



Annual Schedule of Business 2024–25

Outcome requested	Council is asked to consider the indicative Annual Schedule of Business for the academic year 2024–25.
Executive Summary	<p>[a] The schedule of business sets out the Council's plan of work for the 2024–25 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] Council members are invited to suggest topics for deep dive presentations.</p>
QMUL Strategy:	The schedule of business relates to all aspects of the strategic plan.
Internal/External regulatory/statutory reference points:	OfS Terms and conditions of funding for higher education institutions
Strategic Risks:	N/A
Equality Impact Assessment:	Not required
Subject to prior and onward consideration by:	For consideration by Council only.
Confidential paper under FOIA/DPA:	No.
Timing	The plan covers the academic year 2024–25.
Author	Nadine Lewycky, Head of Secretariat
Date	04 July 2024
Senior Management/External Sponsor	Lord Clement-Jones, Chair of Council

Annual Schedule of Council Business 2024–25

Thursday 10 October 2024

Strategic items	
Strategic Risk Register and KPIs	President and Principal
Potential deep dive (topic to be determined)	TBC
Governance items	
Delegation framework	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	Treasurer
Audit and Risk Committee minutes	Chair of Audit and Risk Committee
Governance Committee report	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 21 November 2024

Strategic items	
Potential deep dive (topic to be determined)	TBC
QMSU Impact Report 2023–24	QMSU President
Assurance items	
Office for Students Annual Accountability Return: <ul style="list-style-type: none"> • Audited financial statements for 2023–24 • Audit Committee's annual report for 2023–24 • Internal auditor's annual report for 2023–24 • External auditor's management letter and provider's management response for 2023–24 • Financial commentary • Five-year financial forecasts • Prevent Duty Annual Report 2023–24 	Chair of Audit and Risk Committee Treasurer Chief Financial Officer University Secretary
Health, Safety and Fire Annual Report 2023–24	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	Treasurer

Audit and Risk Committee minutes	Chair of Audit and Risk Committee
Remuneration Annual Report	Vice-Chair of Council
Senate minutes	President and Principal
Use of the Common Seal	University Secretary

Thursday 27 March 2025

Strategic items	
Strategic Risk Register and KPIs	President and Principal
2025–26 Budget and financial forecasts	Chief Financial Officer
Potential deep dive (topic to be determined)	TBC
Assurance items	
QMSU Financial Statements 2023–24 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	Treasurer
Audit and Risk Committee minutes	Chair of Audit and Risk Committee
Senate minutes	President and Principal
Use of the Common Seal	University Secretary

Thursday 15 May 2024

Strategic items	
Potential deep dive (topic to be determined)	TBC
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	Vice-Chair of Council
• Gender and ethnicity pay gaps	
Use of the Common Seal	University Secretary

Friday 16 May 2025 (Conference)

Strategic items	
Topics to be determined	Senior Executive Team

Thursday 10 July 2025

Strategic items	
Potential deep dive (topic to be determined)	TBC
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">Tuition Fee Regulations 2025–26	Treasurer
Audit and Risk Committee minutes	Chair of Audit and Risk Committee
Remuneration Committee report <ul style="list-style-type: none">Professorial and Grade 8 Reviews	Vice-Chair of Council
Governance Committee report	Chair of Council
Senate minutes	President and Principal
Use of the Common Seal	University Secretary