Imperial College Union
Board of Trustees / 29 July 2026

Annual Calendar of Business 2026/27 & 2027/28

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Purpose: To approve the 2026/27 and 2027/28 Annual Calendar of Business for Board and its standing subcommittees

Decision: To approve

1. Summary

The annual calendar contains the dates that the Board and its subcommittees will need to meet for the academic years 2026/27 and 2027/28. It was agreed in July 2024 to have a calendar of business that covered the next two academic years. The Board are asked to approve the calendar of business.

A summary of expected business is provided and updated at 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 and June Finance, Audit & Risk meetings will be in person).

Indicative Paper Deadline	Date	Meeting	Strategic	Financial	Governance/Risk	Other Cyclical Substantive Items
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 note MD Annual Objectives
Sep	7 Oct 2025	Imperial Union Trading Ltd Board of Directors			To approve IUT annual calendar of business	
Oct	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
Feb	17 Feb 2027	Finance, Audit & Risk		To note Financial Reforecast		To approve student group 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	
May	26 May 2027	Board		To note April Management Accounts	To note Annual RO & DRO Report To approve Student Trustee Appointment	

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 2026/27 + 2027/28 including dates
Aug	25 Aug 2027	Finance, Audit & Risk		To note Draft year end update	To recommend a Strategic Risk Register Review	
Aug	1 Sep 2027	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	15 Sep 2027	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 note MD Annual Objectives
October	27 Oct 2027	Finance, Audit & Risk		To recommend Draft Annual Accounts 2026/27 To note Draft Audit Findings Report To note September Management Accounts	To recommend annual H&S report	
Nov	24 Nov 2027	Board		To approve Annual Accounts 2026/27 To note Audit Findings Report 2026/27 To note October Management Accounts		To note annual H&S report
Feb	16 Feb 2028	Finance, Audit & Risk		To note Financial Reforecast		To approve student group allocation framework 2028/29
Feb	23 Feb 2028	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	22 Mar 2028	Finance, Audit & Risk		To note February Management Accounts	To note Strategic Risk Register Review To note H&S update	
May	24 May 2028	Board		To note April Management Accounts	To note Annual RO & DRO Report To approve Student Trustee Appointment	

June	21 June 2028	Finance, Audit & Risk		To note 2027/28 Expected Outturn May Management Accounts To recommend 2028/29 Draft Budget		
July	26 July 2028	Board	To note Annual Report & Balanced Scorecard 2027/28	To note 2027/28 Expected Outturn June Management Accounts To approve 2028/29 Final Budget	To approve Subcommittee ToR and Appointments To note safeguarding update	To approve Annual Calendar of Business 2028/29 + 2029/30 including dates