

GOVERNANCE CYCLE & POLICY REGISTER 2024/25

Type	Document / Policy Name	Approved By	Date	Renew By
Democratic Policy Register				
Governance	Student & University Partnership Agreement	Board of Trustees	27 February 2015	N/A
		CCCU Governing Body	16 June 2015	N/A
Governance	Bye Laws of Christ Church Students' Union - v1.5	Board of Trustees	8 October 2021	N/A
Governance	CCCU and CCSU Data Sharing Agreement	Students' Union and University Partnership Forum	15 November 2018	N/A
Governance	Delegation of Authority	Board of Trustees	23 June 2023	June 2024
Governance	Financial Memorandum 2023/24	Finance & Risk Sub-Committee	11 May 2023	June 2024
		CCCU Finance & Resources Committee	7 June 2023	
Policy	Finance Procedures	Board of Trustees	23 June 2023	June 2024
Policy	Equality, Diversity, and Inclusion Policy	Board of Trustees	16 October 2023	June 2024
Policy	Student Media Editorial Policy	Board of Trustees	15 July 2021	July 2024
Policy	Freedom of Speech Policy	Board of Trustees	29 January 2024	Sept 2024
Policy	Advice Centre Policy and Procedures	Board of Trustees	8 February 2021	Oct 2024
Governance	Board of Trustees - Terms of Reference	Board of Trustees	13 May 2022	May 2025
Governance	Finance & Risk Sub-Committee - Terms of Reference	Board of Trustees	13 May 2022	May 2025

Governance	Charitable Services Sub-Committee - Terms of Reference	Board of Trustees	13tMay 2022	May 2025
Governance	Appointments Committee - Terms of Reference	Board of Trustees	13 May 2022	May 2025
Governance	Appraisal Committee - Terms of Reference	Board of Trustees	13 May 2022	May 2025
Policy	Trustees, Officers, and Staff Working Together Policy	Board of Trustees	24 June 2022	June 2025
Policy	Welcome Events Policy	Board of Trustees	23 June 2023	June 2025
Governance	Articles of Association	Board of Trustees	6 April 2021	April 2026
		Annual Members' Meeting	6 November 2020	April 2026
		CCCU Governing Body	23 March 2021	April 2026
Policy	Safeguarding Policy	Board of Trustees	19 May 2023	May 2026
Policy	Reserves Policy	Board of Trustees	29 January 2024	Jan 2027
Policy	Data Protection Policy	Board of Trustees	20 May 2024	May 2027
Policy	Health, Safety & Wellbeing Policy	Board of Trustees	20 May 2024	May 2027
Policy	Comments & Complaints Policy	Board of Trustees	20 May 2024	May 2027
Policy	Ethical, Environment & Sustainability Policy	Board of Trustees	20 May 2024	May 2027
Governance	Students' Union Code of Practice	Board of Trustees	23 June 2023	June 2028
		CCCU Governing Body	27 June 2023	

Governance and Democracy Calendar 2024/25

This table details in summary the key governance and democracy dates in 2024/25. These may be subject to change depending on availability.

	Board of Trustees							Finance & Risk Sub-Committee							Charitable Services Sub-Committee							Appointments Committee (as and when)							Appraisal Committee TBC							CCCU Finance & Resources							Annual Members' Meeting TBC							Union Council TBC							Elections Voting TBC						
2024/2025	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S														
Jul	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																
Aug				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																													
Sep							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																										
Oct	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																															
Nov					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																													
Dec							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29																												
Jan	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																														
Feb						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																														
Mar						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																												
Apr		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																																
May				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																													
Jun							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29																												

CEO	DCEO	HoBD	ARM	OEM	CB	DCB
Chief Executive Officer	Deputy Chief Executive Officer	Head of Business & Development	Advice & Representation Manager	Opportunities & Events Manager	Chair of the Board of Trustees	Deputy Chair of the Board of Trustees

Leadership Team

The Leadership Team is not a governance committee, but is the responsible authority for the operation of the Union and support of elected officers. The Leadership Team consists of: 3 Sabbatical Officers, the Chief Executive Officer, the Deputy CEO, and the Head of Business & Development.

