

Below is the calendar and tables of proposed meetings for the forthcoming calendar year. The start time for meetings is 16:30, though this does not apply to agenda setting meetings. There are two sets of tables. It is proposed that all Board meetings are hybrid (with the exception of August) and all committee meetings are held via Teams. Table 1 and Table 2 outline meeting dates in a calendar format, with table 1 combining quarters one and two, and table 2 combining quarters three and four. They also give context to the term dates of Shetland UHI, highlighting which sets of students are on holidays and when. Table 3 to Table 6 detail the lead-in activities for each meeting and are designed primarily for the interest of Chairs, but also for all members to have context of lead-in activities for each meeting.

The Board 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, starred, (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, or Search and Nominations in Quarter One.
- 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 every 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, and having twice quarterly adhoc Group meetings in September, October, November, December, February, March, May and June.
- 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 there is likely to be a time conflict between campaigning for a paid role for 2023-24 academic year, and attending committee meetings.

Table 1: Shetland UHI Quarter 1 and Quarter 2 Meetings Calendar for Board of Management, Committees, and Finance Working Group

Q1&2	August	September	October	November	December	January	
1	Holidays (HE & FE)*						
2		Ad hoc Finance Working Group			Ad hoc Finance Working Group	Holidays (HE and FE)*	
3							
4					Ad hoc Finance Working Group		
5				Board of Management			Holidays (HE and FE)
6							
7		Audit Committee	Ad hoc Finance Working Group		Board of Management		
8	Holidays (HE & FE)*						
9				Audit Committee			
10				FE Holidays only*			
11				FE Holidays only*			
12				FE Holidays only*			
13			FE Holidays only*				
14		Human Resources & Remuneration	FE Holidays only*				
15	HE Holidays only*						
16	HE Holidays only*				Human Resources & Remuneration		
17	HE Holidays only		FE Holidays only*				
18	HE Holidays only		FE Holidays only*				
19	HE Holidays only		FE Holidays only*				
20			FE Holidays only*			Holidays (HE & FE)	
21		Learning Teaching and Research	FE Holidays only*				
22	HE Holidays only					Holidays (HE & FE)*	
23	HE Holidays only				Learning Teaching and Research		
24	Board Governance		*				
25	HE Holidays only		*				
26	HE Holidays only						
27							
28		Finance and General Purposes				Holidays (HE & FE)*	
29							
30					Finance and General Purposes		
31	Search and Nominations						

Table 2: Shetland UHI Quarter 3 and Quarter 4 Meetings Calendar for Board of Management, Committees, and Finance Working Group

Q3&4	February	March	April	May	June	July
1	*					
2					Ad hoc Finance Working Group	
3	Ad hoc Finance Working Group	Ad hoc Finance Working Group				
4			FE			
5			Holidays only*	Ad hoc Finance Working Group	HE Holidays only	Holidays (HE & FE)*
6						
7					Learning Teaching and Research	
8	Search and Nominations	Audit Committee				
9					HE Holidays only	
10						
11			FE			
12			Holidays only*			Holidays (HE & FE)*
13						
14					HE Holidays only	
15	Learning Teaching and Research	Human Resources & Remuneration				
16						
17				Audit Committee		
18						Holidays (HE & FE)*
19				*	HE Holidays only	
20						
21					Finance and General Purposes	
22	Joint Audit with Finance and General Purposes	Finance and General Purposes			HE Holidays only	
23						
24	Additional Holiday (HE and FE)*			Human Resources & Remuneration		
25						
26					Holidays (HE & FE)	Holidays (HE & FE)*
27	Additional Holiday (HE and FE)*					
28					Board of Management	
29		Board of Management and AGM				
30					Holidays (HE & FE)	
31						Holidays*

Table 3: Shetland UHI Quarter 1 Calendar for Board of Management and Committees with dates of lead-in activities

