

GOVERNANCE SCHEDULE 2018

Term	Court of Governors	Sandwich Lunches	Audit Committee	Conferments Committee	Estates Committee	Finance Committee	Further Education Committee	Nominations Committee	Remuneration Committee	People Strategy Committee
Spring 2018	<p>Tuesday 6 February at 10am Governors' Away Day</p> <p>Monday 26 March at 4.15pm</p> <ul style="list-style-type: none"> Strategic review & KPIs Review of Budget Minutes / Reports from Committees, VC, Student Governor 	<p>Monday 29 January at noon to be hosted by CSM</p>	<p>Wednesday 17 January at 4pm</p> <ul style="list-style-type: none"> US GAAP Accounts Risk management HEFCE's Accounts Direction letter Internal audit reports Presentation on key risk area (e.g. IT) 	<p>Thursday 8 Feb 10am at 10am</p> <ul style="list-style-type: none"> Progress review for new honorary appointments and final appraisal. 	<p>Monday 26 February at 4pm</p> <ul style="list-style-type: none"> Estates operational report (i.e. student accommodation; disposals; projects; FM; sustainability; backlog maintenance; catering and retail Space planning update LCC/LCF/Camberwell Sites and University services major programme Space Utilisation Risk management 	<p>Monday 26 February at 5pm (may start at 4.15pm depending on business)</p> <ul style="list-style-type: none"> Revision of budget Budget strategy Risk management HEFCE's Accounts Direction letter Estates matters (including property acquisitions and disposals) Financial Summary 	<p>Tuesday 20 February at 10am</p> <ul style="list-style-type: none"> Awarding Body business update FE Update to include development of FE provision, FE Self-assessment report and the Quality Assurance Plan 	<p>Wednesday 21 February at 3pm</p> <ul style="list-style-type: none"> Consider search options Consider timetable for staff elections (when required) 		<p>Wednesday 28 February at 5pm</p> <ul style="list-style-type: none"> Staff Equality and Diversity Report HR Report on Employment Related Issues
Summer 2018	<p>Monday 2 July at 4.15pm</p> <ul style="list-style-type: none"> Diversity Annual report Retention and achievement analysis Governor Membership changes & trustee payments (if required) Budget approval, incl SU Financial forecast Tuition fees incl International Student complaints & appeals annual summary Review of governor skills matrix Minutes / Reports from Committees, VC, Student Governor 	<p>Tuesday 8 May at 12.30pm to be hosted by CCW</p>	<p>Thursday 10 May at 10am</p> <ul style="list-style-type: none"> Training Session / Sector update delivered by auditors External audit plan and strategy Internal audit operational plan for following year Internal audit reports Risk management Review of University Policies – where appropriate Annual Whistle blowing update Presentation on key risk area (e.g. Tier 4) 		<p>Monday 11 June at 4pm</p> <ul style="list-style-type: none"> Estates operational report (i.e. student accommodation; disposals; projects; FM; sustainability; backlog maintenance; catering and retail Space planning update LCC/LCF/Camberwell Sites and University services KPIs and benchmarking Estates Strategy update Condition of the estate 	<p>Monday 11 June at 5pm (may start at 4.15pm depending on business)</p> <ul style="list-style-type: none"> Budget approval. Financial summary Tuition fee setting, incl. international Risk management Estates matters (including property acquisitions and disposals) Financial forecast 	<p>Tuesday 5 June at 10am</p> <ul style="list-style-type: none"> Awarding Body draft Statements of Compliance (sign-off via email) FE update 	<p>Wednesday 23 May at 3pm</p> <ul style="list-style-type: none"> Review progress Determine formal recommendations for new appointments and reappointments Update policies (when required) 	<p>Wednesday 6 June at 4.30pm</p> <ul style="list-style-type: none"> Report on Senior Staff Pay and Performance Review 	<p>Wednesday 6 June at 5pm</p> <ul style="list-style-type: none"> People Strategy progress report Student Equality and Diversity Report HR Report on Employment Related Issues
Autumn 2018	<p>Monday 1 October at 4.15pm</p> <ul style="list-style-type: none"> Appoint Chairman & Deputy Committee Membership Student experience NSS Results Reports from VC & Student Governor <p>Monday 19 November at 4.15pm</p> <ul style="list-style-type: none"> Approval of financial statements & associated reports Annual Audit Committee Report ASSUR report Pay award Health & safety annual report Financial forecast Minutes / Reports from Committees Prevent Annual report Followed by Governors' Dinner 	<p>Monday 8 October at 12.30pm to be hosted by LCF</p> <p>Tuesday 4 December at 12.30pm to be hosted by LCC</p>	<p>Tuesday 18 September at 10am</p> <ul style="list-style-type: none"> Presentation on key risk area (e.g. Estates) Internal audit reports Committee terms of reference Research Integrity Annual Review Value for Money Data Quality Fraudulent Activity Annual Information Management Update <p>Thursday 1 November at 10am</p> <ul style="list-style-type: none"> Re-appointment / performance review of internal/external auditors Draft annual report for Court External audit draft management letter Financial statements Risk management Internal Audit Reports and annual opinion Prevent Annual Report ASSUR report 	<p>Thursday 4 October at 10am</p> <ul style="list-style-type: none"> Terms of reference and Annual report Review of ceremonies New proposals – UAL New proposals – partner institutions <p>Thursday 6 December at 10am</p> <ul style="list-style-type: none"> Progress review for new honorary appointments and appraisal. 	<p>Tuesday 23 October at 4.30pm (may start earlier depending on business)</p> <ul style="list-style-type: none"> Estates operational report (i.e. student accommodation; disposals; projects; FM; sustainability; backlog maintenance; catering and retail Space planning update LCC/LCF/Camberwell Sites and University services Accessibility update Cttee review of its activities and business planning Disaster recovery 	<p>Tuesday 23 October at 4.00pm</p> <ul style="list-style-type: none"> Financial statements - approval. Estates matters (including property acquisitions and disposals) Severance annual report ASSUR report Risk mgt Value for money Subsidiaries Cttee review of its activities and business planning Fraudulent activity Financial forecast Transparency review 	<p>Tuesday 16 October at 2pm</p> <ul style="list-style-type: none"> FE update 	<p>Wednesday 17 October at 3.30pm</p> <ul style="list-style-type: none"> Terms of reference and Annual Report Agree priorities for coming year 	<p>Wednesday 17 October at 4.30pm</p> <ul style="list-style-type: none"> Vice-Chancellor's remuneration and performance review. Update on Senior Staff Pay and Performance Review Severance Payments Annual Report Committee's annual report to Court and review of terms of reference 	<p>Wednesday 17 October at 5pm</p> <ul style="list-style-type: none"> Health & Safety Annual Report /Operating Plan Key performance indicators Staff Development Report, including update on the Exchange HR Report on Employment Related Issues Employment Tribunals – annual report & update. Annual Report on the Appeals Committee Cttee review of its activities, terms of reference and business planning

Note: Meeting dates have been agreed as above, and should be adhered to as much as possible. They may be subject to change in-year to reflect changing commitments, personnel and expedencies. Bank Holidays = Easter 30 March & 2 April; 7 & 28 May 2018.

Graduation ceremonies Tuesday 17 to Friday 20 July 2018