Leadership Team meets fortnightly and has the remit of:

1. Oversee and coordinate the operational objectives of the Union, in line with the Union’s strategy and actions of the Board of Trustees;
2. Review the operating policies and procedures of the Union;
3. Coordinate operational objectives against the Union’s operating plan and against PI’s and KPI’s;
4. Receive reports on membership and engagement from MSL;
5. Receive reports on the Union’s budget in line with the Union’s financial plan and the actions of the Board of Trustees;
6. Receive reports from managers as to the progress of the Union against its operating plan;
7. Receive reports from sabbaticals as to progress against their manifestos, other objectives and campaigning plans; and
8. Consider the actions and resolutions of the Union Council, Annual Members’ Meeting, Union on Tour and other democratic forums.

Appraisal Committee 2024/25

The Appraisal Committee has the remit of performance management of the Union’s ‘Senior Manager’, which is the Chief Executive Officer. The full Terms of Reference for the Appraisal Committee can be found [HERE](#).

Standing Updates	Lead	Sept	Jan	June
Full appraisal with Chair and Deputy Chair	CB			
Appraisal meeting with the Chair and Deputy Chair (if the Chair has changed since August)	CB			
Mid-year review	CB			

Board of Trustees 2024/25

The Board of Trustees has ultimate responsibility for directing the affairs of Christ Church Students' Union, ensuring it is solvent, well-run and delivering its objects. Specifically, the Board of Trustees is responsible for all aspects of the legal, financial, and reputational operation of the Union. The full Terms of Reference for the Board of Trustees can be found [HERE](#).

Board Functions	Purpose	Lead	Sept	Oct	Jan	May	June
Select the Chair and Deputy Chair of the Board	Decision	CB / DCB					
Reaffirm the roles and responsibilities of the Board	Note	CB					
Future meetings of the Board and Sub-Committees	Approval	CEO					
Standing Updates	Purpose	Lead	Sept	Oct	Jan	May	June
Current Sabbatical Officer Leadership Team	Note	Sabbs					
Incoming Leadership Team	Note	Sabbs					
Chief Executive Officer	Note	CEO					
Governance	Purpose	Lead	Sept	Oct	Jan	May	June
Appointments to the Board (if necessary)	Decision	CB					
Appointments to the Sub-Committees	Decision	CB					
Annual review of the Delegation of Authority	Approval	CEO					
Annual review of the Governance & Planning Cycle	Approval	CEO					
Trustees Annual Report	Approval	CEO					
Annual Members Code of Conduct review	Approval	DCEO					
Annual Statement of Legal Compliance	Note	CEO					
Annual Report of Student Complaints	Note	DCEO					
Policy Review and Approval	Purpose	Lead	Sept	Oct	Jan	May	June

Union Council Policy ratification (if necessary)	Approval	DCEO					
Freedom of Speech Code of Practice	Approval	CEO					
Advice Centre Policy & Procedures	Approval	DCEO					
Governance Terms of Reference review - Board and sub-committees	Approval	CEO					
Democracy	Purpose	Lead	Sept	Oct	Jan	May	June
Appointment of the Returning Officer and approval of the Elections Rules	Approval	DCEO					
Student Leadership Elections Report	Approval	DCEO					
Review the Role Descriptions of the PT and Volunteer Officers	Approval	DCEO					
Fiduciary	Purpose	Lead	Sept	Oct	Jan	May	June
Students' Union Budget	Approval	HoBD					
Financial Statements	Approval	CEO					
Students' Union's affiliations	Approval	HoBD					
Appoint Auditors and Bankers for the following year	Approval	HoBD					
Strategic	Purpose	Lead	Sept	Oct	Jan	May	June
Report of the previous years Annual Plan and KPI's	Note	CEO					
Update on the progress of the Annual Plan and KPI's	Note	CEO					
Annual Plan & KPI's	Approval	CEO					
Generative	Purpose	Lead	Sept	Oct	Jan	May	June
National Student Survey results	Note	DCEO					
Student Life Pulse Reports	Note	DCEO					
Horizon scanning and External Predictive Indicators (EPI's)	Note	CEO					
Board and Strategy Development Day	Note	CEO & CB					

