

**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](mailto:sr40@soas.ac.uk)) if you are able to attend the lunch.**

## **SCHOOL OF ORIENTAL AND AFRICAN STUDIES**

### **GOVERNING BODY**

**Friday 13 June 2008 at 11.00 am  
in Room 116 (1st floor)**

#### **AGENDA**

\* 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 12 June 2008

***Please note that you are invited to a tour of the Library before the meeting. David Perrow, the Interim Librarian, will be conducting the tour and will meet you at 10 a.m. at the entrance of the Library. Would you please let Sonja Read know ([sr40@soas.ac.uk](mailto:sr40@soas.ac.uk)) whether or not you will be attending this tour.***

#### **I Minutes**

To approve: the Minutes of the meeting held on 14 March 2008 [Attached]

#### **II Matters Arising**

#### **III Director & Principal's Report**

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

#### **IV Finance**

(i) To approve: the delegation of authority to Resources & Planning Committee to approve the Financial Statements on behalf of Governing Body [Appendix B]

(ii) To approve: the draft revenue budget and capital budget for 2008/9 [Appendix C]

<b>V</b>	<b>Strategic Planning</b>	
	(i) To note: the planning process and timetable for 2008/9	}
	(ii) To receive: a digest on the annual reports on sub-strategies received and approved by Resources & Planning Committee and Academic Board	} [Appendix D]
<b>VI</b>	<b>Effectiveness Review</b>	
	To approve: a project plan on the effectiveness review of Governing Body for 2008/09	[Appendix E]
<b>VII</b>	<b>Library Strategic Plan</b>	
	(i) To approve: the recommendations in the Library Strategic Plan	} [Appendix F]
	(ii) To note: the draft operational plan	}
<b>VIII</b>	<b>QAA</b>	
	To receive: a summary executive report on the School's response to the QAA Institutional Audit 2007	[Appendix G]
<b>IX</b>	<b>Student Retention</b>	
	To receive: a report on student retention	[Appendix H]
<b>X</b>	<b>Health &amp; Safety Committee</b>	
	To receive: a report from the Health & Safety Committee	[Appendix I]
<b>XI</b>	<b>SOAS/SU Code of Practice</b>	
	To approve: minor amendments to the SOAS/SU Code of Practice	[Appendix J]
<b>XII</b>	<b>Terms of Reference of the Development Advisory Board</b>	
	To approve: the terms of reference of the Development Advisory Board	[Appendix K]
<b>XIII</b>	<b>Standing Orders</b>	
	To approve: amendments to Standing Orders	[Appendix L]

**XIV Committee Membership**

(i) To approve: a Governing Body member of Audit Committee }

[Appendix M]

(ii) To note: action taken relating to committee Memberships }

**XV HEFCE – Assessment of Institutional Risk**

To note: letter from HEFCE stating that SOAS is 'not at higher risk'

[Appendix N]

**XVI Honorary Degree**

To note: the award of an Honorary Degree to Sir David Brewer at Foundation Day

**\*XVII Academic Board**

To receive: the draft Minutes of the meeting held on 28 May 2008

[Appendix O]

**\*XVIII Resources & Planning Committee**

To receive: the draft Minutes of the meeting held on 20 May 2008

[Appendix P]

**XIX Any Other Business**

**XX Dates of Meetings Next Session**

The meetings of Governing Body next session have been scheduled as follows:

**Wednesday** 10 December 2008

Friday 20 March 2009

Friday 12 June 2009

all at 11.00 followed by lunch