

Proposed Quarter 2 Meeting Dates for 2024-2025

Below is the amended calendar and tables of proposed meetings for Quarter 2 of this 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 2. 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).

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 and Christmas) 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.
- 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 2 Meetings Calendar for Board of Management and Committees

	November	December	January
1			Holidays (Shetland UHI, School Education)
2			Holidays (Shetland UHI, School Education)
3			Holidays (Shetland UHI, School Education)
4		Joint Audit Committee Meeting with Finance & General Purposes Committee	
5			
6	Learning Teaching and Research Committee		Holidays (School Education)
7			
8			
9			
10			
11		Annual General Meeting	
12			
13	Audit Committee		
14			
15			Board of Management
16			
17			
18		Finance & General Purposes Committee	
19			
20	Human Resources & Remuneration Committee		
21			
22			Finance & General Purposes Committee
23		Holidays (Shetland UHI, School Education)	
24		Holidays (Shetland UHI, School Education)	
25		Holidays (Shetland UHI, School Education)	
26		Holidays (Shetland UHI, School Education)	
27	Finance & General Purposes Committee	Holidays (Shetland UHI, School Education)	
28			
29			Holidays (Shetland UHI, School Education)
30		Holidays (Shetland UHI, School Education)	
31		Holidays (Shetland UHI, School Education)	

Table 2: 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	
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
Human Resources and Remuneration Committee	Tuesday 29/10	Monday 11/11	Wednesday 13/11	-	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
Joint Audit Committee Meeting with Finance and General Purposes Committee	Monday 11/11	Monday 25/11	Wednesday 27/11	Friday 29/11	Tuesday 03/12	Wednesday 04/12
AGM	Monday 18/11	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 10/01	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