People	Purpose	Lead	Sept	Oct	Jan	May	June
Chief Executive's appraisal summary	Approval	CB / DCB					
Review the Role Descriptions of the Sabbatical Officers	Approval	DCEO					
Annual review of the remuneration of Sabbatical Officers	Approval	DCEO					
Staff Engagement Report	Note	CEO					
Equality & Diversity Annual Report	Note	DCEO					
Taken as Read and Approved / Noted	Purpose	Lead	Sept	Oct	Jan	May	June
Receive the minutes of the previous Finance & Risk Sub-Committee	Note	HoBD					
Receive the minutes of the previous Charitable Services Sub-Committee	Note	DCEO					
Receive the Finance Report	Note	HoBD					
Receive the Risk Register & Dashboard	Note	HoBD					
Health & Safety Annual Report	Note	DCEO					

Finance & Risk Sub-Committee Schedule 2024/25

The Finance & Risk Subcommittee has delegated responsibility from the Board of Trustees for ensuring the Union complies with relevant legislation and regulations, that the Union remains solvent and in sound financial health and for analysing and managing the Union's overall risk profile. The full Terms of Reference for the Finance & Risk Sub-Committee can be found [HERE](#).

Standing Updates	Purpose	Lead	Oct	Jan	May	June
Business Report	Note	HoBD				
Management Accounts	Note	HoBD				
Purchases over £5k	Approval	HoBD				
Finance	Purpose	Lead	Oct	Jan	May	June
Detailed review of the draft budget	Note	HoBD				

Financial Memorandum	Approval	CEO				
Finance Procedures	Approval	HoBD				
Review the Reserves Policy	Approval	HoBD				
Three year financial forecast	Note	HoBD				
Audited Accounts and Financial Statements	Approval	CEO				
Review the proposal to appoint Auditors and Bankers	Approval	HoBD				
Risk	Purpose	Lead	Oct	Jan	May	June
Review of the Risk Register & Dashboard	Note	HoBD				
People	Purpose	Lead	Oct	Jan	May	June
Health & Safety Annual Report	Note	HoBD				
Annual review of the remuneration of Sabbatical Officers	Approval	HoBD				

Charitable Services Sub-Committee Schedule 2024/25

The Charitable Services Sub-Committee has delegated authority from the Board of Trustees for ensuring that the Union delivers high-quality services for members, in line with the Union’s charitable objects and strategy. It will consider activity undertaken, including progress against KPIs and strategic goals, and advise on future activity. The full Terms of Reference for the Charitable Services Sub-Committee can be found [HERE](#).

Standing Updates	Purpose	Lead	Sept	Jan	May	June
Charitable Services Report	Note	DCEO				
Advice & Representation Manager	Note	ARM				
Opportunities & Events Manager	Note	OEM				
Student Experience Risk Register	Note	DCEO				
Student Life Pulse Report	Note	DCEO				
Policy	Purpose	Lead	Sept	Jan	May	June

Review of the Democratic Policy Register	Approve	DCEO				
Advice Centre Policy & Procedures	Approve	DCEO				
Everything Else	Purpose	Lead	Sept	Jan	May	June
Leadership Elections Report	Approve	DCEO				
Sports Federation Awards Report	Note	OEM				
Student Community Awards Report	Note	OEM				
Golden Apple Awards Report	Note	ARM				