

## Board of Management

<b>Date of Meeting</b>	<b>Wednesday 30 March 2022</b>
<b>Paper No.</b>	<b>BoM3-C</b>
<b>Agenda Item</b>	<b>3.3</b>
<b>Subject of Paper</b>	<b>Board of Management Draft Calendar 2022-23</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Paul Clark; College Secretary/Planning</b>
<b>Date of production</b>	<b>24 March 2022</b>
<b>Action</b>	<b>For Approval</b>

### Recommendations

1. The draft Calendar of Board of Management and Board Committee meetings for 2022-23, is presented for approval, subject to any agreed amendments.

## **1. Purpose of report**

This is a draft schedule of Board of Management and Board Committee meetings for 2022-23, for approval by the Board of Management subject to any agreed changes.

## **2. Context**

This draft has been prepared with reference to previous CoGC Board and GCRB 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.

Some alterations to the regular cycle have been made to avoid clashes of GCC and GKC Audit meetings, and to permit sufficient time following External Audit between the Audit files work, and the AAC meetings in November 2022, as recommended by External Audit in 2021. Adjustments have also been made to the Learning and Teaching Committee cycle, as requested by the L&T Convener and VP Student Experience, to accommodate the Academic Board meeting cycle.

In summary the Calendar consists of:

1. Six meetings of the full Board of Management, including two planning events (October 19<sup>th</sup> 2022 and February 22<sup>nd</sup> 2023).
2. Four meetings of the Performance and Nominations Committee (PNC) between Board meetings (to facilitate delegated Board decisions/ approvals) including one summer meeting on 8 August in anticipation of required decisions prior to campus return for the new session. 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. This is not possible in November/December due to required approvals.
5. Meeting times and arrangements are subject to review, to take account of Board members' circumstances and commitments, and the pandemic situation.

### **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:**

- **Board of Management Draft Calendar 2022-23**
- **2021-22 Calendar for comparison**

- 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
<b>2022</b>					
Monday August 8	PNC				
August 15					
August 22			BOARD		
August 29					
September 5		Audit & Assr.			
September 12			FPRC		
September 19					
September 26	College Closed	LTC			
October 3	PNC Remuneration				
October 10			Development		
October 17	October Holiday Week				Planning Event & mtg
October 24			SSEC		
October 31			BOARD Planning		
November 7					
November 14					
November 21	Graduation	LTC			Finalisation of annual accounts 21/22 Annual Report 21/22
November 28		Audit & Assr.			
December 5			FPRC		
December 12			BOARD		21/22 Accounts - GCRB
December 19					
December 26	College Closed				
<b>2023</b>					
January 2	College Closed				Indicative funding for subsequent academic year published by SFC: PNC
January 9					
January 16					
January 23	PNC Remuneration				
January 30			SSEC		
February 6			Development		
February 13		LTC			
February 20			BOARD Planning		Planning session & mtg.
February 27					
March 6		Audit & Assr.			
March 13			FPRC		
March 20					
March 27			BOARD		
April 3	College Closed				
April 10	College Closed				
April 17					
April 24	PNC Remuneration				
May 1	College Closed		Development		
May 8		LTC			
May 15			SSEC		
May 22		Audit & Assr.			
May 29			FPRC		
June 5					
June 12					
June 19			BOARD		

- 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
<b>2021</b>					
Monday August 9			PNC		
August 16, 23					
August 30			BOARD		
September 6		LTC			
September 13			Audit		
September 20					
September 27	College Closed		FPRC		
October 4	PNC Remuneration				
October 11	October Holiday Week				
October 18					
October 25			SSEC		
November 1					
November 8					
November 15			BOARD Planning		PM: Planning Event & mtg
November 22	Graduation	Audit	LTC		Finalisation of annual accounts 20/21; Annual Report 20/21
November 29			FPRC		
December 6		Development (5pm)			
December 13			BOARD		20/21Accounts - GCRB
December 20					
December 27	College Closed				
<b>2022</b>					
January 3	College Closed				Indicative funding for subsequent academic year published by SFC: PNC
January 10					
January 17					
January 24	PNC Remuneration			FPRC (5pm)	Additional FPRC Meeting
January 31			SSEC		
February 7			Development		
February 14		LTC			
February 21			BOARD Planning		Planning session & mtg.
February 28			Audit		
March 7			FPRC		
March 14					
March 21			BOARD		
March 28					
April 4	College Closed				
April 11	College Closed				
April 18	Easter Monday				
April 25	PNC Remuneration				
May 2	College Closed		Development		
May 9		LTC			
May 16			SSEC		
May 23			Audit		
May 30			FPRC	College Closed (PH)	Platinum Jubilee 3 June
June 6					
June 13			BOARD		
June 20					