

## AGENDA

The meeting will be held at 13:30 in meeting G05 Old Broadcasting House, City Campus

<b>PRELIMINARY ITEMS</b>		<b>Item</b>	<b>Led by</b>
1	Apologies	Verbal	Dr A West
2	Declarations of interest	Verbal	Dr A West
3	Minutes of the last meeting held on 13 October 2023	GON-2324-020 <b>CONFIDENTIAL</b>	Dr A West
4	Matters arising	GON-2324-021 <b>CONFIDENTIAL</b>	K Harvey
5	Chair's Action – <i>nothing to report</i>		Dr A West
<b>STUDENT MATTERS, REGULATORY COMPLIANCE &amp; ASSURANCE</b>		<b>Item</b>	<b>Led by</b>
6	Annual Report on Subsidiary, Associate and Investment Companies	GON-2324-022 <b>CONFIDENTIAL</b>	A Bolshaw
7	Student Casework Annual Report 2022/23	GON-2324-023 <b>CONFIDENTIAL</b>	K Giddings
8	Annual Report on Data Protection and FOI 2022/23	GON-2324-024 <b>CONFIDENTIAL</b>	L Gladstone
9	SU Democracy Review	GON-2324-025 <b>CONFIDENTIAL</b>	N Mackenzie / H Bhatia
10	OfS Regulatory Updates	GON-2324-026 <b>CONFIDENTIAL</b>	A Bolshaw
<b>EFFECTIVE GOVERNANCE</b>		<b>Item</b>	<b>Led by</b>
11	Governor Recruitment Update	GON-2324-027 <b>RESERVED</b>	K Harvey

<b>OTHER BUSINESS</b>		<b>Item</b>	<b>Led by</b>
12*	Use of the University Seal	GON-2324-028 <b>CONFIDENTIAL</b>	Dr A West
13*	Schedule of Business 2023/24	GON-2324-029 <b>OPEN</b>	K Harvey
14	Any Other Business	Verbal	Dr A West

**Details of next meeting:**

The next meeting of the Committee will be held at 13:30 on 07 June 2024 via MS Teams.

■ *Shaded items indicate that the Committee is being asked to make a decision.*

*\*Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that she or he wishes the item to be open for debate*



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# GOVERNANCE & NOMINATIONS

## COMMITTEE

09 FEBRUARY 2024

### Schedule of Business 2023/24

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#### **Purpose of Report**

The report presents the Governance and Nominations Committee's schedule of business for 2023/24.

For this and future meetings members of the Committee will be invited to contribute to the agenda, with items for future meetings added to the schedule.

#### **Action Requested**

The report is **for information and to note**

#### **Author**

Name: Kate Harvey, Governance Services Manager

Date:

## Schedule of Business 2023/24

<b>13 October 2023</b> Deadline – 05 October 2023	<b>09 February 2024</b> Deadline – 01 February 2024	<b>07 June 2024</b> Deadline – 30 May 2024
Membership & terms of reference*	<u>Annual Report on Subsidiary, Associate and Investment Companies</u>	Board Appointments and Committee memberships 2024/25
Corporate Governance Statement for the Year Ended 31 July 2023	<u>Student Casework Annual Report 2022/23</u>	Report on Students’ Union Elections held in Spring 2024
Annual Review and Remuneration of the Chair 2022/23	<u>Annual Report on Data Protection and FOI 2022/23</u>	UKVI Compliance Annual Report
Annual Review and Remuneration of the Committee Chairs 2022/23	SU Democracy Review	<u>OIA Referrals, 2023 Annual Report</u>
Register of Interests	<u>Student Electoral Registration Arrangements</u>	Governor Pairing 2024/25
Governor Feedback & Priorities	<u>Governor Recruitment Update</u>	SU Democracy Review
Governor Recruitment Update		
Induction, Pairing and Development Update		
<u>Annual Report on Fundraising and Donations</u>		
<u>Modern Slavery Act Transparency Statement</u>		
<u>Student Inclusion, Wellbeing &amp; Safety Annual Report</u>		
<u>Conflict of Interests Policy</u>		
Governance Effectiveness Review – final report on the action plan		
SU Democracy Review		
<b>STANDING ITEMS</b>	<ul style="list-style-type: none"> <li>• Apologies, Declarations of Interest</li> <li>• Minutes of the last meeting</li> <li>• Matters arising</li> <li>• Chair’s Action (note “Nothing to report” on agenda if no updates)</li> </ul>	<ul style="list-style-type: none"> <li>• OfS Regulatory Updates</li> <li>• Schedule of Business 2023/24 generally* unless changes to note</li> <li>• Use of the University Seal*</li> </ul>
<b>OTHER MATTERS/ LONGER TERM ITEMS</b>	<ul style="list-style-type: none"> <li>• Subsidiary reporting: standing prompt for each meeting agenda</li> <li>• Governance effectiveness review (triennial, October 2024)</li> <li>• Governor Code of Conduct review (biennial, February 2025)</li> </ul>	<ul style="list-style-type: none"> <li>• Conflict of Interest Policy (biennial, June 2025)</li> <li>• SU Quinquennial Review (next due 2024)</li> </ul>

■ Shaded items indicate that the Committee is being asked to make a decision / recommend to the Board  
\* Starred items will be taken without discussion Underlined items indicate reports that require UET scrutiny