

Please Note: The Director & Principal will be hosting a lunch after the meeting. Please let Sonja Read know (020 7898 4015 or sr40@soas.ac.uk) if you are able to attend the lunch.

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

GOVERNING BODY

**Friday 14 March 2008 at 11.00 am
in Room 116 (1st floor)**

A G E N D A

* items are formal business; if members wish to discuss any issues arising from these reports, they must inform the Clerk to Governing Body by noon on Thursday 13 March 2008

I Minutes

To approve: the Minutes of the meeting held on 14 December 2007 [Attached]

II Matters Arising

Minute 9: QAA Institutional Audit 2007

To note: that an action plan has been submitted to QAA in line with requirements, that actions are being progressed with regular reports through the School committee processes, until final sign-off by the QAA by March 2009

III Director & Principal's Report

To receive: a report from the Director & Principal [Appendix A]

IV Planning

To note: a report on the planning process for 2008/09 [Appendix B]

V Finance

(i) To receive: the financial forecast for 2007/8 [Appendix C]

(ii) To receive: the following reports:

Cash Flow Projection)	
Capital and Debt Statement)	[Appendix D]
Short-Term Deposits)	

VI Estates Matters

To receive: a report on Estates Developments [Appendix E]

VII Equality Committee

To receive: the Annual Report from the Equality Committee 2006/7 [Appendix F]

VIII Health & Safety Committee

To receive: a report from the Health & Safety Committee [Appendix G]

IX Committee Membership

To note: the appointment of new lay committee members [Appendix H]

***X Academic Board**

To receive: the draft Minutes of the meeting held on
27 February 2008 [Appendix I]

***XI Resources & Planning Committee**

To receive: the draft Minutes of the meeting held on 4 March 2008 [Appendix J]
To follow

XII Committee Meeting Dates 2008/09

To note: Dates of committees with lay membership in 2008/09 [Appendix K]

XIII Any Other Business

XIV Date of Next Meeting