

# University of Plymouth Higher Education Corporation

## Board of Governors

### Minutes of the Meeting of the Board of Governors on Tuesday 29 May 2018.

Present: Colin Drummond OBE DL (Chair)                      Bruce Mann  
               Hamish Anderson                                         Dinah Nichols CB  
               Barbara Fuller    Professor Judith Petts CBE  
               Lowri Jones     Simon Perry  
               Professor Kevin Jones                                        Henry Warren  
               Sir Keith O’Nions    Philippa Williams

Secretary: Sonia Burgess, Clerk to the Board **(CB)**

In attendance: Professor Jerry Roberts (Deputy Vice-Chancellor – Research and Enterprise)  
**(DVC R&E)**  
                   Alastair Matthews (Chief Financial Officer) **(CFO)**  
                   Kirstie Spencer (Head of Health and Safety) (HHS) for item 5 **(HSS)**  
                   Colin Shipp (Director of Estates and Capital Projects) for item 10)

Item		Action
18/03/1	<p><b><u>Obituaries</u></b>  <b>Noted:</b>                      Governors marked the deaths of staff member Mel Joyner, Director of Student Services, and former staff member: Dr. Mike Edmonds, former Senior Lecturer in Mechanical Engineering.</p>	
18/03/2	<p><b><u>Membership</u></b></p>	
2.1	<p><b>Apologies for Absence</b>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Apologies received from Michelle Hanson, Kate Jackson, Dr Rong Huang, Professor Julian Chaudhuri, Professor Simon Payne and Gordon Stewart.</li> </ul>	
2.2	<p><b>Notification of Any Other Business</b>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• No notification of any other business.</li> </ul>	
2.3	<p><b>Declarations of Interest</b>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The declarations of interest set out in Appendix 2 apply.</li> <li>• No other potential conflicts of interest, relating to matters discussed at the meeting, were identified.</li> </ul>	
2.4	<p><b>Confidentiality Status of Agenda Items</b>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The following items were classified as strictly confidential on the grounds of confidentiality as set out in 5.2.3 of the University byelaws:                         <ul style="list-style-type: none"> <li>- Chair’s remarks (item 4)</li> <li>- Health and Safety update (item 5)</li> <li>- Vice-Chancellor’s Report (item 6)</li> <li>- Finance (item 9)</li> <li>- Update on action following the outcome of the Staff Survey (item 10)</li> </ul> </li> </ul>	

	- Committee minutes (item 11)	
<b>18/03/3</b>	<b>Minutes</b>	
3.1	<b>Minutes of the Meeting of the Board of Governors held on 28 March 2018 (Enclosure A)</b> <b>Noted:</b> <ul style="list-style-type: none"> <li>The minutes were approved as a correct record of the meeting and signed by the Chair.</li> </ul>	
3.2	<b>Necessary Redactions</b> <b>Agreed:</b> <ul style="list-style-type: none"> <li>The minutes of the 28 March 2018 will be published in full.</li> </ul>	<b>EA</b>
3.3	<b>Matters Arising)</b> <b>Noted:</b> <ul style="list-style-type: none"> <li>There was no further update in relation to the timing of the additional building to be included in the Faculty of Health &amp; Human Sciences accommodation proposal.</li> <li>There were no other matters arising not already included on the agenda.</li> </ul>	
<b>18/03/4</b>	<b>Chair's Remarks</b> <b>Noted:</b> <ul style="list-style-type: none"> <li>Independent Governors Recruitment: 3 candidates were selected for interview by Nominations Committee and the Board will receive the Committee's recommendation(s) on appointment at its July meeting. The Board noted the intention to appoint 2 additional independent governors and acknowledged that the Instrument of Government allowed for the appointment of 3 candidates. Accepting the time lag between interviews and appointment, the Board <b>agreed</b> that the Chair of Nominations could advise candidates of the recommendations to Board immediately following the June interviews.</li> </ul>	
<b>18/03/5</b>	<b>Health and Safety update (Enclosure B)</b> <b>(Confidential)</b> <i>Kirstie Spencer (Head of Health and Safety) attended for timed business</i> <b>Noted:</b> <ul style="list-style-type: none"> <li>The report provided an overview of the University's health and safety compliance.</li> <li>The Board noted statistical data in relation to incident reporting, training and support, and that there was no enforcement activity since the last report.</li> </ul>	
<b>18/03/6</b>	<b>Vice-Chancellor's Report (Enclosure C) (Confidential)</b> <b>Noted:</b> <ul style="list-style-type: none"> <li><b>EU and International Students:</b> Universities are still waiting for the Government's final decision on the status of EU students and how NHS providers are going to be paid for international medical students.</li> <li><b>HEFCE Catalyst Fund:</b> The University received £138,798 of the £1.5m fund for the "Peer Support for PGR Student Wellbeing" project.</li> <li><b>Creative Technology Network Partnership Funding;</b> The University is a partner to the £6.5m, 3 –year project to form a Creative</li> </ul>	

