

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) if you are able to attend the lunch.

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

GOVERNING BODY

Wednesday 9 December 2009 at 11.00 a.m.
in Room 116

A G E N D A

* Starred items are formal business only. If members wish to discuss issues arising from these reports, they must inform the Deputy Secretary, Jo Halliday (jh61@soas.ac.uk), by noon on Tuesday 8 December 2009. Similarly, if members wish to raise items of any other business, please notify the Deputy Secretary in the same timescale.

Tour of the London International Development Agency

Please note there will be a tour for governors of the LIDC, convening at 2.15pm in Room 115, to start at the LIDC at 2.30pm. Please contact Patrick Robinson if you have not already signed up but wish to do so. The event will last until approximately 3.00pm, with time for questions and discussion.

I Minutes

To approve: the minutes of the meeting held on 2 October 2009 (attached)

II Matters Arising

Minute 3 (i): Degree Awarding Powers

To receive: an oral report from the Vice Principal

Minute 3 (ii): IFCELS

To receive: an oral report from the Vice Principal

Minute 3 (iv): Staff development review

To receive: an oral update from the Interim Registrar & Secretary

Minute 7: KPIs – student completion rates

To note: a report on the student experience at SOAS will be presented to the Academic Board in March 2010 and to the Governing Body in April 2010

Minute 10: Students' Union position on student occupations

To receive: an oral report back from the student governors

III Director & Principal's Report

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

IV Governance

- (i) To approve: an amendment to Standing Orders so that the Audit Committee is compliant with HEFCE guidance [Appendix B]
 - (ii) To resolve: to agree the revised Charter & Articles to be submitted to the Privy Council for approval [Appendix C]
- V Strategic Planning**
- (i) To consider: an update report on key performance indicators [Appendix D]
 - (ii) To approve: the following revised sub-strategies
 - (a) Learning and Teaching [Appendix E]
 - (b) Research and Enterprise [Appendix F]
 - (c) Financial [Appendix G]
 - (iii) To approve: the development of a Student Administration and Support sub-strategy [Appendix H]
 - (iv) To receive: a report on development and alumni relations activities [Appendix I]
 - (v) To approve: the Corporate Planning Statement 2009 [Appendix J]
- VI Financial and audit matters**
- (i) *Resources & Planning Committee*
 - (a) To receive: the draft minutes of the meeting of the Resources & Planning Committee held on 17 November 2009 [Appendix K]
 - (b) To approve: the audited financial statements for the year ended 31 July 2009 [Appendix L]
 - (c) To approve: the revised revenue budget 2009/10 [Appendix M]
 - (d) To approve: the HEFCE financial forecasts 2009 and commentary [Appendix N]
 - (e) To receive: the following reports
 - (ei) Cash Flow Projection [Appendix O]
 - (eii) Capital & Debt Statement [Appendix P]
 - (eiii) Short-term Deposits [Appendix Q]
 - * (f) To note: the signed Annual Assurance return [Appendix R]
 - (ii) *Audit Committee*
 - * (a) To receive: the minutes of the meeting of the Audit Committee held on 5 October 2009 [Appendix S]
 - * (b) To receive: the draft minutes of the meeting of the Audit Committee held on 16 November 2009 [Appendix T]
 - (c) To approve: the Annual Internal Audit report 2008/9 [Appendix U]

(d) To approve: the Annual Report of the Audit Committee 2008/9 [Appendix V]

VII Other sub-committees

(i) *Academic Board*

To receive: the draft minutes of the meeting of the Academic Board held on 18 November 2009 [Appendix W]

*(ii) *Health & Safety Committee*

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

(iii) *Nominations Committee*

(a) To note: minor amendments to the procedures for the appointment of lay members of Governing Body [Appendix Y]

(b) To note: the use of Chair's action to appoint the lay member of Equality & Diversity Committee

VIII Students' Union

To receive: the Annual Report for 2008/9 including the Financial Statements for the year ended 31 July 2009 [Appendix Z]

IX *Annual Report and Financial Statements 2008/2009

To receive: the report and statements [Appendix A1]
(To follow)

X Any other business

XI Date of next meeting

To note: that the next meeting of the Governing Body will be on Friday 30 April 2010, starting at 11am followed by lunch at 12.30pm