

Board of Management Finance Committee

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| Date of Meeting | Wednesday 5 June 2024 |
| Paper No. | FC4-B |
| Agenda Item | 3.2 |
| Subject of Paper | Committee Schedule of Business 2024-25 |
| FOISA Status | Disclosable |
| Primary Contact | Drew McGowan Associate Director of Governance and Risk |
| Date of production | 29 May 2024 |
| Action | For Approval |

1. Recommendations

- 1.1. To review and approve the Schedule of Business for the 2024-25 academic year.

2. Purpose

- 2.1. To provide the Committee with an overview of planned business and papers for the forthcoming 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 Associate Director of Governance and Risk 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 2024-25

Schedule of Business AY 2024-25
Finance Committee of the Board of Management

| Item | Report | Tabled For | Tabled By |
|---|--------|---------------------|------------------------|
| Standing Items | | | |
| Strategic Risk Review | Paper | Discussion/Decision | D McGowan |
| Quarterly Financial Update | Paper | Discussion/Decision | A Dickson |
| Credits Delivery Report | Paper | Noting | A Dickson M Green |
| Non-Compliant Spend Report | Paper | Noting | A Dickson |
| Wednesday 11 September 2024 | | | |
| Committee Annual Report | Paper | Approval | D McGowan |
| College Course Fees | Paper | Approval | A Dickson |
| SFC Financial Forecast Return | Paper | Noting | A Dickson A Stewart |
| Wednesday 27 November 2024 | | | |
| Annual Procurement Report | Paper | Approval | A Dickson D Fagan |
| 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 |
| Wednesday 12 March 2025 | | | |
| SFC Grant Announcements | Paper | Noting | A Dickson |
| Wednesday 4 June 2025 | | | |
| Draft College Budget | Paper | Approval | A Dickson |
| Committee Schedule of Business | Paper | Approval | D McGowan |
| Committee Terms of Reference Review | Paper | Discussion/Decision | D McGowan |
| 5-Year Financial Projection | Paper | Discussion/Decision | A Dickson |

Joint Meeting of the Audit & Assurance Committee and Finance Committee

| Item | Report | Tabled For | Tabled By |
|-----------------------------------|--------|------------|------------------------|
| Wednesday 27 November 2024 | | | |
| Annual Report and Accounts | Paper | Approval | A Dickson D McGowan |