	<p>Technology Network led by UWE and including a number of organisations and universities across the South West.</p> <ul style="list-style-type: none"> <li>• <b>HEFCE Report: Differences in student outcomes:</b> this report examines how outcomes vary for different students based on a range of factors including gender, disability, educational disadvantage, age, ethnicity and entry qualifications.</li> <li>• <b>Review of post-18 education and funding:</b> the Board noted the University's response.</li> <li>• <b>NSS 2018:</b> the University will receive the results on the day they are published (July 27<sup>th</sup>). Following analysis, the results will be reported to the Board in the autumn.</li> <li>• <b>OfS and Research England grant letters:</b> notification of the grant awards for 2018/19 have been received. The reduction in Student Opportunity Funding and the funding for Teaching Capital are in line with the University's expectations and its forecast.</li> <li>• <b>Board/UEG Away Day:</b> a proposed agenda for the October Away Day will be presented to the July Board.</li> <li>• <b>Update of student recruitment:</b> Following the May 2<sup>nd</sup> deadline for existing UCAS undergraduates the University is modelling numbers for clearing in August. The current figures reflect the demographic dip and increasingly competitive practices in the sector.</li> <li>• <b>Update on Human Resources:</b> The Voluntary Severance Scheme closed on May 18th and decisions will be signed off by May 31<sup>st</sup>. Senior appointments: Kevin Forshaw – Director of Strategic &amp; Industrial Partnerships; Anna Sendall – Academic Registrar; Professor Richard Thompson – Director of the Marine Institute; Dr Robert Taub – Musical Director, Peninsula Arts.</li> <li>• <b>Student mental health taskforce:</b> UEG has received a phase 1 report from the taskforce and will receive a phase 2 report in the summer.</li> <li>• <b>National pay award:</b> Unions are balloting members in late May regarding the 2% (2.5% for employees on the first 14 spine points) pay offer so the agreed pay ward may not be clear until the early part of the academic year.</li> <li>• <b>Faculty of Business:</b> DVCs International and Planning and Education &amp; Student Experience are managing the Faculty for an interim period and a retiring Dean from Southbank University is undertaking an external review to support them.</li> <li>• <b>Guardian League Table:</b> the University position has risen from 78 to 66.</li> </ul>	
18/03/7	<p><b><u>Students' Report (Enclosure D)</u></b>  <i>Presentation by Lowri Jones (UPSU President) and Philippa Williams (UPSU Deputy President)</i></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• <b>Referendum on UPSU's affiliation with NUS:</b> students were asked whether UPSU should continue its affiliation with NUS. Outcome: 557 votes for continuing affiliation, 441 votes against, 23 abstentions, 1021 votes cast (4.7% of eligible electorate). The process indicated significant discontent with NUS and UPSU are working on an improvement action plan with NUS to ensure value for money for the £60k annual affiliation fee. The value of the affiliation fee is based on the number of students at the University and the value of the block grant UPSU receives.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Strategic Plan renewal:</b> The Board and UEG will be presented the new strategy on June 21<sup>st</sup> at the UPSU/UEG/Board lunch.</li> <li>• <b>Summer Ball:</b> 80% of tickets for the June 2<sup>nd</sup> event have been sold and UPSU are hoping to sell all tickets.</li> <li>• <b>NUS Best Bar None Award:</b> UPSU have been awarded the Best Bar None Award for the 4<sup>th</sup> year in a row.</li> <li>• <b>Trustee recruitment:</b> UPSU are recruiting for a new trustee to join their Board in June and asked Governors to promote this opportunities with any of their contacts who may be interested.</li> <li>• <b>Award ceremonies;</b> UPSU thanked those governors and members of the Executive who had attended recent award ceremonies.</li> <li>• The Board commended UPSU's report and the work detailed in it.</li> </ul>	
18/03/8	<p><b>Update on Office for Students (OfS) Regulatory Regime (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Board noted the PowerPoint briefing on OfS.</li> <li>• There is an annual registration fee of £152k payable to OfS by the University. There was no fee payable to HEFCE.</li> <li>• The majority of OfS's regulatory powers will come into force from spring 2019.</li> <li>• Value for money is a key driver along with the focus on students, with a bias for home under-graduate students.</li> <li>• Participation is a key strategic objective and the focus in the coming year will be on access for and the participation of white, working-class males.</li> <li>• The Board's obligations to OfS remain the same as those for HEFCE.</li> <li>• The University is waiting for accounting practice guidance from OfS with regard to senior staff pay disclosures.</li> </ul>	
18/03/9	<p><b>Finance</b></p>	
9.1	<p><b>Finance Report – update (Enclosure E) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Board noted the Finance Report for period 8, which highlights the current financial position and full year re-forecast, reflecting the latest student number information.</li> <li>• The risk associated with the USS pension scheme charge was noted. The University is waiting for guidance on calculating the valuation to ascertain the impact.</li> <li>• Payback from the voluntary severance scheme will be realised in just over 12 months.</li> </ul>	
9.2	<p><b>Financial Stress testing (Enclosure F) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Following an earlier review of the capital plan by the Board, it was agreed that the plan's affordability would be tested by applying an agreed range of scenarios to assess their impact on affordability.</li> <li>• The Finance Committee discussed the initial outputs of the stress testing and requested that more pessimistic scenarios be tested in relation to student numbers and pensions.</li> </ul>	

