

Board of Management

Date of Meeting	Wednesday 6 June 2018
Paper No.	BoM6-B
Agenda Item	6
Subject of Paper	Board of Management Draft Calendar 2018-19
FOISA Status	Disclosable
Primary Contact	Paul Clark; College Secretary/Planning
Date of production	24 May 2018
Action	For Approval

Recommendations

1. The Board of Management approves the Calendar of Board of Management and Board Committee meetings for 2018-19, subject to any agreed changes.

1. Purpose of report

This is a draft schedule of Board of Management and Board Committee meetings for 2018-19, for approval by the Board of Management subject to any agreed changes. This Calendar has been recommended for approval by the Performance, Remuneration, and Nominations Committee (PRNC).

2. Context

This draft has been prepared with reference to the Calendar of GCRB Board meetings, previous CoGC Board 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.

Please note that the PRNC Committee has agreed to separate into two separate Committees - the Performance and Nominations Committee, and the Remuneration Committee, with separate Terms of Reference and meeting times.

The Calendar has been endorsed by the Senior Management Team.

In summary the Calendar consists of:

1. Six meetings of the full Board of Management, including two all-day planning events (October 10th 2018 and February 13th 2019).
2. Three meetings of the Performance, and Nominations Committee (PRNC) between Board meetings (to facilitate delegated Board decisions/approvals). N.b. membership of PNC is made up of Committee Conveners.
3. 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.
4. Meeting days and times (usually 5pm) have been carried forward from 2017-18. However these are subject to review, to take account of Board members' circumstances and commitments.
5. At the request of GCRB, the full Board meetings precede those of GCRB by two weeks, where possible, to enable reportage as necessary.

3. Impact and implications

The pattern of meetings ensures a cycle of reportage from College Board Committees to the full Board, while meeting the Board's other obligations.

Appendix 1: CoGC Board of Management Draft Calendar 2018-19 Draft v.2

- 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
2018					
Mon August 20	GCRB Planning		BOARD		Outcome agreement guidance published
August 27					
September 3					
September 10			Audit		
September 17		LTC			
September 24	College Closed		FPRC		
October 1	PNC Remuneration C.		Art Foundation		Art Fn commences @ 1200 hrs
October 8			BOARD All Day		Includes Board mtg.
October 15	October Holiday Week				
October 22			SSEC		
October 29	GCRB		Development		
November 5		LTC			
November 12			Audit		
November 19			FPRC		Finalisation of annual accounts 17/18; Annual Report 17/18
November 26	Graduation Ceremony				
December 3			BOARD		
December 10					17/18 Accounts - GCRB
December 17	GCRB				
2019					
December 31	College Closed				Indicative funding for subsequent academic year published by SFC;
January 7					
January 14	PNC Remuneration C.		SSEC		PRNC: Board
January 21			Development		
January 28			GCR		
February 4		LTC			
February 11			BOARD All Day		Includes Board mtg.
February 18			Audit		
February 25			Art FPRC		Art Fn commences @ 1200 hrs
March 4					
March 11			BOARD		
March 18					
March 25	GCRB				
April 1	Spring Holiday				
April 8	Spring Holiday				
April 15			Development		
April 22		LTC			
April 29	PNC Remuneration C.				
May 6	College Closed		SSEC		
May 13			Audit		
May 20			Art FPRC		Art Fn commences @ 1200 hrs
May 27	College Closed				
June 3			BOARD		
June 10					
June 17	GCRB				