

DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24

**Board of Management**

<i>Date</i>	<i>Event</i>	<i>Agenda or Outcomes</i>	<i>Responsibility of</i>	<i>Notes</i>
w/b 21/08/2023	Board Development Day with SLT		All Board Members SLT Clerk	
31/08/2023	Declarations of Interest to be returned electronically		Clerk All Board Members	Once completed must be uploaded onto website
21/09/2023 13.30pm	Board Meeting	<ol style="list-style-type: none"> <li>1. Minutes and Matters arising of previous Board meeting</li> <li>2. Principal’s Report including:               <ul style="list-style-type: none"> <li>○ Overview</li> <li>○ Student recruitment and enrolment</li> <li>○ Update on Strategic Planning</li> <li>○ Review of Operational Plan</li> <li>○ KPIs</li> </ul> </li> <li>3. Minutes of Court</li> <li>4. Minutes of Regional Strategic Committee</li> <li>5. Minutes of Committee meetings</li> <li>6. Update on Curriculum and Learning</li> <li>7. Update on Organisational Development</li> <li>8. Update on Health and Safety</li> <li>9. Update on Finance</li> <li>10. Emerging Issues – Summary of Board and Committee Annual Evaluation for 2022-23</li> <li>11. Update on the Recruitment of Chair</li> <li>12. HISA Update</li> </ol>	Chair Principal Clerk Minute Secretary SLT	

**DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24**

		<ul style="list-style-type: none"> <li>13. Reserved Minutes and Matters arising of previous Board meeting</li> <li>14. Reserved minutes of Committee meetings</li> <li>15. Moray Growth Deal (Reserved)</li> <li>16. Commercial Income Strategy Progress Update</li> </ul>		
21/09/2023 12.00pm	Board Surgery	Opportunity for staff to meet with Board members privately to discuss issues of concern not able to be addressed by normal channels	Clerk Board Member	
06/10/2023	Graduation	Held at Elgin Town Hall – 2 ceremonies – AM&PM	All Board members invited	
31/10/2023 13.30pm	Board Meeting	<ul style="list-style-type: none"> <li>1. Minutes of previous Board meeting</li> <li>2. Principal’s Report <ul style="list-style-type: none"> <li>○ Student recruitment and enrolment</li> <li>○ Refined KPI’s</li> <li>○ Operational Plan 2023-24</li> <li>○ Strategic Planning</li> <li>○ Health and Safety Update including incident report</li> </ul> </li> <li>3. Minutes of Court</li> <li>4. Minutes of Partnership Council</li> <li>5. Minutes of Committee meetings</li> <li>6. Update on Curriculum and Learning <ul style="list-style-type: none"> <li>○ EREP Update</li> </ul> </li> <li>7. Update on Organisational Development</li> <li>8. Estates Update</li> <li>9. Finance Update</li> <li>10. Policies Update</li> <li>11. HISA Update</li> <li>12. Emerging Issues</li> <li>13. Reserved Minutes and Matters arising of previous Board meeting</li> </ul>	Chair Principal Clerk Minute Secretary SLT	

**DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24**

		<ul style="list-style-type: none"> <li>14. Reserved minutes of Committee meetings</li> <li>15. Statement of Compliance with Code of Good Governance</li> <li>16. Moray Growth Deal (Reserved)</li> <li>17. Any other Reserved matters</li> </ul>		
31/10/2023 12.00pm	Board Surgery	Opportunity for staff to meet with Board members privately to discuss issues of concern not able to be addressed by normal channels	Clerk Board Member	
14/12/2023 13.30pm	Board Meeting	<ul style="list-style-type: none"> <li>1. Minutes and Matters arising of previous Board meeting</li> <li>2. Principal's Report <ul style="list-style-type: none"> <li>o Student Recruitment and enrolment</li> <li>o Refined KPI's</li> <li>o Operational Plan 2023-24</li> <li>o Strategic Planning</li> <li>o Health and Safety Update including incident report</li> </ul> </li> <li>3. Minutes of Court</li> <li>4. Minutes of Partnership Council</li> <li>5. Minutes of Committee meetings</li> <li>6. Learning and Teaching Update</li> <li>7. Annual Health and Safety Report</li> <li>8. Sign off Health and Safety Policy Statement (Annually)</li> <li>9. Finance Update</li> <li>10. HISA Update</li> <li>11. Policies Due for Review</li> <li>12. Student Early Experience Survey</li> <li>13. EREP Final Report</li> <li>14. Annual Report on Complaints and Red Button</li> <li>15. Annual External Audit Report</li> <li>16. Emerging Issues</li> </ul>	Chair Principal Clerk Minute Secretary SLT	

**DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24**

		<ul style="list-style-type: none"> <li>17. Annual Financial Statements and Report 2022-23</li> <li>18. Reserved Minutes and Matters arising of previous Board meeting</li> <li>19. Reserved Minutes of Committee meetings</li> <li>20. Moray Growth Deal (Reserved)</li> </ul>		
14/12/2023 12.00pm	Board Surgery	Opportunity for staff to meet with Board members privately to discuss issues of concern not able to be addressed by normal channels	Clerk Board Member	
21/03/2024 13.30pm	Board Meeting	<ul style="list-style-type: none"> <li>1. Minutes and Matters arising of previous Board Meeting</li> <li>2. Principal’s Report <ul style="list-style-type: none"> <li>o Student recruitment and enrolment</li> <li>o Refined KPI’s</li> <li>o Operational Plan 2023-24</li> <li>o Strategic Planning</li> <li>o Health and Safety Update including incident report</li> </ul> </li> <li>3. Minutes of Court</li> <li>4. Minutes of Partnership Council</li> <li>5. Minutes of Committee meetings</li> <li>6. Learning and Teaching Update</li> <li>7. Finance Update</li> <li>8. HISA Update</li> <li>9. Policies due for Review:</li> <li>10. External Audit Report</li> <li>11. Internal audit Report</li> <li>12. Audit Committee’s annual Report to the Board</li> <li>13. Annual Statutory Accounts</li> <li>14. Emerging Issues</li> <li>15. Reserved Minutes and Matters arising of previous Board meeting</li> <li>16. Reserved Minutes of Committee meetings</li> </ul>	Chair Principal Clerk Minute Secretary SLT	

**DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24**

		17. Moray Growth Deal (Reserved)		
21/03/2024 12.00pm	Board Surgery	Opportunity for staff to meet with Board member privately to discuss issues of concern not able to be addressed by normal channels	Clerk Board Member	
20/06/2024 13.30pm	Board Meeting	<ol style="list-style-type: none"> <li>1. Minutes and Matters arising of previous Board Meeting</li> <li>2. Principal’s Report <ul style="list-style-type: none"> <li>o Student recruitment and enrolment</li> <li>o Refined KPI’s</li> <li>o Operational Plan 2024-25</li> <li>o Strategic Planning</li> <li>o Health and Safety Update including incident report</li> </ul> </li> <li>3. Minutes of Court</li> <li>4. Minutes of Partnership Council</li> <li>5. Minutes of Committee meetings</li> <li>6. Learning and Teaching Update</li> <li>7. Finance Update</li> <li>8. Policies Due for Review</li> <li>9. Student Satisfaction and Engagement Survey</li> <li>10. Annual Board Evaluation Report</li> <li>11. HISA Update</li> <li>12. Emerging Issues</li> <li>13. Reserved Minutes and Matters arising of previous Board meeting</li> <li>14. Reserved Minutes of Committee meetings</li> <li>15. Moray Growth Deal (Reserved)</li> <li>16. Evaluation of Chair of the Board</li> </ol>	Chair Principal Clerk Minute Secretary	
20/06/2024 12.00pm	Board Surgery	Opportunity for staff to meet with Board member privately to discuss issues of concern not able to be addressed by normal channels	Board Member Clerk	

**DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24**

20/06/2024	Board Development Meetings	One-to-One Development Meetings and Training Plans	Chair Vice Chair Clerk	Schedule of development meetings to be circulated
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**DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24**

