*The* Henley College

**CORPORATION BOARD AND COMMITTEE MEETINGS SCHEDULE 2016-17**

All meetings are to be held in the Meetings Room, Deanfield Suite, unless otherwise notified.

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|  | **COMMITTEE** | **CHAIR** | **DATE** | **TIME** | **LOCATION** | **AGREE AGENDA ITEMS** | **PAPERS DESPATCHED** |
| **AUTUMN TERM 2016 – 9 SEPTEMBER – 16 DECEMBER** | | | | | | | |
|  | Estates Strategy | John Aspinall | Monday 19 September | 15.30 |  | Mon 12 Sep | Mon 12 Sep |
|  | Chairs of Committees | Jasminder Love | Monday 19 September | 18.30 |  |  |  |
|  | Governance & Search | Jasminder Love | Wednesday 21 September | 15.00 |  | Mon 12 Sep | Thurs 15 Sep |
|  | Quality, Standards & Planning (QSP) | Jasminder Love | Wednesday 21 September | 18.00 |  | Mon 12 Sep | Thurs 15 Sep |
|  | Remuneration | Jasminder Love | Monday 10 October | 15.00 |  | Thurs 22 Sep | Thurs 29 Sep |
|  | **CORPORATION** | Jasminder Love | **Monday 10 October** | **18.00** |  | **Mon 26 Sep** | **Thurs 29 Sept** |
| **HALF TERM 24 – 28 OCTOBER** | | | | | | | |
|  | QSP | Jasminder Love | Wednesday 9 November | 18.00 |  | Mon 31 Oct | Wed 2 Nov |
|  | Audit | Steve Forward | Monday 14 November | 09.00 |  | Mon 31 Oct | Mon 7Nov |
|  | Employment Policy | Mia Tritton | Thursday 17 November | 12.45 |  | Thurs 3 Nov | Thurs 10 Nov |
|  | Finance | Sam Juthani | Monday 21 November | 18.30 |  | Mon 7 Nov | Mon 14 Nov |
|  | Prevent Duty | Mohammed Khaliel | Monday 5 December | 15.00 |  | Mon 21 Nov | Thurs 24 Nov |
|  | **CORPORATION** | Jasminder Love | **Monday 5 December** | **18.00** |  | **Mon 21 Nov** | **Thurs 24 Nov** |
|  | **GOVERNOR AWAY DAY** |  | **Tuesday 13 December**  **(including Christmas dinner)** | **10.00 – 21.30** | Phyllis Court |  |  |
| **END OF TERM - 16 DECEMBER** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **SPRING TERM 2017 – 3 JANUARY – 7 APRIL** | | | | | | | |
|  | Governance & Search | Jasminder Love | Wednesday 18 January | 13.30 |  | Thurs 5 Jan | Wed 11 Jan |
|  | Estates Strategy | John Aspinall | Wednesday 18 January | 15.00 |  | Thurs 5 Jan | Wed 11 Jan |
|  | Stakeholder Engagement | Steve Forward | Monday 23 January | 15.30 |  | **Mon 9 Jan** | **Tues 17 Jan** |
|  | **CORPORATION (SAR)** | Jasminder Love | **Monday 23 January** | **18.00** |  | **Mon 9 Jan** | **Tues 17 Jan** |
|  | QSP | Jasminder Love | Monday 30 January | 18.00 |  | Mon 16 Jan | Mon 23 Jan |
|  | Prevent Duty | Mohammed Khaliel | Monday 6 February | 15.00 |  | Mon 23 Jan | Mon 30 Jan |
| **HALF TERM – 13 – 17 FEBRUARY** | | | | | | | |
|  | Employment Policy | Mia Tritton | Thursday 2 March | 12.45 |  | Thurs 9 Feb | Mon 23 Feb |
|  | Audit | Steve Forward | Monday 20 March | 09.00 |  | Mon 6 Mar | Mon 13 Mar |
|  | Finance | Sam Juthani | Monday 27 March | 18.30 |  | Mon 13 Mar | Mon 20 Mar |
|  | Remuneration (if reqd.) | Jasminder Love | Monday 3 April | 16.30 |  | Thurs 16 Mar | Thurs 23 Mar |
|  | **CORPORATION** | Jasminder Love | **Monday 3 April** | **18.00** |  | **Thurs 16 Mar** | **Thus 23 Mar** |
| **ENF OF TERM 7 APRIL** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **SUMMER TERM 24 APRIL – 14 JULY** | | | | | | | |
| **MAY BANK HOLIDAY MONDAY 1 MAY** | | | | | | | |
|  | Audit | Stephen Forward | Wednesday 3 May | 09.00 |  | Tues 25 Apr | Thurs 27 Apr |
|  | Prevent Duty | Mohammed Khaliel | Wednesday 3 May | 15.00 |  | Tues 25 Apr | Thurs 27 Apr |
|  | Stakeholder Engagement | TBA | Wednesday 3 May | 18.00 |  | Tues 25 Apr | Thurs 27 Apr |
|  | **CORPORATION (Training)** | Jasminder Love | **Monday 8 May** | **18.00** |  | **Tues 25 Apr** | **Thurs 27 Apr** |
|  | Estates Strategy | John Aspinall | Monday 22 May | 14.00 |  | Mon 8 May | Mon 15 May |
|  | QSP | Jasminder Love | Monday 22 May | 18.00 |  | Mon 8 May | Mon 15 May |
| **HALF TERM 29 MAY – 2 JUNE** | | | | | | | |
|  | Finance | Sam Juthani | Monday 12 June | 18.30 |  | Thurs 25 May | Mon 5 Jun |
|  | Employment Policy | Mia Tritton | Thursday 15 June | 12.45 |  | Thurs 25 May | Thurs 8 Jun |
|  | Remuneration (if reqd.) | Jasminder Love | Thursday 15 June | 15.00 |  | Thurs 25 May | Thurs 8 Jun |
|  | Governance & Search | Jasminder Love | Monday 19 June | 15.00 |  | Mon 5 Jun | Mon 12 Jun |
|  | Chairs of Committees | Jasminder Love | Monday 19 June | 18.00 |  |  |  |
|  | **CORPORATION** | Jasminder Love | **Monday 26 June** | **18.00** |  | **Mon 8 Jun** | **Thurs 15 Jun** |
| **END OF TERM – 14 JULY** | | | | | | | |

1. Papers for Corporation Meetings will normally be circulated 10 days in advance of each meeting both by post and email.
2. Papers for committees will be circulated 7 days in advance both by post and email. .
3. Calendar invites will be sent out and papers inserted into these invites as and when available.