

**University of Plymouth
Higher Education Corporation**

Board of Governors

Minutes of the Meeting of the Board of Governors on Wednesday 3 October 2018.

Present: Colin Drummond OBE DL (Chair) Bruce Mann
 Hamish Anderson Dr Ursula Ney
 Dr Arunangsu Chatterjee Dinah Nichols CB
 Alex Doyle Simon Perry
 Tilda Fraser Professor Judith Petts CBE
 Michelle Hanson Isobel Rossiter
 Kate Jackson Tom Yoritaka
 Professor Kevin Jones

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)**
 Professor Jerry Roberts (Deputy Vice-Chancellor – Research and Enterprise) **(DVC R&E)**
 Alastair Matthews (Chief Financial Officer) **(CFO)**
 Gordon Stewart (Registrar and Secretary) **(R&S)**

Item		Action
18/05/1	<p>Open meeting and obituaries Noted:</p> <ul style="list-style-type: none"> • Governors marked the death of Lee Davis, former student and subsequently an Associate Lecturer in the School of Engineering. 	
18/05/2	<p><u>Membership</u></p>	
2.1	<p>Welcome to new members Noted:</p> <ul style="list-style-type: none"> • The Chair welcomed the new governors: Dr Arunangsu Chatterjee, Dr Ursula Ney, Isobel Rossiter and Tom Yoritaka. 	
2.2	<p>Apologies for Absence Noted:</p> <ul style="list-style-type: none"> • Apologies received from Sir Keith O’Nions. 	
2.3	<p>Notification of Any Other Business Noted:</p> <ul style="list-style-type: none"> • No notification of any other business. 	
2.4	<p>Declarations of Interest (Enclosure A) Noted:</p> <ul style="list-style-type: none"> • The declarations of interest set out in Appendix 2 apply. • No other potential conflicts of interest, relating to matters discussed at the meeting, were identified. 	

2.5	Confidentiality Status of Agenda Items Noted: <ul style="list-style-type: none"> All items on the agenda were treated as confidential on the grounds of commercial confidentiality except items 1 and 2. 	
18/05/3	Minutes Minutes of the Meeting of the Board of Governors held on 17 July 2018 (Enclosure B) Noted: <ul style="list-style-type: none"> The minutes were approved as a correct record of the meeting and signed by the Chair. 	
3.2	Necessary Redactions Agreed: <ul style="list-style-type: none"> The minutes of the 17 July 2018 will be published in full. 	EA
3.3	Matters Arising (Enclosure C) Noted: <ul style="list-style-type: none"> The report on various matters arising was noted. All items had been actioned or were in progress. 	
18/05/4	Chair's Remarks Noted: <ul style="list-style-type: none"> Condolences were expressed to Professor Judith Petts on her bereavement. Sir Keith O'Nions has resigned from the Board (effective from Sept 30, 2018) due to other business commitments. The Chair will send a letter of thanks on behalf of the Board. A new independent governor will be recruited following Sir Keith's resignation. The Board noted the proposed recruitment process, as approved by the Nominations Committee. 	Chair
18/05/5	Health and Safety Update (Enclosure D) (Confidential) Noted: <ul style="list-style-type: none"> The Report included the Health and Safety dashboard outlining leading and lagging indicators and progress to date. The Board noted that the audit programme was underway. The Head of Health and Safety is leading this programme which reviews and monitors local level safety audits and practice. The Board noted the Report. 	
18/05/6	Vice-Chancellor's Report (Enclosure E) (Confidential) Noted: <ul style="list-style-type: none"> Migration Advisory Committee Report – International Students (1.5) – the continued inclusion of international students in the net migration figures and impact on the potential to increase overseas recruitment. National Student Survey (NSS) 2018 Results (3.1) – the University's response rate for 2018 was the highest ever at 77.6% and above the national average of 70.3%. The University achieved above sector average scores for Overall Satisfaction. The DVC Education and Student Experience is leading work to support continuous improvement and quality across the University. 	