***Audit Committee***

<i>Date</i>	<i>Event</i>	<i>Agenda or Outcomes</i>	<i>Responsibility of</i>	<i>Notes</i>
02/10/2023 13.00pm	Audit Committee	Private Meeting between Audit Committee and Internal Auditors	Convenor Audit Committee members Internal Auditors	
02/10/2023 13.30pm	Audit Committee meeting	<ol style="list-style-type: none"> <li>1. Minutes and Matters arising of previous meeting</li> <li>2. Emerging Issues</li> <li>3. Internal Audit Plan 2023-24</li> <li>4. Internal Audit Progress Reports 2022-23</li> <li>5. Internal Audit Reports               <ul style="list-style-type: none"> <li>o Status of remaining plan(s) for 2022-23</li> </ul> </li> <li>6. Risk Register and Risk Appetite</li> <li>7. Update on Status of Audit Register</li> <li>8. Update on Status of Policy Schedule               <ul style="list-style-type: none"> <li>o Summary overview on status of all policies</li> </ul> </li> <li>9. Update on UHI Joint AP’s Audit Committee</li> <li>10. Draft Letter to Deloitte to Those Charged with Governance</li> <li>11. Annual Paper on Fraud</li> <li>12. Review of Committee’s work planning</li> <li>13. Draft Annual Audit Report to the Board</li> <li>14. NAO Good Practice Guide – Managing Climate Change Risks</li> <li>15. Review of Compliance with Code of Good Governance Checklist</li> </ol>	Convenor FD Internal Auditors External Auditors Clerk Minute Secretary	

**DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24**

		16. Reserved Minutes and Matters arising of previous meeting		
28/11/2023 13.00pm	Audit Committee	Private Meeting between Audit Committee and External Auditors	Convenor Audit Committee members External Auditors	
28/11/2023 13.30pm	Joint Audit and Finance & General Purposes Committee meeting	<ol style="list-style-type: none"> <li>1. External Audit: Draft Report on the 2022-23 Audit</li> <li>2. Statutory Accounts 2022-23</li> </ol>	Convenor FD Internal Auditors External Auditors Clerk Minute Secretary	
28/11/2023 Following on from the above	Audit Committee	<ol style="list-style-type: none"> <li>1. Minutes and Matters arising of previous meeting</li> <li>2. Emerging Issues</li> <li>3. Update on Audit Register</li> <li>4. Risk Register</li> <li>5. Internal Audit: Annual Report to the Board of Management and Principal on the provision of Audit Services 2022-23</li> <li>6. Internal Audit Plan 2023-24 and supporting timeline</li> <li>7. Internal Audit Reports:</li> <li>8. Report on Staff Development from Staff Governance Committee</li> <li>9. Policy Schedule               <ul style="list-style-type: none"> <li>o Plan and Timeline</li> </ul> </li> <li>10. Audit Committee's Draft Annual Report to the Board of Management 2022-23</li> <li>11. Annual Procurement Report from F&amp;GP</li> <li>12. Final version of completed checklist for Code of Good Governance</li> </ol>	Convenor FD Internal Auditors External Auditors Clerk Minute Secretary	



**DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24**

		<ul style="list-style-type: none"> <li>13. Letter to External Auditors to those charged with Governance</li> <li>14. Board and Committee Evaluation Report</li> <li>15. Reserved Minutes and Matters arising of previous meeting</li> </ul>		
01/02/2024 13.30pm	Audit Committee meeting	<ul style="list-style-type: none"> <li>1. Minutes and Matters arising of previous meeting</li> <li>2. Emerging Issues</li> <li>3. Update on Audit Register</li> <li>4. Risk Register</li> <li>5. Internal Audit Plan 2023-24</li> <li>6. Internal Audit Progress Reports 2023-24</li> <li>7. Status of Policies</li> <li>8. Audit Committee Effectiveness Review</li> <li>9. Reserved Minutes and Matters arising of previous meeting</li> </ul>	<ul style="list-style-type: none"> <li>Convenor</li> <li>FD</li> <li>Internal Auditors</li> <li>Clerk</li> <li>Minute Secretary</li> </ul>	
23/05/2024 13.30pm	Audit Committee meeting	<ul style="list-style-type: none"> <li>1. Minutes and Matters arising of previous meeting</li> <li>2. Emerging Issues</li> <li>3. Update on Audit Register</li> <li>4. Risk Register</li> <li>5. Internal Audit Progress Reports for 2023-24</li> <li>6. Internal Audit Plan for 2023-24</li> <li>7. External Audit: Annual Audit Plan for 2023-24</li> <li>8. NFI Update (if applicable)</li> <li>9. Status of Policies</li> <li>10. Report to Committee on OSCR Return</li> <li>11. Reserved Minutes and Matters arising of previous meeting</li> </ul>	<ul style="list-style-type: none"> <li>Convenor</li> <li>FD</li> <li>Internal Auditors</li> <li>External Auditors</li> <li>Clerk</li> <li>Minute Secretary</li> </ul>	

DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24

**Staff Governance Committee**

<i>Date</i>	<i>Event</i>	<i>Agenda or Outcomes</i>	<i>Responsibility of</i>	<i>Notes</i>
16/11/2023 13.30pm	Staff Governance Committee	<ol style="list-style-type: none"> <li>1. Minutes and Matter arising of previous meeting</li> <li>2. Minutes of Health and Safety meeting</li> <li>3. HR Director’s Report</li> <li>4. Whistleblowing cases</li> <li>5. Health and Safety Report</li> <li>6. Update on Culture and Values</li> <li>7. Policies due for Review</li> <li>8. Report on Staff Development Activities</li> <li>9. Emerging Issues</li> <li>10. Reserved Minutes and Matters arising of previous meeting</li> </ol>	Convenor HR Director (Officer) Committee Members Clerk	
18/01/2024 13.30pm	Staff Governance Committee	<ol style="list-style-type: none"> <li>1. Minutes and Matters arising of previous meeting</li> <li>2. Health and Safety               <ul style="list-style-type: none"> <li>o H&amp;S Report</li> <li>o Minutes of Health and Safety meeting</li> </ul> </li> <li>3. HR Director’s Report</li> <li>4. Update on Culture and Values</li> <li>5. Staff Development Update</li> <li>6. Policies due for Review</li> <li>7. Emerging Issues</li> <li>8. Reserved Minutes and Matters arising of previous meeting</li> </ol>	Convenor HR Director (Officer) Clerk Minute Secretary	
16/05/2024 13.30pm	Staff Governance Committee	<ol style="list-style-type: none"> <li>1. Minutes and Matters arising of previous meeting</li> <li>2. Minutes of Health and Safety meeting</li> <li>3. HR Director’s Report</li> </ol>	Convenor HR Director (Officer) Clerk Minute Secretary	

**DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24**

		<ol style="list-style-type: none"><li>4. Health and Safety Report</li><li>5. Update on Culture and Values</li><li>6. Policies due for Review</li><li>7. Annual Report on Staff Development</li><li>8. Emerging Issues</li><li>9. Reserved Minutes and Matters arising of previous meeting</li></ol>		
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DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24

