

**Imperial College Union
Board of Trustees / September 2024**

Annual Calendar of Business 2024/25 & 2025/26

Author: Tom Newman (Managing Director)

Purpose: To note the 2024/25 and 2025/26 Annual Calendar of Business for Board and its standing subcommittees

Decision: To note

1. Summary

The annual calendar contains the dates that the Board and its subcommittees will need to meet for the academic years 2024/25 and 2025/26. This calendar was approved at the July 2024 meeting of the Board.

A summary of expected business is provided and updated each meeting to assure the Board of business covered. Specific agendas will be compiled between the Chair, President, MD and Governance & Executive Manager, and will take into account other projects and decisions required. Additional items linked to policy renewal timeframes will be added as applicable.

All Board meetings are 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	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 approve 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 note OT Annual Objectives To approve MD Annual Objectives To note Board effectiveness review and approve recommendations
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 To approve Student Trustee/ 2 nd College Council member recruitment process	
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 Appointments	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 Subcommittee ToR and Appointments To approve Freedom of Speech Code of Practice To approve Safeguarding Policy	To approve Annual Calendar of Business 2025/26 + 2026/27 including dates To note Board effectiveness review and approve recommendations

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Aug	3 Sep 2025	Governance & Membership			To approve RO & DRO Appointment To approve Election Rules & Regulations To note Annual Complaint and Disciplinary Report To approve Complaint and Disciplinary Panel Appointments	
Sep	17 Sep 2025	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 note OT Annual Objectives To approve MD Annual Objectives To note Board effectiveness review and approve recommendations
October	29 Oct 2025	Finance, Audit & Risk		To recommend Draft Annual Accounts 2024/25 To note Draft Audit Findings Report To note September Management Accounts		
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Jan	28 Jan 2026	Finance, Audit & Risk		To note Financial Reforecast		To approve CSP Grant Allocation Framework 2026/27
Feb	25 Feb 2026	Board	To approve Annual Planning Round Framework & Priorities	To note January Management Accounts	To approve Scheme of Delegation Annual Review To approve Student Trustee/ 2 nd College Council member recruitment process	
Mar	25 Mar 2026	Finance, Audit & Risk		To note February Management Accounts	To note Strategic Risk Register Review	To recommend Annual Casual Staff Pay Review
May	27 May 2026	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	24 June 2026	Finance, Audit & Risk		To note 2025/26 Expected Outturn May Management Accounts To recommend 2025/26 Draft Budget		
July	29 July 2026	Board	To note Annual Report & Balanced Scorecard 2025/26	To note 2025/26 Expected Outturn June Management Accounts To approve 2026/27 Final Budget	To approve Subcommittee ToR and Appointments To approve Freedom of Speech Code of Practice To approve Safeguarding Policy	To approve Annual Calendar of Business 2026/27 + 2027/28 including dates To note Board effectiveness review and approve recommendations