

**Imperial College Union  
Board of Trustees / 19 July 2023**

**Proposed Annual Calendar of Business 2023/24**

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Purpose: To consider the draft Annual Calendar of Business for Board and its standing subcommittees

**1. Summary**

The proposed calendar contains the dates that the Board and its proposed subcommittees will need to meet.

Specific agendas will be compiled between the Chair, President, MD and Governance & Democracy Coordinator, and will take into account other projects and decisions required.

All Board meetings are proposed to take place on Wednesdays 2-5pm. Board is expected to meet in person, with subcommittees meeting over MS Teams unless otherwise required.

Requests for Agenda Items by	Indicative Paper Deadline	Date	Meeting	Strategic	Financial	Governance/Risk	Other Cyclical Substantive Items
18 Aug	23 Aug	30 Aug	Finance, Audit & Risk		To note Draft year end update	To recommend a Strategic Risk Register Review	
24 Aug	30 Aug	6 Sep	Governance & Membership			To approve RO & DRO Appointment To approve Election Rules & Regulations To note Annual Complaint and Disciplinary Report To note Complaint and Disciplinary Panel Appointments	
31 Aug	8 Sep	19/20 Sep	Board/Away Day	To note Annual Operating Plan Summary To note Annual Balanced Scorecard	To note Final Financial Year End Position	To note Trustee responsibilities To note Strategic Risk Register Review	To approve OT Annual Objectives To approve MD Annual Objectives To note Annual H&S Report and approve recommendations
14 Oct	18 Oct	25 October	Finance, Audit & Risk		To recommend Draft Annual Accounts 2022/23 To note Draft Audit Findings Report To note September Management Accounts		To approve CSP Grant Allocation Framework 2024/25
13 Nov	17 Nov	29 Nov	Board		To approve Annual Accounts 2022/23 To note Audit Findings Report 2022/23 To note October Management Accounts		
12 Feb	16 Feb	28 Feb	Board	To approve Annual Planning Round Framework & Priorities	To note January Management Accounts	To approve Scheme of Delegation Annual Review	
18 Mar	20 Mar	27 Mar	Finance, Audit & Risk		To note February Management Accounts	To note Strategic Risk Register Review	To recommend Annual Casual Staff Pay Review
13 May	17 May	29 May	Board		To note April Management Accounts	To note Annual RO & DRO Report To approve Student Trustee Appointment	To note Staff Satisfaction Survey Results and approve recommendations To approve Annual Casual Staff Pay Review
19 June	21 June	28 June	Finance, Audit & Risk		To note 2023/24 Expected Outturn May Management Accounts To recommend 2024/25 Draft Budget		
8 July	12 July	24 July	Board	To note Annual Report & Balanced Scorecard 2023/24	To note 2023/24 Expected Outturn June Management Accounts To approve 2024/25 Final Budget	To approve Annual Calendar of Business 2024/25 including dates To note Board effectiveness review and approve recommendations	To approve Subcommittee ToR and Appointments