



## Annual Schedule of Business 2023–24

<b>Outcome requested</b>	Council is asked to <b>consider</b> the indicative Annual Schedule of Business for the academic year 2023–24.
<b>Executive Summary</b>	<p>[a] The schedule of business sets out the Council's plan of work for the 2023–24 academic year. It includes items that are required to ensure compliance with the Office for Students' (OfS) terms and conditions of funding for higher education institutions.</p> <p>[b] The following list of deep dives that were identified at the Council conference have been added to the schedule:</p> <ul style="list-style-type: none"> <li>• university financial model;</li> <li>• future of education;</li> <li>• review of Strategy 2030;</li> <li>• academic assurance;</li> <li>• research;</li> <li>• student enterprise;</li> </ul> <p>[c] As in recent years, we will take the QMSU sabbatical officers' presentation at a dedicated meeting in late 2023.</p>
<b>QMUL Strategy:</b>	The schedule of business relates to all aspects of the strategic plan.
<b>Internal/External regulatory/statutory reference points:</b>	OfS Terms and conditions of funding for higher education institutions
<b>Strategic Risks:</b>	N/A
<b>Equality Impact Assessment:</b>	Not required
<b>Subject to prior and onward consideration by:</b>	For consideration by Council only.
<b>Confidential paper under FOIA/DPA:</b>	No.
<b>Timing</b>	The plan covers the academic year 2023–24.
<b>Author</b>	Nadine Lewycky, Head of Secretariat
<b>Date</b>	29 June 2023
<b>Senior Management/External Sponsor</b>	Lord Clement-Jones, Chair of Council



## Annual Schedule of Council Business 2023–24

**Thursday 05 October 2023**

Strategic items	
Strategic Risk Register and KPIs <ul style="list-style-type: none"> <li>• Updates on student satisfaction (KPI 1); staff engagement (KPI 2); student attainment (KPI 4); alumni engagement (KPI 5); career outcomes (KPI 8); research volume (KPI 9); delivery of infrastructure plan (KPI 11); and cash generation (KPI 12)</li> </ul>	President and Principal
Deep dive on the University's financial model	President and Principal Chief Financial Officer
Assurance items	
Freedom of speech	University Secretary
Standing items	
Minutes and matters arising	University Secretary
President and Principal's Report	President and Principal
QMSU President's Report	QMSU President
Current financial position	Chief Financial Officer
Finance and Investment Committee minutes <ul style="list-style-type: none"> <li>• First draft outturn 2023–23</li> <li>• Research grant and contract income (KPI 9) and recovery of overheads</li> <li>• Pension liabilities</li> <li>• Sustainability goals in the capital programme</li> </ul>	Treasurer
Audit and Risk Committee minutes <ul style="list-style-type: none"> <li>• Research integrity</li> <li>• Internal Audit Annual report</li> <li>• External Audit progress report</li> <li>• Draft narrative for the Financial Statements</li> </ul>	Chair of Audit and Risk Committee
Governance Committee report <ul style="list-style-type: none"> <li>• Review of the Delegation Framework</li> <li>• Updates to University Ordinances</li> <li>• Council member recruitment</li> </ul>	Chair of Council
Use of the Common Seal	University Secretary

**Date TBC (dedicated session with the full QMSU sabbatical team)**

Strategic items	
QMSU priorities and impact	QMSU President and team

**Thursday 23 November 2023**

Strategic items	
Deep dive on the future of education	Vice-Principal (Education)
QMSU Impact Report 2022–23	QMSU President

