

**Imperial College Union
Board of Trustees / November 2023**

Annual Calendar of Business 2023/24 and 2024/25

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

1. Summary

The annual 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 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.

Indicative Paper Deadline	Date	Meeting	Strategic	Financial	Governance/Risk	Other Cyclical Substantive Items
Aug	30 Aug	Finance, Audit & Risk		To note Draft year end update	To recommend a Strategic Risk Register Review	
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	
Sep	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 Strategic Risk Register Review	To approve OT Annual Objectives To approve MD Annual Objectives
October	25 October	Finance, Audit & Risk		To recommend Draft Annual Accounts 2022/23 To note Draft Audit Findings Report To note September Management Accounts		
Nov	29 Nov	Board		To approve Annual Accounts 2022/23 To note Audit Findings Report 2022/23 To note October Management Accounts		To note Annual H&S Report and approve recommendations
Jan	31 Jan	Finance, Audit & Risk		To note Financial Reforecast		To approve CSP Grant Allocation Framework 2024/25
Feb	28 Feb	Board	To approve Annual Planning Round Framework & Priorities	To note January Management Accounts	To approve Scheme of Delegation Annual Review	
Mar	27 Mar	Finance, Audit & Risk		To note February Management Accounts	To note Strategic Risk Register Review	To recommend Annual Casual Staff Pay Review
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
June	28 June	Finance, Audit & Risk		To note 2023/24 Expected Outturn May Management Accounts To recommend 2024/25 Draft Budget		
July 2024	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

Indicative Paper Deadline	Date	Meeting	Strategic	Financial	Governance/Risk	Other Cyclical Substantive Items
Aug	28 Aug 2024	Finance, Audit & Risk		To note Draft year end update	To recommend a Strategic Risk Register Review	
Aug	4 Sep 2024	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	
Sep	18 Sep 2024	Board/Away Day	To note Annual Operating Plan Summary To note Annual Balanced Scorecard	To note Final Financial Year End Position	To note Strategic Risk Register Review	To approve OT Annual Objectives To approve MD Annual Objectives
October	23 Oct 2024	Finance, Audit & Risk		To recommend Draft Annual Accounts 2023/24 To note Draft Audit Findings Report To note September Management Accounts		
Nov	27 Nov 2024	Board		To approve Annual Accounts 2023/24 To note Audit Findings Report 2023/24 To note October Management Accounts		To note Annual H&S Report and approve recommendations
Jan	29 Jan 2025	Finance, Audit & Risk		To note Financial Reforecast		To approve CSP Grant Allocation Framework 2025/26
Feb	26 Feb 2025	Board	To approve Annual Planning Round Framework & Priorities	To note January Management Accounts	To approve Scheme of Delegation Annual Review	
Mar	26 Mar 2025	Finance, Audit & Risk		To note February Management Accounts	To note Strategic Risk Register Review	To recommend Annual Casual Staff Pay Review
May	28 May 2025	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
June	25 June 2025	Finance, Audit & Risk		To note 2024/25 Expected Outturn May Management Accounts To recommend 2025/26 Draft Budget		
July	23 July 2025	Board	To note Annual Report & Balanced Scorecard 2024/25	To note 2024/25 Expected Outturn June Management Accounts To approve 2025/26 Final Budget	To approve Annual Calendar of Business 2025/26 including dates To note Board effectiveness review and approve recommendations	To approve Subcommittee ToR and Appointments