				2021-22				2022-23				2023-24			
Agenda items	**Open / Closed meeting**	**Key Control:** FTCG (Foundation Trust Code of Governance). NHSI (NHS Improvement)	**Lead**	**Apr**	**Jul**	**Oct**	**Jan**	**Apr**	**Jul**	**Oct**	**Jan**	**Apr**	**Jul**	**Oct**	**Jan**
Routine reports															
Chairman's Report	Open	FTCG	Chairman	X	X	X	X	X	X	X	X	X	X	X	X
Chief Executive's Report	Open	FTCG	Chief Executive	X	X	X	X	X	X	X	X	X	X	X	X
Regulation and Assurance Committee	Open	NHS Act, FTCG	Committee Chair	X	X	X	X	X	X	X	X	X	X	X	X
Audit and Assurance Committee	Open	FTCG	Committee Chair	X		X		X		X		X		X	
Charitable Funds Committee	Open	FTCG	Committee Chair	X		X	X	X		X	X	X		X	X
Statutory Duties and Responsibilities															
Annual Effectiveness / Skills and Knowledge Audit	Open	FTCG	Associate Dir of CG / Board Secretary	X			X	X			X	X			X
Annual General Meeing/Annual members Meeting	Open	NHS Act, Constitution	Associate Dir of CG / Board Secretary	X	X										
Chair Appointment	Closed / Open	NHS Act, FTCG	NRC			X									
Chief Executive Appointment	Closed / Open	NHS Act, FTCG	Appointment Panel, Board NRC												
Code of Conduct	Open	Council of Governors Standing Order	Associate Dir of CG / Board Secretary	X								X			
Constitution Review	Open	NHS Act, FTCG	Associate Dir of CG / Board Secretary		X				X				X		
Council of Governors Governors NRC Terms of Reference	Open	NHS Act, FTCG	Associate Dir of CG / Board Secretary		X						X				X
Draft Quality Report Consultation	Closed / Open	NHSI Quality Report Production	Chief Medical Officer	X				X				X			
Engagement Policy	Open	NHSI, FTCG	Associate Dir of CG / Board Secretary									X			
Establishment of Working Group: Quality Report Locally Selected Indicator	Open	NHSI Annual Reporting Manual	Associate Dir of CG / Board Secretary			X				X				X	
External Auditor Appointment	Closed / Open	NHS Act, FTCG	Associate Dir of CG / Board Secretary								X	X			
Governors Terms of Reference	Open	NHS Act	Associate Dir of CG / Board Secretary				X				X				X
Induction Programme	Open	FTCG	Associate Dir of CG / Board Secretary		X			X							
Lead Governor Appointment	Closed / Open	NHSI, Constitution	Associate Dir of CG / Board Secretary	X								X			
Membership Strategy	Open	FTCG	Associate Dir of CG / Board Secretary		X										
NED / Chair Appointment Process	Open	NHS Act, FTGC	NRC		X										
NED / Chair Remuneration	Closed / Open	NHS Act, FTGC	NRC		X										
NED and Chair Appraisal Process	Open	NHS Act, FTCG	Associate Dir of CG / Board Secretary	X											
NED Appointment / Reappointment	Closed / Open	NHS Act, FTCG	NRC	X	X			X	X				X	X	
NHS Provider Licence Self Certification	Open	NHSI	Associate Dir of CG / Board Secretary	X											
NRC Membership Appointments	Closed / Open	Governors Standing Orders	Associate Dir of CG / Board Secretary			X				X			X		
NRC Report	Open	NHS Act, FTCG	Associate Dir of CG / Board Secretary	X	X	X	X	X	X	X	X	X	X	X	X
Operational Planning Annual Consultation	Open	NHS Act, FTCG	Director of Finance				X				X				X
Quality Report 2018/19: Locally selected Indicator for External Audit	Open	NHSI Annual Reporting Manual	Associate Dir of CG / Board Secretary				X				X				X
Report from the External Auditor (Quality Report/Annual Report and Accounts)	Open	NHSI Annual Reporting Manual	External Auditor			X				X				X	
Report on the Chair Appraisal Process	Open	NHS Act, FTCG	Senior Independent Director				X				X				X
Report on the NED Appraisal Process	Open	NHS Act, FTCG	Chairman			X				X				X	
Standing Orders	Open	NHS Act, FTCG	Associate Dir of CG / Board Secretary		X				X				X		
Vice-Chair Appointment	Closed / Open	Constitution	Associate Dir of CG / Board Secretary	X								X			
Work Programme	Open	FTCG	Associate Dir of CG / Board Secretary				X				X				X
Governor Development sessions (3 sessions x 2 hours) 2021-22		Lead	Date and time												
1. Chaplaincy	Closed session	Chief Nurse	tbc												
2. Operational Plan 2021/22 (provisional)	Closed session	Director of Finance	tbc												
3. Green Plan	Closed session	Director of Strategy & Integration	tbc												
4. tbc	Closed session														
5. tbc	Closed session														
6. tbc	Closed session														