



## **Keele University Students' Union Trustee Board**

### **Cycle of Business**

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#### **Introduction**

This schedule details the annually recurring cycle of work to be undertaken by Trustees. It does not preclude other business from being undertaken as required and shall compliment the standing substantive business to be undertaken by Trustees on a meeting by meeting basis, as set out beneath.

This schedule shall be considered as a prompt and guide to aid Trustees in fulfilling their obligations and duties to Charity Law, Education Law and other relevant legislation and shall be referred to by the Chair and CEO in designing each meeting agenda.

#### **Cycle of Business**

<b>Meeting</b>	<b>Date</b>	<b>Business to be conducted</b>
Board of Trustees	Wednesday 23 <sup>rd</sup> September 10am	New Annual Strategic Plan Sabbatical Restructure Options COVID-19 impact and commentary
Student Engagement Sub Committee	Wednesday 21 <sup>st</sup> October 10am	NSS analysis Co-curriculum and employability COVID-19 impact and commentary
Finance HR and Compliance Sub Committee	Wednesday 18 <sup>th</sup> November 10am	Audited Accounts from 2019-20 3 year financial planning draft COVID-19 impact and commentary
Board of Trustees	Wednesday 16 <sup>th</sup> December 10am	Audited Accounts from 2019-20 Sabbatical Restructure Approval November Management Accounts Risk register review COVID-19 impact and commentary
Board of Trustees	Wednesday 17 <sup>th</sup> March 10am	Mid-year financial review Mid-year Strategy Review February Management Accounts COVID-19 impact and commentary
Student Engagement Sub Committee	Wednesday 21 <sup>st</sup> April 10am	Elections performance review COVID-19 impact and commentary



Finance HR and Compliance Sub Committee	Wednesday 19 <sup>th</sup> May 10am	Staff engagement survey results Draft budget consideration Year-end forecast Compliance register review COVID-19 impact and commentary
Board of Trustees	Wednesday 16th June 10am	2021-22 Budget approval Elections Report May Management Accounts Risk register review COVID-19 impact and commentary

### **Standing Items – Trustee Board**

The recurring meeting-by-meeting business of the Trustee Board shall include the following items, in no particular order;

- To approve the minutes of the previous meeting
- To scrutinise progress against actions arising as noted in those minutes
- To receive the report of the Chief Executive Officer, detailing strategic progress and operational performance
- To consider the latest financial management accounts, noting performance against budget targets, identifying action as required
- To review the latest SU policy mandates arrived at by delegated authority to student democratic means

**END**

