

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, and the Joint meeting of Audit Committee with Finance and General Purposes Committee, are hybrid, while 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 when Higher Education (HE) students are on holidays, when Further Education (FE) students are on holidays, and when Shetland's school educated pupils are on holidays (SE). 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, (October, Christmas, April) falling between an agenda setting meeting and the committee/board meeting.
 - o NB: this has not been possible for Search and Nominations Committee in Quarter One and 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 every quarter, preceded by Finance and General Purposes Committee, with a week in between.
- To account for the need for a joint Audit Committee and Finance and General Purposes Committee meeting in February to review the accounts.
- To minimise those who are not chairs, or the Principal, attending consecutive committee meetings in consecutive weeks.
- To ensure that there is at least 4 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.
- 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 the day after Up Helly Aa in 2024.
- For Quarter 3, to minimise a clash for student directors between meetings and HISA elections in March, where there is likely to be a time conflict between campaigning for a paid role for 2023-24 academic year, and attending committee meetings.
- For Quarter 4, to ensure that Learning, Teaching and Research Committee happens before the holder of the HISA Shetland Depute President role ends their term on 31st May 2024.

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

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

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

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

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

Quarter 1 (August-October)	Search and Nominations Committee	Human Resources and Remuneration Committee	Learning Teaching and Research Committee	Audit Committee	Finance and General Purposes Committee	Board of Management
Agenda Setting Meeting	Thursday 3 rd August	Thursday 10 th August	Thursday 17 th August	Thursday 24 th August	Thursday 31 st August	Thursday 14 th September
Papers to Secretary	Monday 14 th August	Monday 21 st August	Monday 28 th August	Monday 4 th September	Monday 11 th September	Monday 25 th September
Papers to Members	Wednesday 16 th August	Wednesday 23 rd August	Wednesday 30 th August	Wednesday 6 th September	Wednesday 13 th September	Wednesday 27 th September
Chair and Secretary Agenda Run through Meeting	Tuesday 22 nd August	Tuesday 29 th August	Tuesday 5 th September	Tuesday 12 th September	Tuesday 19 th September	Tuesday 3 rd October
Meeting	Wednesday 23 rd August	Wednesday 30 th August	Wednesday 6 th September	Wednesday 13 th September	Wednesday 20 th September	Wednesday 4 th October

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

Quarter 2 (November-January)	Search and Nominations Committee	Human Resources and Remuneration Committee	Learning Teaching and Research Committee	Audit Committee	Finance and General Purposes Committee	Board of Management
Agenda Setting Meeting	Thursday 5 th October	Thursday 19 th October	Thursday 25 th October	Thursday 2 nd November	Thursday 9 th November	Thursday 23 rd November
Papers to Secretary	Monday 23 rd November	Monday 30 th October 17:00	Monday 6 th November 17:00	Monday 13 th November	Monday 19 th November	Monday 4 th December
Papers to Members	Wednesday 25 th October	Wednesday 1 st November	Wednesday 8 th November	Wednesday 15 th November	Wednesday 22 nd November	Wednesday 6 th December
Chair and Secretary Agenda Run through Meeting	Tuesday 30 th October	Tuesday 7 th November	Tuesday 14 th November	Tuesday 21 st November	Tuesday 28 th November	Tuesday 12 th December
Meeting	Wednesday 1 st November	Wednesday 8 th November	Wednesday 15 th November	Wednesday 22 nd November	Wednesday 29 th November	Wednesday 13 th December

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

Quarter 3 (February-April)	Search and Nominations Committee	Human Resources and Remuneration Committee	Learning Teaching and Research Committee	Joint Audit Committee with Finance and General Purposes Committee	Audit Committee	Finance and General Purposes Committee	Board of Management (AGM)
Agenda Setting Meeting	-	Thursday 18 th January	Thursday 1 st February	Thursday 8 th February	Thursday 15 th February	Thursday 22 nd February	Thursday 7 th March
Papers to Secretary	-	Wednesday 29 th January	Monday 12 th February	Monday 19 th March	Monday 26 th February	Monday 4 th March	Monday 18 th March
Papers to Members	-	Wednesday 31 st February	Wednesday 14 th February	Wednesday 21 st February	Wednesday 28 th February	Wednesday 6 th March	Wednesday 20 th March
Chair and Secretary Agenda Run through	-	Tuesday 6 th February	Tuesday 20 th February	Tuesday 27 th February	Tuesday 5 th March	Tuesday 12 th March	Tuesday 26 th March
Meeting	-	Wednesday 7 th February	Wednesday 21 st February	Wednesday 28 th February	Wednesday 6 th March	Wednesday 13 th March	Wednesday 27 th March

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

Quarter 4 (May-July)	Search and Nominations Committee	Human Resources and Remuneration Committee	Learning Teaching and Research Committee	Audit Committee	Finance and General Purposes Committee	Board of Management
Agenda Setting Meeting	Thursday 25 th April	Thursday 2 nd May	Thursday 9 th May	Thursday 16 th May	Thursday 23 rd May	Thursday 6 th June
Papers to Secretary	Monday 6 th May	Monday 13 th May	Monday 20 th May	Monday 27 th May	Monday 3 rd June	Monday 17 th June
Papers to Members	Wednesday 8 th May	Wednesday 15 th May	Wednesday 22 nd May	Wednesday 29 th May	Wednesday 5 th June	Wednesday 19 th June
Chair and Secretary Agenda Run through Meeting	Tuesday 14 th May	Tuesday 21 st May	Tuesday 28 th May	Tuesday 4 th June	Tuesday 11 th June	Tuesday 25 th June
	Wednesday 15 th May	Wednesday 22 nd May	Wednesday 29 th May	Wednesday 5 th June	Wednesday 12 th June	Wednesday 26 th June