

# NUKH Governing Body

## Calendar and Reporting Schedule for 2025

Meeting	Meeting Theme	Matters to Receive	Attendee Invitations
<b>Jan – April</b>  <b>Thursday 15th May</b>  <b>Held at: Online</b>	<b>Partners</b>	Standing Items: <ul style="list-style-type: none"> <li>• Adoption of minutes</li> <li>• CEO Report</li> <li>• Legal, Contractual and Compliance matters</li> <li>• Strategy and Corporate Planning/Review</li> <li>• Academic Operations Report</li> <li>• Risk and Audit Report</li> <li>• Governance, Ratifications, Acknowledgments and AOB</li> </ul> By Invitation Reporting – Partner Focus: <ul style="list-style-type: none"> <li>• Partner Health</li> <li>• College Performance Reporting</li> <li>• Recruitment Numbers</li> <li>• Business Development</li> </ul>	<ul style="list-style-type: none"> <li>• EGMs</li> <li>• Business Development Director</li> <li>• General Manager Marketing &amp; Recruitment</li> </ul>
<b>May – Aug</b>  <b>Tuesday 19th August</b>  <b>Held at: f2f</b>	<b>People</b>	Standing Items: <ul style="list-style-type: none"> <li>• Adoption of minutes</li> <li>• CEO Report</li> <li>• Legal, Contractual and Compliance matters</li> <li>• Strategy and Corporate Review</li> <li>• Academic Operations Report</li> <li>• Risk and Audit Report</li> <li>• Governance, Ratifications, Acknowledgments and AOB</li> </ul> By Invitation Reporting – People Focus: <ul style="list-style-type: none"> <li>• Equitable treatment of staff</li> <li>• Diversity, Equity and Inclusion Report (End of FY)</li> <li>• Fostering the wellbeing of staff</li> <li>• WHS Annual Effectiveness Assessment</li> <li>• WHS End of FY Report</li> <li>• Workforce Planning /Strategic Resource Allocation</li> <li>• The Navitas Impact Report (FY)</li> </ul>	<ul style="list-style-type: none"> <li>• Director of People and Engagement</li> <li>• Chair of Academic Board</li> </ul>
<b>Sept – Dec</b>  <b>Thursday 27th November</b>  <b>Held at: f2f</b>	<b>Students</b>	Standing Items: <ul style="list-style-type: none"> <li>• Adoption of minutes</li> <li>• CEO Report</li> <li>• Legal, Contractual and Compliance matters</li> <li>• Strategy and Corporate Review</li> <li>• Academic Operations Report</li> <li>• Risk and Audit Report</li> <li>• Governance, Ratifications, Acknowledgments and AOB</li> </ul> By Invitation Reporting – Students Focus: <ul style="list-style-type: none"> <li>• Outcomes of the Student Satisfaction Survey</li> <li>• Learning &amp; Teaching Outcomes</li> <li>• Academic Performance, Governance and Control</li> <li>• College Performance Reports</li> <li>• Academic Board Annual L&amp;T Report</li> <li>• Annual Programme Monitoring and Tracer Data Review</li> </ul>	<ul style="list-style-type: none"> <li>• EGMs</li> <li>• College Leaders</li> </ul>

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### Standing Items Reports / Notifications:

Standing Items	Items to Raise	Reports / Notifications	Meeting - 2025
<b>Adoption of minutes</b>	<ul style="list-style-type: none"> <li>Adoption of minutes of previous meeting</li> </ul>	<ul style="list-style-type: none"> <li>Minutes from the third meeting of the previous year (previous year)</li> <li>Minutes from the first meeting of the calendar year</li> <li>Minutes from the second meeting of the calendar year</li> </ul>	<ul style="list-style-type: none"> <li>Meeting 1</li> <li>Meeting 2</li> <li>Meeting 3</li> </ul>
<b>CEO Report</b>	<ul style="list-style-type: none"> <li>To receive a business performance and operational update from the CEO (UPE)</li> </ul>	<ul style="list-style-type: none"> <li>CEO Report</li> </ul>	<ul style="list-style-type: none"> <li>All meetings</li> </ul>
<b>Legal, Contractual and Compliance</b>	<ul style="list-style-type: none"> <li>To discuss any new/ongoing legal matters arising since the previous Governing Body meeting</li> <li>To discuss any new/ongoing compliance matters that apply to the regulatory setting of the business (OfS/CMA/UKVI)</li> <li>To receive notification of any statutory notices provided to the business</li> </ul>	<ul style="list-style-type: none"> <li>OfS and Accounts timelines and data submission requirements</li> <li>OfS Annual Financial Return approval and submission (AFR)</li> </ul>	<ul style="list-style-type: none"> <li>Meeting 2</li> <li>Meeting 3</li> </ul>
<b>Academic Operations</b>	<ul style="list-style-type: none"> <li>To receive an academic operations report</li> <li>To note the minutes of the NUKH Academic Board held on: XX-XX-XX</li> <li>To receive matters arising from the NUKH Academic Board Chair that require consideration of the Governing Body</li> </ul>	<ul style="list-style-type: none"> <li>Academic Operations Report</li> <li>Education Strategy Review Update</li> </ul>	<ul style="list-style-type: none"> <li>All meetings</li> <li>Meeting 2</li> </ul>
<b>Risk and Audit</b>	<ul style="list-style-type: none"> <li>To note the minutes of the NUKH Risk and Audit Committee held on: XX-XX-XX</li> <li>To receive matters arising from the NUKH Risk and Audit Committee Chair that require consideration of the Governing Body</li> </ul>	<ul style="list-style-type: none"> <li>UPE Annual Risk Report</li> <li>OfS Prevent Monitoring Risk Assessment Review and Action Plan</li> <li>Review and Validation of Student Protection Plan and Access and Participation Statement</li> </ul>	<ul style="list-style-type: none"> <li>Meeting 1</li> <li>Meeting 2</li> <li>Meeting 2</li> </ul>
<b>Governance, Ratifications and Acknowledgments, AOB</b>	<ul style="list-style-type: none"> <li>Governing Body Governance</li> <li>Matters approved by email between meetings (including Chairs actions)</li> <li>Other business for consideration</li> <li>Dates for Future Meetings</li> </ul>	End of Year Reports for: <ul style="list-style-type: none"> <li>Annual Governance Report (includes all Committee's Performance and Effectiveness Reviews, compliance statements, etc)</li> <li>Prevent Report (annual Prevent Declarations and Data Return sign off)</li> <li>Senior Executive Pay Report (Salary Disclosure Summary – Reserved for Directors only)</li> <li>Value for Money Report</li> <li>ESG Report</li> </ul>	<ul style="list-style-type: none"> <li>Meeting 3 (all reports)</li> </ul>