	<ul style="list-style-type: none"> <li>The Board reviewed the outputs of the stress testing and noted that the University's capital programme was affordable, acknowledging that the programme would be subject to regular review and update.</li> <li>The University is reviewing the timescales for delivery of the plan to account for capacity, including contractor availability.</li> </ul>	
<b>18/03/10</b>	<p><b>Update on action following the outcome of the Staff Survey</b>  <i>Colin Shipp, Director of HR, attended for timed business</i>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>The Board noted the PowerPoint presentation on the University's response to the Staff Survey.</li> <li>All Faculties and professional services departments have included follow-up on the staff survey in their action plans for the coming year.</li> <li>HR Business plan embeds actions to address longer-term changes in response to the survey.</li> <li>The Board noted quick wins and local actions, including, the Faculty of Arts faculty-wide newsletter in response to feedback on communication.</li> <li>The University will explore different methods of canvassing staff views in the future to encourage greater participation from, both academic and professional services staff.</li> </ul>	
<b>18/03/11</b>	<b><u>Committees Minutes</u></b> <span style="color: red;"><b>(Confidential)</b></span>	
11.2	<b>Draft Minutes of the Health and Safety Assurance Committee meeting held on 20 March 2018 (Enclosure H)</b> <b>Noted.</b>	
11/2	<b>Draft Minutes of the Finance Committee meeting held on 22 March 2018 (Enclosure H)</b> <b>Noted.</b>	
<b>18/03/13</b>	<p><b><u>Date of Next Meeting</u></b>  <b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>Tuesday 17 July 2018</li> <li>A supper marking the retirement of Rob Sneyd will follow the meeting in July.</li> </ul>	

### Appendix 1: Action Plan

<b>Minute</b>		<b>By</b>	<b>Deadline</b>
18/03/3.1	The minutes of the Board Meeting on 28 March 2018 to be published.	EA	As soon as possible