**Finance and General Purposes Committee**

<i>Date</i>	<i>Event</i>	<i>Agenda or Outcomes</i>	<i>Responsibility of</i>	<i>Notes</i>
14/09/2023 09.30am	Finance & General Purposes Meeting	<ol style="list-style-type: none"> <li>1. Minutes of Previous Meeting</li> <li>2. Matters Arising of Previous Meeting</li> <li>3. Management Accounts to 31 July 2023</li> <li>4. Financial forecast Return</li> <li>5. Cash Flow</li> <li>6. Pension Update</li> <li>7. 2022-23 Budget Update</li> <li>8. Estates Update</li> <li>9. Emerging Issues</li> <li>10. Risk Register</li> <li>11. Policies due for Review</li> </ol>	Convenor FD Clerk Minute Secretary	
28/11/2023 13.30pm	Joint Audit and Finance & General Purposes Committee Meeting	<ol style="list-style-type: none"> <li>1. External Audit: Report on the 2022-23 Audit</li> <li>2. Draft UHI Moray Report and Accounts 2022-23</li> </ol>	Audit Convenor FD Internal Auditors External Auditors Clerk Minute Secretary	
07/03/2023 09.30am	Finance & General Purposes Committee Meeting	<ol style="list-style-type: none"> <li>1. Minutes of Previous Meeting</li> <li>2. Matters Arising of Previous Meeting</li> <li>3. 2022-23 Financial Forecast Return – comparison v budget</li> <li>4. Management Accounts to 31 January 2024</li> <li>5. 2024-25 Budget process update</li> <li>6. Estates Update</li> <li>7. Risk Register</li> <li>8. Emerging Issues</li> </ol>	Convenor FD Clerk Minute Secretary	

DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24

		<ul style="list-style-type: none"> <li>9. Policies due for Review</li> <li>10. Committee Effectiveness Review</li> </ul>		
06/06/2023 09.30am	Finance & General Purposes Committee Meeting	<ul style="list-style-type: none"> <li>1. Minutes of Previous Meeting</li> <li>2. Matters Arising of Previous Meeting</li> <li>3. Quarter 3 Management Accounts</li> <li>4. Cash Flow Forecast 2023-24</li> <li>5. Draft Financial Forecast Return 2023-24</li> <li>6. Emerging Issues</li> <li>7. Estates Update</li> <li>8. Risk Register</li> <li>9. Policies due for Review</li> </ul>	<ul style="list-style-type: none"> <li>Convenor</li> <li>FD</li> <li>Clerk</li> <li>Minute Secretary</li> </ul>	

DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24

**Learning Teaching & Quality Committee**

<i>Date</i>	<i>Event</i>	<i>Agenda or Outcomes</i>	<i>Responsibility of</i>	<i>Notes</i>
23/11/2023 13.30pm	LTQC Meeting	<ol style="list-style-type: none"> <li>1. Minutes of Previous Meeting</li> <li>2. EREP Final document for 2023-24</li> <li>3. CCM Report</li> <li>4. RIKE Report</li> <li>5. Learning and Teaching update</li> <li>6. Quality Cycle</li> <li>7. Student Early Experience Survey</li> <li>8. Update on Review of Curriculum</li> <li>9. MORAAGA</li> <li>10. Emerging Issues</li> <li>11. Policies due for Review</li> <li>12. CAMP Report</li> </ol>	Convenor Officer Clerk Minute Secretary Director of Learning and Teaching Director of Curriculum	
14/03/2023 13.30pm	LTQC Meeting	<ol style="list-style-type: none"> <li>1. Minutes of Previous Meetings</li> <li>2. CCM Report</li> <li>3. RIKE Report</li> <li>4. Learning and Teaching update</li> <li>5. Quality Cycle</li> <li>6. Update on Review of Curriculum</li> <li>7. MORAAGA</li> <li>8. Emerging Issues</li> <li>9. Policies due for Review</li> <li>10. CAMP Report</li> </ol>	Convenor Officer Clerk Minute Secretary Director of Learning and Teaching Director of Curriculum	
30/05/2023 13.30pm	LTQC Meeting	<ol style="list-style-type: none"> <li>1. Minutes of Previous Meetings</li> <li>2. CCM Report</li> <li>3. RIKE Report</li> <li>4. Learning and Teaching update</li> <li>5. Update on Review of Curriculum</li> <li>6. External Verification visit Outcomes</li> </ol>	Principal Officer Clerk Minute Secretary Director of Learning and Teaching	

**DRAFT BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2023/24**

		<ul style="list-style-type: none"> <li>7. Quality Cycle</li> <li>8. Student Survey</li> <li>9. MORAAGA</li> <li>10. Emerging Issues</li> <li>11. Policies due for Review</li> <li>12. CAMP Report</li> </ul>	Director of Curriculum	
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