

Clubs, Societies and Projects Board

12. Annual calendar of business 2024/25*

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Purpose: To note the 2024/25 calendar of business for Clubs, Societies & Projects Board and its sub-committees.

Decision(s): To **note**.

1. Summary

The annual calendar contains the dates that Clubs, Societies & Projects Board (CSPB) and its proposed subcommittees will need to meet for the academic year 2024/25. Additional items linked to policy renewal timeframes will be added as applicable.

Specific agendas will be compiled between the DPCS, DPFS and Student Activities Managers, and will take into account other projects and decisions required.

All CSPB meetings will take place on Thursdays 6-8pm. CSPB is expected to meet in person, with subcommittees meeting over MS Teams unless otherwise required.

Paper/Application Deadline	Date	Meeting	Recurring Financial Items	Recurring Governance Items
8 Oct 2024	17 Oct 2024	Clubs, Societies & Projects Board [1]	To note the ADF, trips fund and Harlington fund available balances for the year. To note any CSPs in debt and circulate debt management plans.	To note management group, sub-committee and activities team updates. To approve appointments to sub-committees. To note the annual calendar of business.
18 Oct 2024	23 — 30 Oct 2024 (no meeting)	Activities Development Fund [1]	To approve the allocation of activities development Funding.	
1 Nov 2024	6 — 13 Nov 2024 (no meeting)	Trips Fund [1]	To approve the allocation of trips funding.	
5 Nov 2024	14 Nov 2024	Clubs, Societies & Projects Board [2]	To consider any CSP annual budgeting policy and framework proposed changes.	To note management group, sub-committee and activities team updates. To consider the CSP sustainability framework drafts.
15 Nov 2024	20 — 27 Nov 2024 (no meeting)	Activities Development Fund [2]	To approve the allocation of activities development Funding.	
1 Dec 2024	w/c 2 Dec 2024	New Activities Committee [1]		To approve initial new activity applications. To consider CSPB member sponsoring of applications.
3 Dec 2024	12 Dec 2024	Clubs, Societies & Projects Board [3]	To approve the CSP annual budgeting policy and framework.	To note management group, sub-committee and activities team updates. To approve the CSP sustainability framework.
14 Jan 2025	23 Jan 2025	Clubs, Societies & Projects Board [4]		To note management group, sub-committee and activities team updates.
17 Jan 2025	22 — 29 Jan 2025 (no meeting)	Trips Fund [2]	To approve the allocation of trips funding.	
24 Jan 2025	29 Jan — 5 Feb 2025 (no meeting)	Activities Development Fund [3]	To approve the allocation of activities development Funding.	
11 Feb 2025	20 Feb 2025	Clubs, Societies & Projects Board [5]		To note management group, sub-committee and activities team updates.
14 Feb 2025	19 — 26 Feb 2025 (no meeting)	Trips Fund [3]	To approve the allocation of trips funding.	
23 Feb 2025	w/c 24 Feb 2025	New Activities Committee [2]		To approve initial new activity applications. To consider CSPB member sponsoring of applications. To approve the graduation or closure of CSPs.
11 Mar 2025	20 Mar 2025	Clubs, Societies & Projects Board [6]	To approve CSP annual budgeting grant allocations.	To note management group, sub-committee and activities team updates.
17 Mar 2025	w/c 24 Mar 2025	New Activities Committee [3]		To approve finalised new activity applications. To approve the graduation or closure of CSPs.
6 May 2025	15 May 2025	Clubs, Societies & Projects Board [7]		To note management group, sub-committee and activities team updates.
9 May 2025	14 — 21 May 2025 (no meeting)	Activities Development Fund [4]	To approve the allocation of activities development Funding.	
16 May 2025	21 — 28 May 2025 (no meeting)	Trips Fund [3]	To approve the allocation of trips funding.	
3 Jun 2025	12 Jun 2025	Clubs, Societies & Projects Board [8]	To note finalised CSP annual budgeting grant allocations.	To note management group, sub-committee and activities team updates.