

Below is the table of proposed Audit Committee meetings for the forthcoming calendar year. As Audit Committee has a current membership of 4 and quoracy for meetings is 3, it is important for the committee to be able to all agree dates and times of meeting well in advance, to ensure that the business of all meetings can go ahead as planned while minimising quoracy anxiety. The assumed start time for meetings is 16:30.

#### Key

- The row highlighted in green, is the proposed meeting date.
- The rows highlighted in blue are key dates for the chair and secretary.
- The row highlighted in orange is when members of the committee should expect papers for meetings to land in their UHI inboxes.

The committee is asked to discuss and agree the proposed dates or agree alternative dates, along with setting times for each meeting.

The logic behind the date of each meeting is as follows:

- To avoid a school term holiday (October, Christmas, April) falling between an agenda setting meeting and the committee/board meeting.
  - o NB: this has not been possible for Audit Committee in Quarter Two.
- To avoid meetings held out of term time in order to support board members' childcare commitments.
- To ensure that Board of Management is the last meeting in a quarter
- To account for the need for a joint Audit Committee and Finance and General Purposes Committee meeting in February to review the accounts
- To avoid those who are not chairs, or the Principal, attending consecutive committee meetings in consecutive weeks. There are overlaps in membership between Human Resources and Remuneration Committee with Finance and General Purposes Committee, and separately Learning, Teaching and Research Committee with Audit Committee.
- To ensure that there was at least 6 weeks between when a quarter ends and the Finance and General Purposes Committee meeting to ensure that the Finance staff have enough time to prepare quarterly reports
- To account for the possibility of Finance and General Purposes Committee moving to quarterly meetings.
- In the case of the joint meeting, to allow enough time for Auditors to make the amendments to reports that Finance and General Purposes Committee and Audit Committee so require, before those papers are needed to be circulated to the whole of the Board in March for an AGM.
- For Quarter 3, to avoid likely dates of HISA elections (early March) for meetings that student directors would attend (Learning, Teaching, and Research Committee, Search and Nominations Committee, and possibly Finance and General Purposes Committee) where they might be more interested in campaigning for a job for 2023-24 academic year, than attending committee meetings.

<b>Proposed Audit Committee Meetings</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3 Joint with Finance and General Purposes Committee</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
<b>Agenda Setting Meeting</b>	Thursday 18 <sup>th</sup> August	Thursday 6 <sup>th</sup> October	Thursday 2 <sup>nd</sup> February	Thursday 16 <sup>th</sup> February	Thursday 27 <sup>th</sup> April
<b>Communications to Staff</b>	Friday 19 <sup>th</sup> August	Friday 7 <sup>th</sup> October	Friday 3 <sup>rd</sup> February	Friday 17 <sup>th</sup> February	Friday 28 <sup>th</sup> April
<b>Papers to Secretary</b>	Monday 29 <sup>th</sup> August 17:00	Monday 31 <sup>st</sup> October 17:00	Monday 13 <sup>th</sup> February 17:00	Monday 27 <sup>th</sup> February 17:00	Monday 8 <sup>th</sup> May 17:00
<b>Papers to Members</b>	Wednesday 31 <sup>st</sup> August	Wednesday 2 <sup>nd</sup> November	Wednesday 15 <sup>th</sup> February	Wednesday 1 <sup>st</sup> March	Wednesday 10 <sup>th</sup> May
<b>Chair and Secretary agenda run through</b>	Day prior to or of the meeting	Day prior to or of the meeting	Day prior to or of the meeting	Day prior to or of the meeting	Day prior to or of the meeting
<b>Meeting</b>	<b>Wednesday 7<sup>h</sup> September</b>	<b>Wednesday 9<sup>th</sup> November</b>	<b>Wednesday 22<sup>nd</sup> February</b>	<b>Wednesday 8<sup>th</sup> March</b>	<b>Wednesday 17<sup>th</sup> May</b>