

Keele University Students' Union Trustee Board

Cycle of Business

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 and Board meeting dates for 2023-2024

Meeting	Date	Business to be conducted
Board of Trustees	Wednesday 6 th September 10am	Freshers 2023-24 plans Final annual strategic plan Budget updates following summer finance discussions
Finance HR and Compliance Sub Committee	Wednesday 15 th November 10am	Audited Accounts from 2022-23 approval 3-year financial planning update October Management Accounts
Student Engagement Sub Committee	Wednesday 22 nd November 10am	NSS analysis Semester one reflections on Student Engagement Plans for semester 2
Board of Trustees	Wednesday 13 th December 10am	Audited Accounts from 2022-23 for information November Management Accounts Risk register review
Board of Trustees	Wednesday 20 th March 10am	Mid-year financial review Mid-year Strategy review February Management Accounts Elections report overview

Finance and HR and Compliance Sub Committee	Wednesday 15 th May 10am	Staff engagement survey results Draft budget consideration for 2024-25 Year-end forecast People Strategy draft
Student Engagement Sub Committee	Wednesday 5 th June 10am	Elections Report detail Student Engagement review and planning for 2024-25
Board of Trustees	Wednesday 19 th June 10am	2024-25 Budget approval May Management Accounts Risk register review 2024-2025 strategic plan draft