

## Board of Management Finance Committee

<b>Date of Meeting</b>	<b>27 September 2023</b>
<b>Paper No.</b>	<b>FC1-B</b>
<b>Agenda Item</b>	<b>3.2</b>
<b>Subject of Paper</b>	<b>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>19 September 2023</b>
<b>Action</b>	<b>For Discussion and Decision</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

### Finance Committee of the Board of Management

Item	Report	Tabled For	Tabled By
<b>Standing Items</b>			
Strategic Risk Review	Paper	Discussion/Decision	D McGowan
Quarterly Financial Plan Update <sup>1</sup>	Paper	Discussion/Decision	A Dickson
Credits Delivery Report	Paper	Noting	A Dickson M Green
Non-Compliant Spend Report	Paper	Noting	A Dickson
<b>Wednesday 27 September 2023</b>			
Committee Schedule of Business	Paper	Approval	D McGowan
Committee Annual Report	Paper	Approval	D McGowan
Financial Plan 2022-23	Paper	Discussion/Decision	A Dickson
Progress Report on Savings and Improvements	Paper	Discussion/Decision	S Lodge A Stewart
SFC Financial Forecast Return	Paper	Noting	A Dickson A Stewart
<b>Wednesday 29 November 2023</b>			
Annual Report and Accounts	Paper	Approval	A Dickson D McGowan
Annual Procurement Report	Paper	Approval	A Dickson D Fagan
College Course Fees	Paper	Approval	A Dickson
Student Accommodation Charges	Paper	Approval	A Dickson
5-Year Financial Projection	Paper	Discussion/Decision	A Dickson
SFC Financial Memorandum Delegated Limits and Expenditure Annual Report	Paper	Noting	A Dickson A Stewart
Treasury Management Report	Paper	Noting	A Dickson
<b>Wednesday 6 March 2024</b>			
SFC Grant Announcements	Paper	Noting	A Dickson
<b>Wednesday 5 June 2024</b>			
Draft College Budget	Paper	Approval	A Dickson
Committee Terms of Reference Review	Paper	Discussion/Decision	D McGowan
5-Year Financial Projection	Paper	Discussion/Decision	A Dickson

<sup>1</sup> Not normally scheduled for the first meeting of the session.