

Board of Management

Date of Meeting	Wednesday 5 June 2019
Paper No.	BoM6-B
Agenda Item	5
Subject of Paper	Board of Management Draft Calendar 2019-20
FOISA Status	Disclosable
Primary Contact	Paul Clark; College Secretary/Planning
Date of production	29 May 2019
Action	For Approval

Recommendations

1. The Performance and Nominations Committee recommends to the Board, for approval, the Calendar of Board of Management and Board Committee meetings for 2019-20, subject to any agreed amendments.

1. Purpose of report

This is a draft schedule of Board of Management and Board Committee meetings for 2019-20, for approval by the Board of Management subject to any agreed changes.

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.

In summary the Calendar consists of:

1. Six meetings of the full Board of Management, including two all-day planning events (October 9th 2019 and February 12th 2020).
2. Three meetings of the Performance and Nominations Committee (PNC) between Board meetings (to facilitate delegated Board decisions/approvals). N.b. membership of PNC comprises Committee Conveners.
3. Three meetings of the Remuneration Committee; membership also comprises Committee Conveners.
4. 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.
5. Meeting days and times (usually 5pm) have been carried forward from 2018-19. However these are subject to review, to take account of Board members' circumstances and commitments, especially given the appointment of several new Board members.
6. At the request of GCRB, the full Board meetings precede those of GCRB by two weeks, where possible, to enable reportage as necessary.
7. Since the PNC meeting on 29 April, it was noted that, in the draft Calendar, the PNC/Remuneration Committees had clashed with the September public holiday on Monday 30th September. These meetings have now been moved to September 23rd in the current draft.

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 2019-20 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
2019					
Monday August 19					ROA guidance published
August 26	GCRB Planning		BOARD		
September 2					
September 9		LTC			
September 16			Audit		
September 23	PNC Remuneration				
September 30	College Closed		Art Fn FPRC		Art Fn commences @ 1200 hrs
October 7			BOARD All Day		Includes Board mtg.
October 14	October Holiday Week				
October 21			SSEC		
October 28	GCRB		Development		
November 4		LTC			
November 11			Audit		
November 18			FPRC		Finalisation of annual accounts 18/19; Annual Report 18/19
November 25	Graduation				
December 2			BOARD		
December 9					18/19 Accounts - GCRB
December 16			GCRB Audit		
2020					
December 30	College Closed				
January 6					Indicative funding for subsequent academic year published by SFC: PNC
January 13		GCRB Audit	SSEC		
January 20	PNC Remuneration				
January 27	GCRB		Development		
February 3		LTC			
February 10			BOARD All Day		Includes Board mtg.
February 17			Audit		
February 24			Art Fn. FPRC		Art Fn commences @ 1200 hrs
March 2					
March 9					
March 16			BOARD		
March 23	GCRB (30March)				
March 30	PNC Remuneration				
April 6	Spring Holiday				
April 13	Spring Holiday				
April 20			Development		
April 27		LTC			
May 4	College Closed		SSEC		
May 11			Audit		
May 18			Art Fn. FPRC		Art Fn commences @ 1200 hrs
May 25	College Closed				
June 1			BOARD		
June 8					
June 15	GCRB			Graduation	