance for English Colleges	Y	Once	Rec to approve						Adopted 30 May 2024

31	AoC Senior Postholder Remuneration Code	Y	Once	Rec to approve						Adopted 17 May 2022
32	Governor Expenses Policy	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
33	Governor Recruitment and Succession Planning Policy	N	Every 2 years	Approve	√A					
34	Appointment Procedure for the Chair and Vice Chair	Y	Every 2 years	Approve			√A			
35	Role descriptions (Chair, Vice Chair, independent governor, co-opted governor)	Y	Every 2 years	Approve	√A					
36	Process for the election of staff governors	Y	Every 2 years	Approve	√A					Included in the Recruitment and Succession Planning Policy
37	Process for the appointment of student governors	Y	Every 2 years		√A					
38	Procedure on Removal of a Governor from Office	Y	Every 2 years	Approve	√A					
39	New Governor Mentoring Policy	N	Every 2 years	Approve				√A		
40	Protocol for Governor visits	N	Every 2 years	Approve				√A		
41	Governor visits/link governor feedback	N	Standing item	Information	✓			✓		
42	Governor Link Scheme	N	Every 2 years	Approve	✓		√A	✓		
43	Declarations of interest, eligibility to be a Board member, fit and proper person statement	Y	Annual	Completion	√A					
44	Remuneration Policy for SPHs	Y	Every 3 years	Rec to approve	√R					
45	Disciplinary Procedure for SPHs	Y	Every 3 years	Rec to approve	√R					
46	Grievance Procedure for SPHs	Y	Every 3 years	Rec to approve	√R					