Assurance items	
Office for Students Annual Accountability Return: <ul style="list-style-type: none"> <li>Audited financial statements for 2022–23</li> <li>Audit Committee’s annual report for 2022–23</li> <li>Internal auditor’s annual report for 2022–23</li> <li>External auditor’s management letter and provider’s management response for 2022–23</li> <li>Financial commentary</li> <li>Five-year financial forecasts</li> <li>Prevent Duty Annual Report 2022–23</li> </ul>	Chair of Audit and Risk Committee Treasurer Chief Financial Officer University Secretary
Academic assurance report	President and Principal
Health, Safety and Fire Annual Report 2022–23	President and Principal
Standing items	
Minutes and matters arising	University Secretary
President and Principal’s Report	President and Principal
QMSU President’s Report	QMSU President
Current financial position	Chief Financial Officer
Finance and Investment Committee minutes <ul style="list-style-type: none"> <li>Budget principles 2024–25 and approach to 2027–28</li> <li>Student recruitment (KPI 6)</li> <li>Financial performance of transnational education</li> <li>Performance of subsidiary companies</li> </ul>	Treasurer
Audit and Risk Committee minutes <ul style="list-style-type: none"> <li>Legal compliance</li> <li>Data assurance</li> </ul>	Chair of Audit and Risk Committee
Remuneration Committee report <ul style="list-style-type: none"> <li>Review of the performance, objectives and remuneration of members of the Senior Executive Team</li> <li>Remuneration Annual Report</li> </ul>	Vice-Chair of Council
Senate minutes	President and Principal
Use of the Common Seal	University Secretary

**Thursday 28 March 2024**

Strategic items	
Strategic Risk Register and KPIs <ul style="list-style-type: none"> <li>Updates on student recruitment (KPI 6); student progression (KPI 7); and reputation (KPI 13)</li> </ul>	President and Principal
2024–25 Budget and financial forecasts	Chief Financial Officer
Access and Participation Plan	Director of External Relations
Assurance items	
QMSU Financial Statements 2022–23 and financial position	QMSU President / CEO
Annual report on student casework	University Secretary
Annual report on staff casework	Director of Human Resources
Standing items	
Minutes and matters arising	University Secretary
President and Principal’s Report	President and Principal
QMSU President’s Report	QMSU President
Current financial position	Chief Financial Officer
Finance and Investment Committee minutes <ul style="list-style-type: none"> <li>TRAC Return Results 2022–23</li> </ul>	Treasurer

<ul style="list-style-type: none"> <li>• 2024–25 Budget and financial forecasts</li> <li>• QMI Annual Report</li> </ul>	
Audit and Risk Committee minutes <ul style="list-style-type: none"> <li>• Annual review of the appointments of the Internal Auditors and External Auditors</li> <li>• Update on the Internal Audit recommendations</li> <li>• External audit plan</li> </ul>	Chair of Audit and Risk Committee
Senate minutes	President and Principal
Use of the Common Seal	University Secretary

#### Thursday 16 May 2023 (Short meeting)

Strategic items	
Deep dive on staff and student enterprise	CEO of Queen Mary Innovation
Assurance items	
Environmental Sustainability Annual Report	VP Policy and Partnerships
QMSU Returning Officer's election report	QMSU President
Standing items	
Minutes and matters arising	University Secretary
President and Principal's Report	President and Principal
QMSU President's Report	QMSU President
Current financial position	Chief Financial Officer
Remuneration Committee report <ul style="list-style-type: none"> <li>• Gender and ethnicity pay gaps</li> </ul>	Vice-Chair of Council
Use of the Common Seal	University Secretary

#### Friday 17 May 2024 (Conference)

Strategic items	
Review of Strategy 2030	President and Principal
Academic assurance	Faculty Vice-Principals

#### Thursday 11 July 2024

Strategic items	
Deep dive on research	Vice-Principal (Research and Innovation)
Assurance items	
Policies/regulations requiring review	Chief Financial Officer University Secretary
Standing items	
Minutes and matters arising	University Secretary
President and Principal's Report	President and Principal
QMSU President's Report	QMSU President
Current financial position	Chief Financial Officer
Finance and Investment Committee minutes <ul style="list-style-type: none"> <li>• Tuition Fee Regulations 2025–26</li> </ul>	Treasurer

Audit and Risk Committee minutes <ul style="list-style-type: none"> <li>• Update on external risks</li> <li>• Internal Audit plan 2024–25</li> </ul>	Chair of Audit and Risk Committee
Remuneration Committee report <ul style="list-style-type: none"> <li>• Professorial and Grade 8 Reviews</li> </ul>	Vice-Chair of Council
Governance Committee report	Chair of Council
Senate minutes	President and Principal
Use of the Common Seal	University Secretary