

Proposed Meeting Dates for 2024-2025

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. All meetings are held virtually via Teams apart from meetings of the Board of Management, which are hybrid.

In calendar format Table 1 lays out the suggested meeting dates for Quarter 1 and Quarter 2, while Table 2 does the same for Quarter 3 and Quarter 4. 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 of Management is asked to discuss and agree the proposed dates or agree alternative dates for each meeting.

The logic behind the date of each meeting is as follows:

- To avoid:
 - o School holidays, (October, Christmas, April) falling between an agenda setting meeting and the committee/board meeting, where possible
 - o Meetings held out of term time in order to support members' childcare commitments.
- To ensure that Board of Management meeting is held every 3 months.
- To account for the need for a joint Audit Committee and Finance and General Purposes Committee meeting in November to review the accounts.
- To account for Finance and General Purposes Committee meeting monthly in the second half of each month, to allow for suitable financial reporting timelines.
- 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 December for an AGM.
- For Quarter 3, to avoid the day after Up Helly Aa in 2025.
- 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 2025.
- To allow for the AGM to be held online as a standalone meeting in December (where statutory reports are approved before submission), and allow more time of a Board of Management meeting in January.

1Table 1: Shetland UHI Quarter 1 and Quarter 2 Meetings Calendar for Board of Management and Committees

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

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

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

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

Quarter 1 (August- October)	Agenda Setting Meeting	Papers to Secretary	Papers to Members	Secretary Agenda Run through with		Meeting
				Student Director	Chair	
Finance and General Purposes Committee	Wednesday 31/07*	Monday 12/08*	Wednesday 14/08*	Friday 16/08	Tuesday 20/08	Wednesday 21/08
Search and Nominations Committee	Wednesday 07/08*	Monday 19/08	Wednesday 21/08	Friday 23/08	Tuesday 27/08	Wednesday 28/08
Human Resources and Remuneration Committee	Wednesday 14/08	Monday 26/08	Wednesday 28/08	Friday 30/08	Tuesday 02/09	Wednesday 04/09
Audit Committee	Wednesday 21/08	Monday 02/09	Wednesday 04/09	Friday 06/09	Tuesday 10/09	Wednesday 11/09
Learning Teaching and Research Committee	Tuesday 27/08	Monday 9/09	Wednesday 11/09	Friday 13/09	Tuesday 17/09	Wednesday 18/09
Finance and General Purposes Committee	Tuesday 03/09	Monday 16/09	Wednesday 18/09	Friday 20/09	Tuesday 24/09	Wednesday 25/09
Search and Nominations Committee	Tuesday 10/09	Monday 23/09	Wednesday 25/09	Friday 27/09	Tuesday 01/10	Wednesday 02/10
Board of Management	Tuesday 17/10	Monday 31/10	Wednesday 02/10	Friday 04/10	Tuesday 08/10	Wednesday 09/10

*Date in School Holidays

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

Quarter 2 (November- January)	Agenda Setting Meeting	Papers to Secretary	Papers to Members	Secretary Agenda Run through with		Meeting
				Student Director	Chair	
Finance and General Purposes Committee	Monday 30/09	Monday 21/10	Wednesday 23/10	Friday 25/10	Tuesday 29/10	Wednesday 30/10
Learning Teaching and Research Committee	Tuesday 01/10	Monday 28/10	Wednesday 30/10	Friday 01/11	Tuesday 05/11	Wednesday 06/11
Audit Committee	Wednesday 23/10	Monday 04/11	Wednesday 06/11	-	Tuesday 12/11	Wednesday 13/11
Joint Audit Committee Meeting with Finance and General Purposes Committee	Tuesday 29/10	Monday 11/11	Wednesday 13/11	Friday 15/11	Tuesday 19/11	Wednesday 20/11
Finance and General Purposes Committee	Tuesday 05/11	Monday 18/11	Wednesday 20/11	Friday 22/11	Tuesday 26/11	Wednesday 27/11
Human Resources and Remuneration Committee	Tuesday 12/11	Monday 25/11	Wednesday 27/11	-	Tuesday 03/12	Wednesday 04/12
AGM	Tuesday 19/11	Monday 02/12	Wednesday 04/12	Friday 06/12	Tuesday 10/12	Wednesday 11/12
Finance and General Purposes Committee	Tuesday 26/11	Monday 09/12	Wednesday 11/12	Friday 13/12	Tuesday 17/12	Wednesday 18/12
Board of Management	Tuesday 03/12	Monday 06/01	Wednesday 08/01	Friday 09/01	Tuesday 14/01	Wednesday 15/01
Finance and General Purposes Committee	Thursday 19/12	Monday 13/01	Wednesday 15/01	Friday 17/01	Tuesday 21/01	Wednesday 22/01

