

*Please Note: The Director & Principal will be hosting a lunch after the meeting. Please let Patrick Robinson know (020 7898 4015 or [pr13@soas.ac.uk](mailto:pr13@soas.ac.uk)) if you are able to attend the lunch.*

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

### **GOVERNING BODY**

**Wednesday 10 December 2008 at 11.00 a.m.  
in Room 116**

#### **A G E N D A**

\* items are formal business; if members wish to discuss issues arising from these reports, they must inform the Clerk to Governing Body, Sharon Page ([sp28@soas.ac.uk](mailto:sp28@soas.ac.uk)), by noon on Tuesday 9 December 2008.

- I Membership & Terms of Reference**  
To note: the terms of reference and membership of the Governing Body and the procedures for the Conduct of Meetings [Appendix A]
- II Minutes**  
To approve: the Minutes of the meeting held on 13 June 2008 (attached)
- III Matters Arising**
- IV Director & Principal's Report**  
To receive: a report from the Director & Principal [Appendix B]
- V Finance**
- (i) To receive: the audited financial statements for the year ended 31 July 2008, approved by the Resources & Planning Committee (under delegated authority) [Appendix C]
- (ii) To consider: a report on the Budget Validation exercise for 2008/9 [Appendix D (Annex i & ii)]
- (iii) To receive: the following reports from the Director of Finance:
- |                          |   |                        |
|--------------------------|---|------------------------|
| Cash Flow Projection     | } | [Appendix E (Annex i)] |
| Capital & Debt Statement | } | (Annex ii)             |
| Short-term Deposits      | } | (Annex iii)            |
- (iv) To consider: amendments to the Barclays Loan facility letter [Appendix F]
- VI Strategic Planning**  
To receive: a review of the Planning Process for 2009/10 and beyond [Appendix G]
- VII Developing 3<sup>rd</sup> Stream Activity**  
To receive: a report from the Pro-Director outlining recommendations from the Oakleigh Report on the development of 3<sup>rd</sup> stream activity [Appendix H]

<b>VIII</b>	<b>Development Matters</b>		
	To receive:	a report on development matters from the Director of Development and Alumni Relations	[Appendix I (Annex i)]
	To approve:	terms of reference and membership of the Development Advisory Board	[Appendix I (Annex ii)]
<b>IX</b>	<b>Governing Body Effectiveness Review</b>		
	To receive:	a report from the Registrar & Secretary on the progress of the Governing Body Effectiveness Review	[Appendix J]
<b>X</b>	<b>Degree Awarding Powers (DAPs)</b>		
	(i) To receive:	a paper from the Vice-Principal	[Appendix K (Annex i)]
	(ii) To approve:	the draft Critical Self-Analysis document to be submitted to QAA (subject to approval of drafting amendments by the Chair of Academic Board)	[Appendix K (Annex ii)]
<b>XI</b>	<b>Estates Matters</b>		
	To note:	current developments with the School's Estate and Infrastructure and recommendations of Estates & Infrastructure Committee and Resources & Planning Committee	[Appendix L]
<b>XII</b>	<b>QAA Institutional Audit 2007</b>		
	To note:	a letter from QAA confirming completion of the Audit	[Appendix M]
<b>XIII</b>	<b>Internal Audit</b>		
	(i) To receive:	the Annual Report of the Audit Committee for 2007/8	[Appendix N (Annex i)]
	(ii) To receive:	the Minutes of the meeting of Audit Committee held on 3 Nov 2008	[Appendix N (Annex ii)]
	(iii) To receive:	the Annual Internal Audit report	[Appendix N (Annex iii)]
<b>XIV</b>	<b>HEFCE</b>		
	(i) To receive:	the HEFCE Financial Forecasts 2008 and commentary, approved by Resources & Planning Committee (under delegated authority)	[Appendix O (Annex i & ii)]
	(ii) To note:	the Annual Assurance return	[Appendix O (Annex iii)]
	(ii) To receive:	the Corporate Planning Statement for 2008 approved by Resources & Planning Committee (under delegated authority)	[Appendix O (Annex iv)]

- XV Students' Union**  
To receive: the Annual Report 2007/8 and the Financial Statements for the year ended 31 July 2008 [Appendix P]
- XVI Honorary Degrees and Fellowships**  
To note: procedures for nomination [Appendix Q]
- XVII Health & Safety Committee**  
To receive: a report from the Health & Safety Committee [Appendix R]
- \*XVIII Academic Board**  
To receive: the draft Minutes of the meeting held on 19 November 2008 [Appendix S]
- \*XIX Resources and Planning Committee**  
To receive: the draft Minutes of the meeting held on 18 November 2008 [Appendix T]
- XX Any Other Business**
- XXI Date of next meeting**  
To note: that the next meeting of the Governing Body will be on Friday 20<sup>th</sup> March 2009, starting at 11am followed by lunch at 12.30pm