

Finance Committee

Date of Meeting	4 June 2025
Paper No.	FC4-B
Agenda Item	3.2
Subject of Paper	Committee Schedule of Business
FOISA Status	Disclosable
Primary Contact	Drew McGowan Associate Director of Governance and Risk
Date of production	20 May 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. It sets out the reports and presentations expected at each meeting, identifying the subject, responsible 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 AY 2025-26

Finance Committee of the Board of Management

Item	Report	Tabled For	Tabled By
Standing Items			
Quarterly Financial Update	Paper	Discussion	A Dickson
Strategic Risk Review	Paper	Discussion	D McGowan
Treasury Management Report	Paper	Discussion	L Shields
Credits Delivery Report	Paper	Noting	A Dickson M Green
Non-Compliant Spend Report	Paper	Noting	A Dickson D Fagan
Asset Disposal and Write Off	Paper	Noting (as required)	D Fagan
Wednesday 10 September 2025			
Committee Annual Report	Paper	Decision	D McGowan
College Course Fees	Paper	Decision	A Dickson
SFC Financial Forecast Return	Paper	Noting	A Dickson L Shields
Wednesday 26 November 2025			
Capital Expenditure Budget	Paper	Decision	A Dickson L Shields
Annual Procurement Report	Paper	Decision	A Dickson D Fagan
Student Accommodation Charges	Paper	Decision	A Dickson
5-Year Financial Projection	Paper	Discussion	A Dickson
SFC Financial Memorandum Delegated Limits and Expenditure Annual Report	Paper	Noting	A Dickson L Shields
Wednesday 11 March 2026			
SFC Grant Announcements	Paper	Noting	A Dickson
Wednesday 3 June 2026			
Draft College Budget	Paper	Decision	A Dickson L Shields
Procurement Strategy 2026 – 2030	Paper	Decision	D Fagan
Committee Schedule of Business	Paper	Decision	D McGowan
Committee Terms of Reference Review	Paper	Decision	D McGowan
5-Year Financial Projection	Paper	Discussion	A Dickson

Joint Meeting of the Audit & Assurance Committee and Finance Committee

Item	Report	Tabled For	Tabled By
Wednesday 26 November 2025			
Annual Report and Accounts	Paper	Decision	A Dickson D McGowan