<b>Quarter 1 (August-October)</b>	<b>Board Governance</b>	<b>Search and Nominations Committee</b>	<b>Audit Committee</b>	<b>Human Resources and Remuneration Committee</b>	<b>Learning Teaching and Research Committee</b>	<b>Finance and General Purposes Committee</b>	<b>Board of Management</b>
<b>Agenda Setting Meeting</b>	Tuesday 1 <sup>st</sup> August	Thursday 11 <sup>th</sup> August	Thursday 18 <sup>th</sup> August	Thursday 25 <sup>th</sup> August	Thursday 1 <sup>st</sup> September	Thursday 8 <sup>th</sup> September	Thursday 15 <sup>th</sup> September
<b>Communications to Staff</b>	Friday 5 <sup>th</sup> August	Friday 12 <sup>th</sup> August	Friday 19 <sup>th</sup> August	Friday 26 <sup>th</sup> August	Friday 2 <sup>nd</sup> September	Friday 9 <sup>th</sup> September	Friday 16 <sup>th</sup> September
<b>Papers to Secretary</b>	Monday 15 <sup>th</sup> August 17:00	Monday 22 <sup>nd</sup> August 17:00	Monday 29 <sup>th</sup> August 17:00	Monday 5 <sup>th</sup> September 17:00	Monday 12 <sup>th</sup> September 17:00	Monday 19 <sup>th</sup> September 17:00	Monday 26 <sup>th</sup> September 17:00
<b>Papers to Members</b>	Wednesday 17 <sup>th</sup> August	Wednesday 24 <sup>th</sup> August	Wednesday 31 <sup>st</sup> August	Wednesday 7 <sup>th</sup> September	Wednesday 14 <sup>th</sup> September	Wednesday 21 <sup>st</sup> September	Wednesday 28 <sup>th</sup> September
<b>Chair and Secretary Agenda Run through</b>	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting
<b>Meeting</b>	Wednesday 24 <sup>th</sup> August	Wednesday 31 <sup>st</sup> August	Wednesday 7 <sup>h</sup> September	Wednesday 14 <sup>th</sup> September	Wednesday 21 <sup>st</sup> September	Wednesday 28 <sup>th</sup> September	Wednesday 5 <sup>th</sup> October

Table 4: Shetland UHI Quarter 2 Calendar for Board of Management and Committees with dates of lead-in activities

<b>Quarter 2 (November- January)</b>	<b>Search and Nominations Committee</b>	<b>Audit Committee</b>	<b>Human Resources and Remuneration Committee</b>	<b>Learning Teaching and Research Committee</b>	<b>Finance and General Purposes Committee</b>	<b>Board of Management</b>
<b>Agenda Setting Meeting</b>	-	Thursday 6 <sup>th</sup> October	Thursday 27 <sup>th</sup> October	Thursday 3 <sup>rd</sup> November	Thursday 10 <sup>th</sup> November	Thursday 17 <sup>th</sup> November
<b>Communications to Staff</b>	-	Friday 7 <sup>th</sup> October	Friday 28 <sup>th</sup> October	Friday 4 <sup>th</sup> November	Friday 11 <sup>th</sup> November	Friday 18 <sup>th</sup> November
<b>Papers to Secretary</b>	-	Monday 31 <sup>st</sup> October 17:00	Monday 7 <sup>th</sup> November 17:00	Monday 14 <sup>th</sup> November 17:00	Monday 21 <sup>st</sup> November 17:00	Monday 28 <sup>th</sup> November 17:00
<b>Papers to Members</b>	-	Wednesday 2 <sup>nd</sup> November	Wednesday 9 <sup>th</sup> November	Wednesday 16 <sup>th</sup> November	Wednesday 23 <sup>rd</sup> November	Wednesday 30 <sup>th</sup> November
<b>Chair and Secretary Agenda Run through</b>	-	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting
<b>Meeting</b>	-	Wednesday 9 <sup>th</sup> November	Wednesday 16 <sup>th</sup> November	Wednesday 23 <sup>rd</sup> November	Wednesday 30 <sup>th</sup> November	Wednesday 7 <sup>th</sup> December

Table 5: Shetland UHI Quarter 3 Calendar for Board of Management and Committees with dates of lead-in activities

