

# University of Plymouth Higher Education Corporation

## Board of Governors

### Minutes of the Meeting of the Board of Governors on Wednesday 28 March 2018.

Present: Colin Drummond OBE DL (Chair) Bruce Mann  
 Hamish Anderson Dinah Nichols CB  
 Barbara Fuller Professor Judith Petts CBE  
 Michelle Hanson Simon Perry  
 Dr Rong Huang Henry Warren  
 Kate Jackson Philippa Williams  
 Lowri Jones  
 Professor Kevin Jones

Apologies: Sir Keith O’Nions

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

In attendance: Professor Simon Payne (Deputy Vice-Chancellor - International and Planning) **(DVC I&P)**  
 Professor Julian Chaudhuri (Deputy Vice-Chancellor - Education and Student Experience) **(DVC ESE)**  
 Alastair Matthews (Chief Financial Officer) **(CFO)**  
 Gordon Stewart (Registrar and Secretary) **(R&S)**  
 Paul Westmore (Director of TIS) for item 8.1  
 Trevor Wills (Director of Estates and Capital Projects) for items 8.2-8.3  
 Margaret Metcalfe (Executive Administrator to the Board) **(EA)**

Apologies: Professor Jerry Roberts

Item		Action
18/02/1	<p><b><u>Obituaries</u></b>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Governors marked the deaths of student Ralph Burrows, and former staff members Marion Friend, a Lecturer in Art and Design Education and Tim Gillin, a Developer in TIS.</li> </ul>	
18/02/2	<p><b><u>Membership</u></b></p>	
2.1	<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>	
2.2	<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 would apply.</li> <li>• No other potential conflicts of interest, relating to matters discussed at the meeting, were identified.</li> </ul>	
2.3	<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> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- Capital Projects (item 8.1-8.3)</li> <li>- Governance (item 9)</li> <li>- Committee minutes (item 12)</li> </ul>	
2.4	<p><b>Annual review of terms of reference (Enclosure A):</b></p> <ul style="list-style-type: none"> <li>• The Board carried out the annual review of terms of reference and acknowledged that much of the terminology used corresponded with the Instrument of Government and Articles and any changes would require Privy Council approval.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The terms of reference were approved.</li> </ul>	
<b>18/02/3</b>	<b>Minutes</b>	
3.1	<p><b>Minutes of the Meeting of the Board of Governors held on 30 January 2018 (Enclosure B)</b></p> <p><b>Noted:</b></p> <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	<p><b>Necessary Redactions</b></p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• Subject to identified redactions and correction of typos, the minutes of the meeting on 30 January 2018 will be published.</li> </ul>	<b>EA</b>
3.3	<p><b>Matters Arising (Enclosure C)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The report on various matters arising was noted.</li> </ul>	
<b>18/02/4</b>	<p><b>Chair's Remarks</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Chair updated on various matters, including recruitment of Independent Governors, forthcoming governors appraisals, and a request that where governors arrange visits to faculties or departments they should advise the Registrar &amp; Secretary.</li> </ul>	
<b>18/02/5</b>	<p><b>Health and Safety update (Enclosure D)</b></p> <p style="text-align: right;"><b>(Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The report provided an overview of the University's health and safety compliance.</li> <li>• The Chair of the Health and Safety Assurance Committee updated the Board on the recent assurance meetings between the Committee and all Faculties and Departments.</li> </ul>	
<b>18/02/6</b>	<p><b>Vice-Chancellor's Report (Enclosure E) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• <b>Review of post-18 education and funding</b> (1.4): the University will submit a response to the consultation.</li> <li>• <b>OfS Regulatory Framework launch and QAA sector release</b> (2.1): the Office for Students has published its new regulatory framework. The University must submit its application for registration by April 30. The Board will receive an update on the new regulatory requirements at its May meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>TEF subject-level pilot (2.7):</b> Professor Debby Cotton, Head of Educational Development at the University, has been appointed by HEFCE to a seven member expert panel to carry out assessments for the TEF subject-level pilot project being implemented on behalf of the Department for Education.</li> <li>• <b>New Partnerships (3.1):</b> Senate received and approved proposals for partnerships with Yeovil College and Nanjing University of Arts.</li> <li>• <b>Plymouth University Peninsula Schools of Medicine and Dentistry (PUPSMD)</b> has been renamed from 1<sup>st</sup> April as the Faculty of Medicine &amp; Dentistry.</li> <li>• <b>Magna Charta Universitatum (3,3):</b> the Board ratified the University signing the Magna Charta Universitatum.</li> <li>• <b>Additional medical student places (3.5):</b> the Board commended the quality of the application and the work of the Executive Dean and his wider team in securing an additional 55 medical student places.</li> <li>• <b>HEFCE Assurance Review (3.6):</b> the review concluded that HEFCE can place reliance on the University's accountability information.</li> <li>• <b>Prevent:</b> following the submission of the Annual Prevent Report, HEFCE has advised the University that it has sufficient evidence of the University's due regard to the Prevent Duty.</li> <li>• <b>USS Pensions:</b> the Board was updated on the current position.</li> </ul>	
<b>18/02/7</b>	<p><b><u>Students' Report (Enclosure F)</u></b>  <i>Presentation by Lowri Jones (UPSU President) and Philippa Williams (UPSU Deputy President)</i>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• <b>Elections:</b> participation in the UPSU's annual student elections was almost double last year's turnout and was above the sector average. The Board will receive a full report at its May meeting.</li> <li>• <b>Strategic Plan Renewal:</b> UPSU's new, 3 year Strategic Plan will be shared with the Board and UEG at the joint lunch in June.</li> <li>• <b>Green Impact &amp; Green Week:</b> UPSU hosted the third annual Green Week on the 5 February.</li> <li>• <b>UPSU Award Ceremonies:</b> the ceremonies would be taking place in April/May, and invitations have been issued to Governors.</li> <li>• <b>Student Volunteering Week:</b> UPSU participated in the 17th national Student Volunteering Week.</li> <li>• <b>Sabbatical Officer updates:</b> noted.</li> <li>• <b>NUS update:</b> the Board noted the current political turbulence within NUS.</li> <li>• The Board commended UPSU's report and the work detailed in it.</li> </ul>	
<b>18/02/8</b>	<p><b>Capital Projects</b></p>	
8.1	<p><b>Recommendation from the Finance Committee in relation to the Cloud Business Case (Enclosure G)</b> <span style="float: right;"><b>(Confidential)</b></span>  <i>Paul Westmore, Director of IT, attended for timed business</i>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The business case was considered in detail by Finance Committee at its meeting on 22 March 2018 and recommended to the Board for approval.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Board <b>approved</b> the business case.</li> </ul>	

