

GOVERNANCE SCHEDULE & POLICY REGISTER 2025/26

Type	Document / Policy Name	Approved By	Date	Renew By
Democratic Policy Register				
Governance	Student & University Partnership Agreement <i>NOTE: the intention is to review in 2025/26</i>	Board of Trustees	27 February 2015	N/A
		CCCU Governing Body	16 June 2015	N/A
Governance	Bye Laws of Christ Church Students' Union - v1.8	Board of Trustees	24 June 2024	N/A
Governance	CCCU and CCSU Data Sharing Agreement	Deputy Vice Chancellor & Provost CEO	July 2025	N/A
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
Governance	Financial Memorandum 2025/26	Vice Chancellor & Principal Students' Union President	July 2025	June 2026
Governance	Delegation of Authority 2025/26	Board of Trustees	23 June 2025	June 2026
Policy	Finance Procedures	Board of Trustees	24 June 2024	June 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
Policy	Student Media Editorial Policy	Board of Trustees	24 June 2024	June 2027
Policy	Advice Service Policy and Procedures	Board of Trustees	14 October 2024	Oct 2027
Governance	Risk Management Policy	Board of Trustees	19 May 2025	May 2028
Governance	Board of Trustees - Terms of Reference	Board of Trustees	19 May 2025	May 2028
Governance	Finance & Risk Sub-Committee - Terms of Reference	Board of Trustees	19 May 2025	May 2028
Governance	Charitable Services Sub-Committee - Terms of Reference	Board of Trustees	19 May 2025	May 2028
Governance	Appointments Committee - Terms of Reference	Board of Trustees	19 May 2025	May 2028
Governance	Appraisal Committee - Terms of Reference	Board of Trustees	19 May 2025	May 2028
Policy	Trustees, Officers, and Staff Working Together Policy	Board of Trustees	23 June 2025	June 2028
Policy	Welcome Events Policy	Board of Trustees	23 June 2025	June 2028
Governance	Students' Union Code of Practice	Board of Trustees	23 June 2023	June 2028
		CCCU Governing Body	27 June 2023	
Policy	Social Media Policy	Board of Trustees	8 September 2025	Sept 2028
Policy	Freedom of Speech Policy	Board of Trustees	13 October 2025	Oct 2028

Governance and Democracy Calendar 2025/26

This table details in summary the key governance and democracy dates in 2025/26. 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	CCCU Finance & Resources	Annual Members' Meeting TBC	Union Council TBC	Elections Voting TBC
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2025/ 2026	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					
Oct			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	30	31				
Jan				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
Apr	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			
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	30					

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 2025/26

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	July	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 2025/26

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	N/A				
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	N/A	N/A			
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					

Articles of Association	Approve	CEO					
Policy Review and Approval	Purpose	Lead	Sept	Oct	Jan	May	June
Union Council Policy ratification (if necessary)	Approval	DCEO		N/A			
Freedom of Speech Policy and Code of Practice	Approval	CEO	x	✓			
Safeguarding Policy	Approval	DCEO					
Equality, Diversity & Inclusion Policy	Approval	DCEO					
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	✓				
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		x			
Annual review of the remuneration of Sabbatical Officers	Approval	DCEO					
Employee 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 2025/26

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
Finance 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				
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 2025/26

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	Oct	Jan	May	June
Charitable Services Report	Note	DCEO	✓			
Advice & Representation Manager	Note	ARM	✓			
Opportunities & Events Manager	Note	OEM	✓			
Student Experience Risk Register	Note	DCEO	✓			

Policy	Purpose	Lead	Oct	Jan	May	June
Review of the Democratic Policy Register	Approve	DCEO	✓			
Safeguarding Policy	Note	DCEO				
Equality, Diversity & Inclusion Policy	Note	DCEO				
Everything Else	Purpose	Lead	Oct	Jan	May	June
Leadership Elections Report	Approve	DCEO				
Varsity Report	Note	OEM				
Sports Federation Awards Report	Note	OEM				
Student Community Awards Report	Note	OEM				
Golden Apple Awards Report	Note	ARM				