

## Board of Management Conveners' Committee

<b>Date of Meeting</b>	<b>28 August 2023</b>
<b>Paper No.</b>	<b>CC1-C</b>
<b>Agenda Item</b>	<b>3.3</b>
<b>Subject of Paper</b>	<b>Committee Schedule of Business AY 2023-24</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Drew McGowan College Secretary</b>
<b>Date of production</b>	<b>21 August 2023</b>
<b>Action</b>	<b>For Approval</b>

### **1. Recommendations**

- 1.1. To approve the Schedule of Business for the 2023-24 academic year.

## **2. Purpose**

- 2.1. To provide the Committee with an overview of planned business and papers for the current academic year and, subject to discussion and feedback, approve the schedule of business.

## **3. Consultation**

- 3.1. In preparing the enclosed Schedule of Business for the Committee, the College Secretary has consulted the Convener and all colleagues who are scheduled to provide reports to the Committee.

## **4. Key Insights**

- 4.1. The Schedule of Business helps the Board and the Committee plan and prioritise its work and the reports and presentations members will consider throughout the year. By standing items and specific meeting dates, the document confirms the subject, lead, report type and action required.
- 4.2. While the Schedule of Business outlines anticipated and planned activity for the year, members should note and be assured that this schedule will remain adaptable to emergent issues and business within the remit of the Committee as necessary.

## **5. Impact and Implications**

- 5.1. Having in place an agreed Schedule of Business helps balance the necessary activity and approvals of the Committee over the course of the academic year, ensures Board members are aware of expected business and supports the College's officers to prepare reports within the required timescales.

### **Appendices:**

**Appendix 1:** Schedule of Business AY 2023-24

**Schedule of Business AY 2023-24**  
**Conveners' Committee of the Board of Management**

Item	Report	Tabled For	Tabled By
<b>Monday 28 August 2023</b>			
Committee Schedule of Business	Paper	Approval	D. McGowan
Committee Annual Report	Paper	Approval	D. McGowan
Board Membership: Extension	Paper	Approval	D. McGowan
Draft Board Development Plan	Paper	Discussion/Decision	D. McGowan
Draft Board Self-Evaluation Report	Paper	Discussion/Decision	D. McGowan
Strategic Risk Review	Paper	Discussion/Decision	D. McGowan
<b>Monday 29 January 2024</b>			
Board Membership: Recruitment	Paper	Discussion/Decision	D. McGowan
Pay Award for Non-NPRA Employees	Paper	Discussion/Decision	J. Gribben
Benchmarking Exercise Report	Paper	Discussion/Decision	J. Gribben
<b>Monday 29 April 2024</b>			
Draft Board and Committee Schedule	Paper	Approval	D. McGowan
Committee Terms of Reference Review	Paper	Discussion/Decision	D. McGowan
Board Development Plan Progress Report	Paper	Discussion/Decision	D. McGowan
Review of Principal's Performance and Remuneration	Paper	Discussion/Decision	A. Barron
Review of Senior Staff Performance and Remuneration	Paper	Discussion/Decision	P. Little J. Gribben
Strategic Risk Review	Paper	Discussion/Decision	D. McGowan