8.2	<p><b>Recommendation from the Finance Committee in relation to the Decant Business Case (Enclosure H)</b> <span style="float: right;"><b>(Confidential)</b></span></p> <p><i>Trevor Wills, Director of Estates and Capital Projects, attended for timed business for items 8.2 and 8.3.</i></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The business case was considered by Finance Committee at its meeting on 22 March 2018 and recommended to the Board for further discussion.</li> <li>• The Director of Estates and Capital projects provided a detailed presentation of the business case.</li> <li>• The Board noted that the proposal included a 7 year commercial leasehold arrangement; that the proposed building would, potentially, be used for all disciplines throughout the development of the campus masterplan; and would require refurbishment and fit out to meet the University's needs.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Board <b>approved</b> the business case.</li> </ul>	
8.3	<p><b>Recommendation from the Finance Committee in relation to the accommodation for the Faculty of Health and Human Sciences (Enclosure I)</b> <span style="float: right;"><b>(Confidential)</b></span></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The business case was considered by Finance Committee at its meeting on 22 March 2018 and recommended, in principle, for approval, subject to further discussion at Board.</li> <li>• The Board discussed the revised proposal which outlines a revised development scheme and represents a financial saving on the original business case approved by the Board.</li> <li>• The Board noted that the revised proposal realises broader benefits for the other partners to the overall development project and the University should capitalise on this.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Board <b>approved</b> the revised proposal and associated funding, subject to the following: <ul style="list-style-type: none"> <li>- that the carpark that will be adjacent to one of the University's buildings being at least 15 metres away,</li> <li>- that the University's timeframe for their aspects of the development is not hampered by a delay in building the carpark</li> <li>- that the access to the development is as outlined in the outline drawings considered by the Board.</li> </ul> </li> </ul>	
18/02/9	<p><b>Gender Pay Gap (Enclosure J)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 the University is required to publish a range of information on the gender pay gap within the organisation.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Board <b>approved</b> the publication of the data in relation to the gender pay gap.</li> </ul>	
18/02/10	<p><b>Annual Equality Report (Enclosure K)</b></p> <p><b>Noted:</b></p>	

	<ul style="list-style-type: none"> <li>The University was required to provide an annual equality report which includes data and commentary outlining the University's progress against its equality objectives.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>The Board <b>approved</b> the Annual Equality Report.</li> </ul>	
<b>18/02/11</b>	<b>Governance</b>	
11.1	<p><b>Schedule of Delegation (Enclosure L) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>The University's Schedule of Delegation was reviewed by the Audit Committee at its meeting on February 8<sup>th</sup>.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>The Board <b>approved</b> the revised Schedule of Delegation following recommendation from the Audit Committee.</li> </ul>	
<b>18/02/12</b>	<b>Committees Minutes and Reports (Confidential)</b>	
12.1	<p><b>Report of the Health and Safety Assurance Committee meeting held on 20 March 2018</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>The Board <b>noted</b> the update provided under item 5.</li> </ul>	
12.2	<p><b>Report from the Finance Committee meeting held on 22 March 2018</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>The Committee considered the management accounts to 31 January 2018, an update on high level assumptions relating to the financial forecast (2018-21), and the various capital projects considered by Board.</li> </ul>	
12.3	<p><b>Draft Minutes of the Finance Committee meeting held on 25 January 2018 (Enclosure M)</b></p> <p><b>Noted.</b></p>	
12.4	<p><b>Draft Minutes of the Audit Committee meeting held on 8 February 2018 (Enclosure N)</b></p> <p><b>Noted.</b></p>	
<b>18/02/13</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 29 May 2018, Board meeting to be preceded by a tour of the Faculty of Health and Human Sciences</li> </ul>	

### Appendix 1: Action Plan

Minute		By	Deadline
18/02/3.1	The final version of the minutes of the Board Meeting on 30 January 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