## Appendix 2: Declarations of Interest

Colin Drummond OBE DL	<p>Taunton and Somerset NHS Foundation Trust (Charity No. 1059922)</p> <p>Calvert Trust, Exmoor</p> <p>1610 Society (alumni legacy fund raising for Wadham College, Oxford)</p> <p>Water Conservation Trust (provision of bursaries for post graduate study in the water and environmental sectors) (Charity No. 1007648)</p> <p>Deputy Lieutenant of Somerset</p>	<p>Chairman (non Exec)</p> <p>Honorary Vice-President</p> <p>President</p> <p>Trustee</p>
Hamish Anderson	<p>Norton Rose Fulbright LLP Nottingham Trent University Law School Advisory Group, Kingston University Le Page Architects Ltd (Company No. 07204847)</p> <p>Peninsula Medical Foundation (Charity No.1060423/Company No.03300591)</p> <p>University of Oxford, Commercial Law Centre The Charlie Sumption Memorial Fund (Charity No. 1136955)</p>	<p>Consultant Honorary Professor Member</p> <p>Wife is a director</p> <p>Committee Member (Director)</p> <p>Member</p> <p>Trustee</p>
Barbara Fuller	None	
Michelle Hanson	Sodexo Trustee Services Ltd (Company No. 02999749)	Trustee and Chair
Dr Rong Huang	<p>FirstPlus (Company No.10966102) Quality Assurance Agency Enterprises Tianjin University of Commerce</p>	<p>Deputy Director</p> <p>Associate Guest Professor</p>
Kate Jackson	<p>Trethawle Enterprises LLP Trethawle Renewables (Company No.08244980) Clean Earth Trethawle Turbine (Company No.08244545) Menheniot School Association (Charity No. 1061162)</p>	<p>Partner Director</p> <p>Director</p> <p>Chair and Trustee</p>
Professor Kevin Jones	<p>Engineering Council (Company No.RC000150) Mayflower Autonomous Ship (Company No.10003369)</p>	<p>Trustee</p> <p>Director</p>

	UTC Plymouth (Company No.07645326) STEM Plymouth PSP Ltd (Company No.03157625) UoPEL (Company No.03707827) City, University of London Shugenkai	Governor  Chair Member of the board Member of the board Visiting academic President
Lowri Jones	University of Plymouth Students' Union UPSU Trustee Board (Company No.10676070/Charity No.1172830)	President and trustee  Chair
Bruce Mann CB	Lodestone 1452 Ltd. Clients are: <ul style="list-style-type: none"> <li>• Emergency Planning College/Serco, providing advice and training in emergency preparedness and response.</li> <li>• Cornwall Council and STP, on estate matters.</li> <li>• Southampton Council and public sector partners, on estate matters.</li> <li>• Oliver Wyman Ltd, supporting the Government of Saudi Arabia in building better emergency preparedness and response capabilities.</li> <li>• Q5 Ltd, Associate Partner, on public sector strategy and transformation.</li> <li>• JLL Ltd, on public sector estate matters.</li> </ul> (Company no.10671993)	Director
Dinah Nichols CB	The Land Trust (Charity No.1138337) South West Lakes Trust (Charity No.1079966)	Trustee Trustee
Sir Keith O'Nions	Cambridge Enterprise LLP, University of Cambridge KAPSAARC, Saudi Arabia Black Stork (DNRC) (Charity No.1141934) Tomlinson-Brown Trust (Charity No. 1117307) A*STAR, Singapore British Geological Survey	Chair  Trustee Trustee  Trustee  Board Member Chair
Simon Perry	Saveurs Ltd (Company No.06396815)  Advisory Board of Arowana International Limited (Company No.10837371)  Richmond Holdings (Jersey) Limited	Director  Member  Director

	<p>(holding company for Parkdean Resorts) (Company No.BR012993)</p> <p>Richmond UK Top Holdco Ltd, which is a UK subsidiary of Richmond Holdings (Jersey) Ltd. (Company No.1053978)</p>	Director
Professor Judith Petts CBE	<p>Heart of the South West LEP Board (Company No.08880546)</p> <p>University of Southampton</p> <p>BBSRC Legacy Council which commenced 1st April 2018 (and will end October 2018) following completion of BBSRC Council on 31st March 2018 (Company No.RC000707)</p> <p>Marine Biological Association (Company No.RC000865/Charity No.1155893)</p>	<p>Director</p> <p>Visiting Professor</p> <p>Member</p> <p>Trustee</p>
Henry Warren	<p>University Hospitals Plymouth (formerly Plymouth Hospitals NHS Trust, Charity No. 1048679)</p> <p>Fluvial Innovations Limited (Company No.05876801)</p>	<p>Associate Non-Executive Director</p> <p>Director</p>
Philippa Williams	<p>University of Plymouth Students' Union</p> <p>UPSU Trustee Board (Company No.10676070/Charity No.1172830)</p>	Vice-President and trustee