<b>Quarter 3 (February-April)</b>	<b>Search and Nominations Committee</b>	<b>Learning Teaching and Research Committee</b>	<b>Joint Audit Committee with Finance and General Purposes Committee</b>	<b>Audit Committee</b>	<b>Human Resources and Remuneration Committee</b>	<b>Finance and General Purposes Committee</b>	<b>Board of Management (AGM)</b>
<b>Agenda Setting Meeting</b>	Thursday 19 <sup>th</sup> January	Thursday 23 <sup>rd</sup> January	Thursday 2 <sup>nd</sup> February	Thursday 16 <sup>th</sup> February	Tuesday 22 <sup>nd</sup> February*	Thursday 2 <sup>nd</sup> March	Thursday 9 <sup>th</sup> March
<b>Communications to Staff</b>	Friday 20 <sup>th</sup> January	Friday 24 <sup>th</sup> January	Friday 3 <sup>rd</sup> February	Friday 17 <sup>th</sup> February	Thursday 23 <sup>rd</sup> February*	Friday 3 <sup>rd</sup> March	Friday 10 <sup>th</sup> March
<b>Papers to Secretary</b>	Monday 30 <sup>th</sup> January 17:00	Monday 6 <sup>th</sup> February 17:00	Monday 13 <sup>th</sup> February 17:00	Monday 27 <sup>th</sup> February 17:00	Monday 6 <sup>th</sup> March 17:00	Monday 13 <sup>th</sup> March 17:00	Monday 20 <sup>th</sup> March 17:00
<b>Papers to Members</b>	Wednesday 1 <sup>st</sup> February	Wednesday 8 <sup>th</sup> February	Wednesday 15 <sup>th</sup> February	Wednesday 1 <sup>st</sup> March	Wednesday 8 <sup>th</sup> March	Wednesday 15 <sup>th</sup> March	Wednesday 22 <sup>nd</sup> March
<b>Chair and Secretary Agenda Run through</b>	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting
<b>Meeting</b>	Wednesday 8 <sup>th</sup> February	Wednesday 15 <sup>th</sup> February	Wednesday 22 <sup>nd</sup> February	Wednesday 8 <sup>th</sup> March	Wednesday 15 <sup>th</sup> March	Wednesday 22 <sup>nd</sup> March	Wednesday 29 <sup>th</sup> March

\*To account for February School Holiday

Table 6: Shetland UHI Quarter 4 Calendar for Board of Management and Committees with dates of lead-in activities

<b>Quarter 4 (May-July)</b>	<b>Search and Nominations Committee</b>	<b>Audit Committee</b>	<b>Human Resources and Remuneration Committee</b>	<b>Learning Teaching and Research Committee</b>	<b>Finance and General Purposes Committee</b>	<b>Board of Management</b>
<b>Agenda Setting Meeting</b>	-	Thursday 27 <sup>th</sup> April	Thursday 4 <sup>th</sup> May	Thursday 18 <sup>th</sup> May	Thursday 1 <sup>st</sup> June	Thursday 8 <sup>th</sup> June
<b>Communications to Staff</b>	-	Friday 28 <sup>th</sup> April	Friday 5 <sup>th</sup> May	Friday 19 <sup>th</sup> May	Friday 2 <sup>nd</sup> June	Friday 9 <sup>th</sup> June
<b>Papers to Secretary</b>	-	Monday 8 <sup>th</sup> May 17:00	Monday 15 <sup>th</sup> May 17:00	Monday 29 <sup>th</sup> May 17:00	Monday 12 <sup>th</sup> June 17:00	Monday 19 <sup>th</sup> June 17:00
<b>Papers to Members</b>	-	Wednesday 10 <sup>th</sup> May	Wednesday 17 <sup>th</sup> May	Wednesday 31 <sup>st</sup> May	Wednesday 14 <sup>th</sup> June	Wednesday 21 <sup>st</sup> June
<b>Chair and Secretary Agenda Run through</b>	-	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting	Day of or day before the meeting
<b>Meeting</b>	-	Wednesday 17 <sup>th</sup> May	Wednesday 24 <sup>th</sup> May	Wednesday 7 <sup>th</sup> June	Wednesday 21 <sup>st</sup> June	Wednesday 28 <sup>th</sup> June