

Board of Management

Date of Meeting	Wednesday 11 March 2020
Paper No.	BoM5-B
Agenda Item	3.2
Subject of Paper	Board of Management Draft Calendar 2020-21
FOISA Status	Disclosable
Primary Contact	Paul Clark; College Secretary/Planning
Date of production	4 March 2020
Action	For Discussion/Decision

Recommendations

1. The Performance and Nominations Committee recommends To the Board, for approval, the Calendar of Board of Management and Board Committee meetings for 2020-21, subject to any agreed amendments.

1. Purpose of report

This is a draft schedule of Board of Management and Board Committee meetings for 2020-21, for approval by the Board of Management subject to any agreed changes.

2. Context

This draft has been prepared with reference to the Calendar of GCRB Board meetings and consultation with GCRB acting CE, previous CoGC Board Calendars, the required cycle of meetings, and the requirement for a number of approvals and submissions relating to the College's planning, reporting, and approvals cycle.

In summary the Calendar consists of:

1. Six meetings of the full Board of Management, including two all-day planning events (October 21st 2020 and February 17th 2020).
2. Three meetings of the Performance and Nominations Committee (PNC) between Board meetings (to facilitate delegated Board decisions/approvals). N.b. membership of PNC comprises Committee Conveners.
3. Three meetings of the Remuneration Committee; membership also comprises Committee Conveners.
4. A regular cycle of Board Committee meetings preceding full Board meetings, with, where possible, a minimum two-week interval between the end of the Committee cycle and the full Board meeting, as per established practice.
5. With minor exceptions, meeting days and times (usually 5pm) have been carried forward from 2019-20. However these are subject to review, to take account of Board members' circumstances and commitments, especially given the recent appointment of several Board members in 2019.
6. At the request of GCRB, the full Board meetings precede those of GCRB by two weeks, where possible, to enable reportage as necessary.
7. It had been noted that the cycle of the Audit, FPRC, and Board meetings in November/December had been too early in the Calendar year, resulting in a very tight timetable for the preparation of accounts and governance statements etc, with full external audit, prior to the required approvals. In response to this, the College Secretary has obtained agreement with GCRB to hold the CoGC Board meeting later in December in 2020 (i.e. 16th December). This is the most significant change to previous Calendars

3. Impact and implications

The pattern of meetings ensures a cycle of reportage from College Board Committees to the full Board, and related approvals, while meeting the Board's other obligations.

Appendix 1: CoGC Board of Management Draft Calendar 2020-21Draft v.3

- PNC - Performance & Nominations Committee
- FPRC - Finance and Physical Resources Committee
- LTC - Learning and Teaching Committee
- SSEC - Students, Staffing & Equalities Committee

Week beginning	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	Notes
2020					
Monday August 17					ROA guidance published
August 24			BOARD		
August 31					
September 7		LTC			
September 14			Audit		
September 21	PNC Remuneration				
September 28	College Closed		Art Fn. FPRC		Art Fn commences @ 1200 hrs
October 5					
October 12	October Holiday Week				
October 19			BOARD All Day		Includes Board mtg.
October 26			SSEC		
November 2			Development		
November 9					
November 16		LTC			Finalisation of annual accounts 19/20; Annual Report 19/20
November 23		Audit			
November 30	Graduation		FPRC		
December 7					
December 14			BOARD		19/20 Accounts - GCRB
December 21				Christmas Eve	
December 28	College Closed				
2021					Indicative funding for subsequent academic year published by SFC: PNC
January 4					
January 11					
January 18	PNC Remuneration				
January 25			SSEC		
February 1			Development		
February 8		LTC			
February 15			BOARD All Day		Includes Board mtg.
February 22			Audit		
March 1			Art Fn. FPRC		Art Fn commences @ 1200 hrs
March 8					
March 15					
March 22			BOARD		
March 29					
April 5	Easter Monday				
April 12	Spring Holiday				
April 19					
April 26	PNC Remuneration				
May 3			Development		
May 10	College Closed	LTC			
May 17			SSEC		
May 24			Audit		
May 31			Art Fn. FPRC		Art Fn commences @ 1200 hrs
June 7	College Closed				
June 14			BOARD		
June 21					