Imperial College Union
Board of Trustees / 26 November 2025

Annual Calendar of Business 2025/26 & 2026/27

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Purpose: To note the 2025/26 and 2026/27 Annual Calendar of Business for Board and its standing subcommittees

Decision: To note

1. Summary

The annual calendar contains the dates that the Board and its subcommittees will need to meet for the academic years 2025/26 and 2026/27. It was agreed in July 2024 to have a calendar of business that covered the next two academic years. The Board is asked to note the calendar of business and completed items.

A summary of expected business is provided and updated each meeting to assure the Board of business covered. Specific agendas will be compiled between the Chair, President, MD and Governance & Executive Manager, and will take into account other projects and decisions required. Additional items linked to policy renewal timeframes will be added as applicable.

All Board meetings are to take place on Wednesdays 2-5pm. Board is expected to meet in person, with subcommittees meeting over MS Teams unless otherwise arranged (e.g. October 2025 Finance, Audit & Risk met in person).

Indicative Paper Deadline	Date	Meeting	Strategic	Financial	Governance/Risk	Other Cyclical Substantive Items
Aug	27 Aug 2025	Finance, Audit & Risk		~~To note Draft year end update~~	~~To recommend a Strategic Risk Register Review~~	
Aug	3 Sep 2025	Governance & Membership			~~To approve RO & DRO Appointment~~ ~~To approve Election Rules & Regulations~~ ~~To note Annual Complaint and Disciplinary Report~~ ~~To approve Complaint and Disciplinary Panel Appointments~~	
Sep	17 Sep 2025	Board/Away Day	~~To note Annual Operating Plan Summary~~ ~~To approve updates to Annual Balanced Scorecard~~ ~~To review Commercial Strategy~~	~~To note Final Financial Year End Position~~	~~To note Strategic Risk Register Review~~	~~To note OT Annual Objectives~~ ~~To note MD Annual Objectives~~
October	22 Oct 2025	Imperial Union Trading Ltd Board of Directors				
October	29 Oct 2025	Finance, Audit & Risk		~~To recommend Draft Annual Accounts 2024/25~~ ~~To note Draft Audit Findings Report~~ ~~To note September Management Accounts~~		
Nov	26 Nov 2025	Board		To approve Annual Accounts 2024/25 To note October Management Accounts	To approve approach to reviewing Board effectiveness	To note Annual H&S Report
Jan	14 Jan	Imperial Union Trading Ltd Board of Directors				
Jan	28 Jan 2026	Finance, Audit & Risk		To note Financial Reforecast		To approve CSP Grant Allocation Framework 2026/27
Feb	25 Feb 2026	Board	To approve Annual Planning Round Framework & Priorities	To note January Management Accounts	To approve Scheme of Delegation Annual Review To approve Student Trustee/ 2nd College Council member recruitment process Review of Trading Subsidiary (TBC)	White City etc. progress – Belonging Plan
Mar	25 Mar 2026	Finance, Audit & Risk		To note February Management Accounts	To note Strategic Risk Register Review To note H&S update	To recommend Annual Casual Staff Pay Review – if not done in January FAR meeting

May	27 May 2026	Board		To note April Management Accounts	To note Annual RO & DRO Report To approve Student Trustee Appointments Review of Trading Subsidiary (TBC)	To note Staff Satisfaction Survey Results and approve recommendations
June	24 June 2026	Finance, Audit & Risk		To note 2025/26 Expected Outturn May Management Accounts To recommend 2025/26 Draft Budget		
July	29 July 2026	Board	To note Annual Report & Balanced Scorecard 2025/26	To note 2025/26 Expected Outturn June Management Accounts To approve 2026/27 Final Budget	To approve Subcommittee ToR and Appointments To note safeguarding update	To approve Annual Calendar of Business 2026/27 + 2027/28 including dates
Aug	26 Aug 2026	Finance, Audit & Risk		To note Draft year end update	To recommend a Strategic Risk Register Review	
Aug	2 Sep 2026	Governance & Membership			To approve RO & DRO Appointment To approve Election Rules & Regulations To note Annual Complaint and Disciplinary Report To approve Complaint and Disciplinary Panel Appointments	
Sep	16 Sep 2026	Board/Away Day	To note Annual Operating Plan Summary To note Annual Balanced Scorecard	To note Final Financial Year End Position	To note Strategic Risk Register Review	To note OT Annual Objectives To approve MD Annual Objectives To note Board effectiveness review and approve recommendations
October	28 Oct 2026	Finance, Audit & Risk		To recommend Draft Annual Accounts 2025/26 To note Draft Audit Findings Report To note September Management Accounts	To recommend annual H&S report	
Nov	25 Nov 2026	Board		To approve Annual Accounts 2025/26 To note Audit Findings Report 2025/26 To note October Management Accounts		To note Annual H&S Report and approve recommendations
Jan	27 Jan 2027	Finance, Audit & Risk		To note Financial Reforecast		To approve CSP Grant Allocation Framework 2027/28
Feb	24 Feb 2027	Board	To approve Annual Planning Round Framework & Priorities	To note January Management Accounts	To approve Scheme of Delegation Annual Review To approve Student Trustee/ 2nd College Council member recruitment process	
Mar	24 Mar 2027	Finance, Audit & Risk		To note February Management Accounts	To note Strategic Risk Register Review To note H&S update	To recommend Annual Casual Staff Pay Review
May	26 May 2027	Board		To note April Management Accounts	To note Annual RO & DRO Report To approve Student Trustee Appointment	To note Staff Satisfaction Survey Results and approve recommendations
June	23 June 2027	Finance, Audit & Risk		To note 2026/27 Expected Outturn May Management Accounts To recommend 2026/27 Draft Budget		
July	28 July 2027	Board	To note Annual Report & Balanced Scorecard 2026/27	To note 2026/27 Expected Outturn June Management Accounts To approve 2026/27 Final Budget	To approve Subcommittee ToR and Appointments To note safeguarding update	To approve Annual Calendar of Business 2027/28 + 2028/29 including dates