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

Quarter 3 (February-April)	Agenda Setting Meeting	Papers to Secretary	Papers to Members	Secretary Agenda Run through with		Meeting
				Student Director	Chair	
Search and Nominations Committee	Wednesday 15/01	Monday 27/01	Wednesday 29/01	Friday 31/01	Tuesday 04/02	Wednesday 05/02
Human Resources and Remuneration Committee	Tuesday 21/01	Monday 04/02	Tuesday 05/02	-	Tuesday 13/02	Wednesday 12/02
Learning Teaching and Research Committee	Thursday 30/01	Monday 11/02	Tuesday 12/02	Friday 14/02	Tuesday 20/02	Wednesday 19/02
Finance and General Purposes Committee	Tuesday 05/02	Monday 17/02	Wednesday 19/02	Friday 21/02	Tuesday 25/02	Wednesday 26/02
Audit Committee	Tuesday 19/02	Monday 03/03	Wednesday 05/03	-	Tuesday 11/03	Wednesday 12/03
Finance and General Purposes Committee	Tuesday 26/02	Monday 10/03	Wednesday 12/03	Friday 14/03	Tuesday 18/03	Wednesday 19/03
Board of Management	Tuesday 12/03	Monday 24/03	Wednesday 26/03	Friday 28/03	Tuesday 01/04	Wednesday 02/04
Finance and General Purposes Committee	Tuesday 01/04	Monday 21/04	Wednesday 23/04	Friday 25/04	Tuesday 29/04	Wednesday 30/04

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

Quarter 4 (May-July)	Agenda Setting Meeting	Papers to Secretary	Papers to Members	Secretary Agenda Run through with		Meeting
				Student Director	Chair	
Search and Nominations Committee	Wednesday 16/04*	Monday 28/04	Wednesday 30/04	Friday 01/05	Tuesday 06/05	Wednesday 07/05
Human Resources and Remuneration Committee	Wednesday 23/04	Monday 05/05	Wednesday 07/05	-	Tuesday 13/05	Wednesday 14/05
Learning Teaching and Research Committee	Wednesday 30/04	Monday 12/05	Wednesday 14/05	Friday 16/05	Tuesday 20/05	Wednesday 21/05
Finance and General Purposes Committee	Tuesday 06/05	Monday 19/05	Wednesday 21/05	Friday 23/05	Tuesday 27/05	Wednesday 28/05
Audit Committee	Tuesday 13/05	Monday 26/05	Wednesday 28/05	-	Tuesday 03/06	Wednesday 04/06
Finance and General Purposes Committee	Tuesday 27/06	Monday 09/06	Wednesday 11/06	Friday 13/06	Tuesday 17/06	Wednesday 18/06
Board of Management	Tuesday 03/06	Monday 16/06	Wednesday 18/06	Friday 20/06	Tuesday 24/06	Wednesday 25/06
Finance and General Purposes Committee	Thursday 26/06	Monday 14/07	Wednesday 16/07	Friday 18/07	Tuesday 22/07	Wednesday 23/07

*Date in School Holidays