

Conveners' Committee

Date of Meeting	28 April 2025
Paper No.	CC3-E
Agenda Item	3.5
Subject of Paper	Committee Schedule of Business 2025-26
FOISA Status	Disclosable
Primary Contact	Drew McGowan Associate Director of Governance and Risk
Date of production	3 April 2025
Action	For Decision

1. Recommendations

- 1.1.** To review and approve the Schedule of Business for the 2025-26 academic year.

2. Consultation

- 2.1.** 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.

3. Key Insights

- 3.1.** 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.
- 3.2.** 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.

4. Impact and Implications

- 4.1.** 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.

Appendix 1: Committee Schedule of Business 2025-26

Schedule of Business 2025-26

Conveners' Committee of the Board of Management

Item	Report	Tabled For	Tabled By
Standing Items			
Board and Committee Planning	Paper	Discussion	D McGowan
Monday 25 August 2025			
Pay Award for Non-NPRA Employees ¹	Paper	Decision	J Gribben
Committee Annual Report	Paper	Decision	D McGowan
Draft Board Development Plan	Paper	Discussion	D McGowan
Draft Board Self-Evaluation Report	Paper	Discussion	D McGowan
Strategic Risk Review	Paper	Discussion	D McGowan
Monday 26 January 2026			
Board Recruitment and Succession Planning	Paper	Decision	D McGowan
Monday 27 April 2026			
Review of Principal's Performance and Remuneration	Paper	Decision	D Anderson
Review of Senior Staff Performance and Remuneration	Paper	Decision	P Little J Gribben
Committee Schedule of Business	Paper	Decision	D McGowan
Committee Terms of Reference Review	Paper	Discussion	D McGowan
Draft Board Schedule of Board Meetings	Paper	Discussion	D McGowan
Board Development Plan Progress Report	Paper	Discussion	D McGowan
Strategic Risk Review	Paper	Discussion	D McGowan

¹ The pay award for non-NPRA staff is dependent upon national bargaining negotiations for NPRA staff concluding. The Committee has previously agreed that this item will be taken at the earliest opportunity, with an extraordinary meeting called if necessary.