

**Imperial College Students' Union
Board of Trustees / 16 September 2020**

Annual Calendar of Business

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- Purpose:** This paper sets of a thematic calendar of business for the Board of Trustees (and Finance and Risk Subcommittee) for the 2020/21 academic year.
- Summary:** On an annual basis in July, the Board should receive a proposed calendar for key business over the course of the year, including skeleton agendas. This gives senior staff and trustees adequate time and planning to ensure deadlines are met, as well as providing a shape for discussions over the course of the year.

1. Context

A slightly different (largely thematic) approach is suggested to the annual calendar for 2020/21, based on the following three reasons:

- i. The uncertainty posed by the COVID-19 pandemic, and the fact that challenges and risks are changing on a weekly basis.
- ii. The requirement for the organisation's governance to act quickly and with more agility than previous years.
- iii. The requirement for the new MD and wider SMT to understand current organisational issues in more detail before being able to propose more concrete solutions.
- iv. The requirement to engage more fully with key members of College's senior team.

Each meeting has therefore been given a number of 'strategic themes', with a limited number of likely papers.

Please note this is subject to change, and should be considered a dynamic document.

Annual Calendar of Business

Date	Meeting	Theme (s) / Key Purpose(s)	Potential Specific Items
14 Oct	F&R	<p>To consider the schedule for the development of a range of new financial policies.</p> <p>To consider the schedule for the development of a range of new H&S policies.</p> <p>To consider the schedule for the development of a range of new GDPR policies.</p> <p>To consider the most recent management accounts and make any suggestions for further structural changes.</p>	Policy Review Schedule
28 Oct	Board	<p>To approve the final 2020/21 budget and financial plan for the Union.</p> <p>To approve the timeline / terms of reference for the formal strategic review of the Union, focussed on the following major streams of work:</p> <ul style="list-style-type: none"> i. Strategy / Union Operating Model ii. Commercial Review iii. Staffing Review iv. Governance Review v. Buildings & Space Review <p>To consider an update on the policies review schedule agreed at F&R.</p>	<p>2020/21 Final Budget Reserves Policy</p> <p>Strategic Review Plan</p>
18 Nov	Board (informal)	To approve the 2019/20 Annual Report and consider action plan from the Audit Findings Report.	<p>AFR Action Plan</p> <p>2019/20 Annual Accounts & Trustees' Report</p>

09 Dec	Board	<p>To consider and approve the services and activities model for the Union for Term Two, considering the current and likely COVID-19 context.</p> <p>To consider the financial performance of the Union to date and agree any further changes to the budget.</p> <p>To consider and approve a new approach to 'risk management' within the Students' Union</p>	<p>Term Two Services & Activities Plan</p> <p>Q1 Management Accounts</p> <p>Risk Management Policy Strategic Risk Register Scheme of Delegation</p>
20 Jan	Board (informal)	Informal update on the operating plan for Term Two.	
03 Feb	F&R	<p>To approve a range of new policies relating to finance, H&S and GDPR.</p> <p>To consider the most recent management accounts and make any suggestions for further structural changes.</p>	Management Accounts & Financial Update
24 Feb	Board	<p>To approve a new strategic operating model for the Union, and associated review outcomes.</p> <p>To consider the results and approve the recommendations from a number of strategic reviews.</p> <p>To approve the budgeting principles for 2021/22.</p>	<p>2021-23 Strategic Plan</p> <p>Commercial Review Buildings & Space Review</p> <p>Budgeting Principles 2021/22</p>
17 Mar	F&R	<p>To approve a range of new policies relating to finance, H&S and GDPR.</p> <p>To consider the most recent management accounts and make any suggestions for further structural changes.</p> <p>To consider the initial draft of the 2021/22 Budget</p>	<p>Management Accounts & Financial Update</p> <p>2021/22 Draft Budget</p>

24 Mar	Board (informal)	Informal update on the successes and challenges of the second term.	
12 May	Board	<p>To consider a revised structure to the annual planning round process.</p> <p>To consider the results and approve the recommendations from a number of strategic reviews.</p> <p>To consider the annual report from the Returning Officer & Deputy Returning Officer</p>	<p>Annual Planning Round 2021/22</p> <p>Governance Review Staffing & Review</p> <p>RO & DRO Annual Report</p>
16 Jun	F&R	<p>To approve a range of new policies relating to finance, H&S and GDPR.</p> <p>To consider the most recent management accounts and make any suggestions for further structural changes.</p> <p>To consider the expected end of year financial results.</p> <p>To consider the annual Health & Safety Report.</p>	<p>Management Accounts & Financial Update</p> <p>Expected End of Year Outturn 2020/21</p> <p>2020/21 Annual H&S Report</p>
23 Jun	Board	<p>To consider the expected end of year financial results To approve the 2021/22 Budget.</p> <p>To approve the calendar of business and governance schedule for 2021/22.</p> <p>To consider the results of an annual membership satisfaction survey.</p> <p>To consider the draft text for the Trustees' Annual Report.</p> <p>To approve the annual PDR and associated objectives for the Managing Director, undertaken by the Chair & President.</p>	<p>Expected End of Year Outturn 2020/21 2021/22 Budget</p> <p>2021/22 Annual Calendar of Business Appointment of RO & DRO</p> <p>Rate Your Union 2021 Initial Results</p> <p>2020/21 Impact Report</p> <p>MD PDR and Annual Objectives</p>

07 July	Board (informal)	To consider outgoing reflections from Officer Trustees.	OT Reflections Paper
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