	<ul style="list-style-type: none"> • Update on student recruitment (3.2) – the Board noted the current position with regards to student recruitment for the 2018/19 intake and the action the University is undertaking in response. • New accommodation for the Faculty of Health and Human Sciences (3.4) – the University is progressing the planning application and discussions regarding architectural design continue. • Academic named Principal Fellow of Higher Education Academy (4.5) – the Chair will write to Dr Kamran Ali to express the Board’s congratulations on becoming one of 900 elite academics worldwide to attain a Principal Fellowship of the Higher Education Academy. • Research Bids and Awards (5) – noted in particular GCRF Hubs and UKRI Plastics Initiatives. The Board acknowledged two awards secured in September, and so not included in the research figures presented to Board, which amounted to over £1m: Garfield Western Foundation and Quantised Inertia. • The Board noted the on-going action taken by the University and the Students’ Union in relation to recent media reports of the activities of a small number of the University’s students who are members of the University’s Conservative Society. 	Chair
18/05/7	<p>Students’ Union Report (Enclosure F) <i>Presentation by Alex Doyle (UPSU President) and Tilda Fraser (VP Welfare & Diversity)</i></p> <p>Noted:</p> <ul style="list-style-type: none"> • Trustee Board recruitment: UPSU have recruited two new Trustees to their Board. • UPSU have refurbished the SU to provide increased study space. • Campaign/representation updates: UPSU and the University have established the International Students Guarantor Scheme. • Sports Strategy: UPSU continue to work closely with the University on the University’s sports offer. A joint working group is reviewing options for quick wins and longer term opportunities for increased student participation in social sports as part of the estates masterplan. The Board noted that as well as the benefits of the more traditional sports offer, students are increasingly associating opportunities to be active with well-being. The Board will consider, at a future meeting, a joint paper from UPSU and the University on sports provision. • Plastics Free Campaign: UPSU is working with the University on this campaign. 	R&S/UPSU
18/05/8	<p>Governance</p> <p>8.1 Revisions to Whistleblowing Policy (Enclosure G) (Confidential)</p> <p>Noted:</p> <ul style="list-style-type: none"> • The revisions, in the main, reflected changes to the role of the Senior Independent Governor, as approved by the Board, as part of the University Byelaws review, in July 2018 . • Section 8.2 – change ‘may’ to ‘will’ <p>Agreed</p> <ul style="list-style-type: none"> • The Board approved the revisions to the Whistleblowing Policy. 	Clerk
18/05/9	<p>Education and Student Experience Strategy (Enclosure H) (Confidential)</p> <p>Noted:</p>	

	<ul style="list-style-type: none"> • Senate formally approved the Strategy at its meeting on June 13, 2018. • The Board noted and congratulated the University on the wide-ranging consultation that supported the development of the Strategy. • Next steps: the DVC Education and Student Experience will lead on the development of the action plans to support the delivery of the Strategy's ambitions. The University is taking a phased approach to delivery with a focus on student employability in year 1. • Detailed discussion of the Strategy will form a significant part of the Board/UEG Away Day that follows the Board meeting. <p>Agreed</p> <ul style="list-style-type: none"> • The Board ratified the Strategy. 	
18/05/10	<p>Finance - Draft 2017-18 year end position (Enclosure I) (Confidential)</p> <p>Noted:</p> <ul style="list-style-type: none"> • The CFO presented the Report on the draft year-end position, outlining variances from Plan in relation to staff costs, income, cash position, capital expenditure and forecasted surplus. • The Board noted the recent recruitment of staff to the Estates. directorate to support the delivery of the Campus Masterplan and backlog maintenance. • The Board noted the position of Faculties in relation to Plan post-recruitment of new joiners. • UEG are addressing the impact of student recruitment and taking appropriate action to deliver a forecast that is in line with Plan. • The CFO outlined the current position with regards to USS pensions and the Board noted that the impact is likely to be less than previously expected. 	
18/05/11	<p>Report arising from Prevent Obligations (Enclosure J) (Confidential)</p> <p>Noted.</p>	
18/05/12	<p>Research Integrity Assurance Statement (Enclosure K) (Confidential)</p> <p>Noted.</p>	
18/05/13	<p>Annual Report on use of the University Seal (Enclosure L) (Confidential)</p> <p>Noted.</p>	
18/05/14	<p><u>Committees Minutes</u> (Confidential)</p>	
14.1	<p>Report from the Audit Committee held on 25 September 2018</p> <p>Noted:</p> <ul style="list-style-type: none"> • The Committee particularly focused on 2 areas: <ul style="list-style-type: none"> - Ensuring Compliance with Regulatory Requirements: the Committee reviewed a report on GDPR, including the University's compliance plan, which it will continue to monitor. - Effectiveness of internal control and risk management - there are no issues to report to the Board 	

	<ul style="list-style-type: none"> The Committee also reviewed the draft Audit Committee Annual Report, a procurement update, and an update on contracts awarded without a formal competitive tendering process. 	
18/05/15	<p><u>Date of Next Meeting</u> Thursday 22 November 2018</p> <p>Items for the November Board Meeting to include:</p> <ul style="list-style-type: none"> OfS Annual Accountability Returns Complaints and Appeals Annual Report Strategic Risk Register (for information) Annual review of Student Union Accounts, for information following review by the Audit Committee. 	

Appendix 1: Action Plan

Minute		By	Deadline
18/05/3.1	The minutes of the Board Meeting on 17 July 2018 to be published.	EA	As soon as possible
18/05/4	Sir Keith O'Nions – the Chair would send a letter of thanks on behalf of the Board.	Chair	As soon as possible
18/05/6	Academic named Principal Fellow of Higher Education Academy (4.5) – the Chair would write to Dr Kamran Ali to express the Board's congratulations on becoming one of just 900 elite academics worldwide to attain a Principal Fellowship of the Higher Education Academy (HEA).	Chair	As soon as possible
18/05/7	Students' Union Report <ul style="list-style-type: none"> A Freshers update would be provided at the next meeting. Sports Strategy: The Board will consider, at a future meeting, a joint paper from UPSU and the University on sports provision. 	UPSU R&S/ UPSU	November
18/05/8.1	Revisions to Whistleblowing Policy: the amendment would be made and the revised policy would be published.	Clerk	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>
Dr Arunangsu Chatterjee	<p>St Andrew's Church of England Primary School, Plymouth South Asian Society of Devon and Cornwall (Charity No. 1110925)</p>	<p>Vice Chair & Governor</p> <p>Secretary & Trustee</p>
Alex Doyle	<p>University of Plymouth Students' Union UPSU Trustee Board (Company No.10676070/Charity No.1172830)</p>	<p>President and trustee Chair</p>
Matilda (Tilda) Fraser	<p>University of Plymouth Students' Union UPSU Trustee Board (Company No.10676070/Charity No.1172830)</p>	<p>Vice-President and trustee Chair</p>
Michelle Hanson	<p>Sodexo Trustee Services Ltd (Company No. 02999749)</p> <p>The Springfields Academy (part of Reach South Academy Trust)</p>	<p>Trustee and Chair</p> <p>Governor</p>

Kate Jackson	Trethawle Enterprises LLP Trethawle Renewables (Company No.08244980) Clean Earth Trethawle Turbine (Company No.08244545) Menheniot School Association (Charity No. 1061162)	Partner Director Director Chair and Trustee
Professor Kevin Jones	Engineering Council (Company No.RC000150) Mayflower Autonomous Ship (Company No.10003369) UTC Plymouth (Company No.07645326) STEM Plymouth PSP Ltd (Company No.03157625) UoPEL (Company No.03707827) City, University of London Shugenkai	Trustee Director Governor Chair Member of the board Member of the board Visiting academic President
Bruce Mann CB	Lodestone 1452 Ltd. Clients are: <ul style="list-style-type: none"> • Emergency Planning College/Serco, providing advice and training in emergency preparedness and response. • Cornwall Council and STP, on estate matters. • Southampton Council and public sector partners, on estate matters. • The Government of Saudi Arabia, in building better emergency preparedness and response capabilities • Q5 Ltd, Associate Partner, on public sector strategy and transformation. • JLL Ltd, on public sector estate matters. (Company no.10671993)	Director
Dr Ursula Ney	Proteome Life Sciences plc	Non-Executive Director
Dinah Nichols CB	The Land Trust (Charity No.1138337) South West Lakes Trust (Charity No.1079966)	Trustee Trustee
Simon Perry	Saveurs Ltd (Company No.06396815) <i>(until 11 October 2018)</i> Advisory Board of Arowana International Limited (Company No.10837371) Richmond Holdings (Jersey) Limited	Director Member Director

	(holding company for Parkdean Resorts) (Company No.BR012993) Richmond UK Top Holdco Ltd, which is a UK subsidiary of Richmond Holdings (Jersey) Ltd. (Company No.1053978)	Director
Professor Judith Petts CBE	Heart of the South West LEP Board (Company No.08880546) University of Southampton 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) Marine Biological Association (Company No.RC000865/Charity No.1155893)	Director Visiting Professor Member Trustee
Isobel Rossiter	None	
Tom Yoritaka	Apricot Venture Capital Malin Head Partners Coinweb RIPTec Research Institute in Secure Hardware & Embedded Systems, Centre for Secure Information Technologies TechLondon Advocates	Founder & Managing Partner Founder Global Advisor NED & Interim Chief Strategy Officer Member of the Advisory Board Member of the Advisory Board