

Final for Board approval

University of Plymouth
Higher Education Corporation
Board of Governors

Minutes of the Meeting of the Board of Governors on Thursday 31 January 2019.

Present: Colin Drummond OBE DL (Chair) Bruce Mann
Hamish Anderson Dr Ursula Ney
Dr Arunangsu Chatterjee Dinah Nichols CB
Tilda Fraser Simon Perry
Professor Simon Gaskell 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)**
Kirstie Spencer (Head of Health and Safety) for item 5
Alice Ludgate (Head of Student Services) for item 11

| Item | | Action |
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| 19/01/1 | <p>Obituaries Noted:</p> <ul style="list-style-type: none"> Governors marked the deaths of students: Ashif Alucin (MPsych (Hons) Advanced Psychology Stage 1); and Denise Rayter, (BA (Hons) Business Management Stage 4); and member of staff Dr Helen Hancocks, (Trial Manager at the Peninsula Clinical Trials Unit (PenCTU)). | |
| 19/01/2 | Membership | |
| 2.1 | <p>Welcome:</p> <ul style="list-style-type: none"> The Chair welcomed Professor Simon Gaskell. | |
| 2.2 | <p>Apologies for Absence:</p> <ul style="list-style-type: none"> Apologies were received from Alex Doyle, who was absent on urgent Student Union business. | |
| 2.2 | <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 Noted:</p> <ul style="list-style-type: none"> The declarations of interest set out in Appendix 2 apply. Members were asked to advise the Clerk of any changes. | |

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| | <ul style="list-style-type: none"> No other potential conflicts of interest, relating to matters discussed at the meeting, were identified. | |
| 2.5 | <p>Confidentiality Status of Agenda Items Noted:</p> <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. | |
| 2.6 | <p>Annual review of terms of reference (Enclosure A) Noted:</p> <ul style="list-style-type: none"> Hamish Anderson to advise the Clerk on minor drafting amendments. Subject to the above, the Board approved the terms of reference. | HA/CB |
| 19/01/3 | <u>Minutes</u> | |
| 3.1 | <p>Minutes of the Meeting of the Board of Governors held on 22 November 2018 (Enclosure B) Noted:</p> <ul style="list-style-type: none"> The minutes were approved as a correct record of the meeting and signed by the Chair. | |
| 3.2 | <p>Necessary Redactions Agreed:</p> <ul style="list-style-type: none"> The minutes of the 22 November 2018 will be published in full. | EA |
| 3.3 | <p>Matters Arising (Enclosure C) Noted:</p> <ul style="list-style-type: none"> The report on various matters arising was noted. | |
| 19/01/4 | <p>Chair's Remarks Noted:</p> <ul style="list-style-type: none"> The Chair commented on the importance of acknowledging the positive areas of activity within the University given the challenging time for the higher education sector. | |
| 19/01/5 | <p>Health and Safety Update (Enclosure D) (Confidential) <i>Kirstie Spencer, Head of Health and Safety, attended for timed business</i> Noted: Health and Safety Update:</p> <ul style="list-style-type: none"> The number of fire marshals and first aiders has increased. As agreed at UEG and given that UPSU is an independent organisation, UPSU H&S figures will not be included in the University's updates. There has been an increase in incident reporting by 38%. The highest incidents related to slips and trips. <p>Annual Report 2017-2018:</p> <ul style="list-style-type: none"> The Board noted the Report and commended the Head of Health and Safety and her team on the progress made; noting in particular: the positive uptake of training, the review, revision and publication of codes of practice and the University's response to PWC's H&S Audit. The Board approved the report for publication. | |
| 19/01/6 | <p>Vice-Chancellor's Report (Enclosure D) (Confidential) Noted:</p> | |

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| | <ul style="list-style-type: none"> • Life Sciences Sector Deal 2 (1.3) – a nuclear sector deal is under consideration with strong South-West interests. • Industrial Strategy (1.5) – the Heart of the South-West LEP are developing a local Industrial Strategy, and the University’s Director of Research and Innovation, will act as an editor for the strategy. • Knowledge Exchange Framework (KEF) (2.3) – the University will take part in the KEF pilot. • UUK: Best Breakthroughs List (2.6) – this campaign celebrates the best social initiatives from UK universities and features the University’s micro-plastics work. • HEPI report on commuting students (2.6) – the Board acknowledged the work the University and UPSU are doing to meet the needs and expectations of the University’s commuting students. • Graduate Earnings (2.9) – University of Plymouth graduates were close to the median figure for graduate earnings. • Update on Student Recruitment (3.1) – the Board noted the Student Recruitment position following the close of the UCAS application deadline. • UPP (3.6) – the Board noted UPP’s proposed investment in student accommodation during 2019. • Eddystone Institute (3.11) – the Natural Environment Research Council has approved a grant to help establish the Eddystone Institute; a partnership between the University, the Marine Biological Association and the Plymouth Marine Laboratory to grow marine science and technology. | |
| 6.1 | <p>Away Day Approach Noted:</p> <ul style="list-style-type: none"> • The Board discussed and agreed the outline programme for the March away days. • A representative from UUK to be invited to join the away day to discuss the Augar review. | |
| 19/01/7 | <p>Brexit Update (Enclosure F) Noted:</p> <ul style="list-style-type: none"> • The Registrar and Secretary outlined the work the University is doing to plan for a “No Deal” outcome to the Brexit negotiations. | |
| 19/01/8 | <p><u>Students’ Union Report (Enclosure G)</u> <i>Presentation by Tilda Fraser (VP Welfare & Diversity)</i> Noted:</p> <ul style="list-style-type: none"> • Disaffiliation of UPSU from NUS (1.2) – following a referendum of the University’s students in November, UPSU will disaffiliate from NUS at the end of the year. • International Guarantor Scheme is nearing final agreement and will soon be available for eligible students to access. • UPSU Sabbatical Officer Elections will be held during February. | |
| 19/01/9 | <p>Sports provision update (Enclosure H) Noted:</p> | |

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| | <ul style="list-style-type: none"> The level of student participation in competitive sports at the University was in line with its comparators. The University, in partnership with UPSU as the organisation with responsibility for sports provision, is considering the most effective and sustainable way of enhancing student participation in social sport. The Board discussed the link between participation in sport to the University's strategic interest in student well-being and student experience. Requests for investment in sports provision will be considered within the University's business planning framework and in accordance with the University's Financial Regulations. | |
| 19/01/10 | Finance | |
| 10.1 | Management Accounts for Period 4 (including forecast and verbal update on Period 5) (Enclosure I) <p style="text-align: right;">(Confidential)</p> Noted: <ul style="list-style-type: none"> The Management Accounts for Period 4 as discussed by the Finance Committee at its meeting on January 22, 2019. The Board noted the cumulative impact of student numbers and the actions arising The Board noted the positive position with regard to cash generation. | |
| 10.2 | Annual renewal of bank facilities (Enclosure J) Noted: Agreed: <ul style="list-style-type: none"> The Board approved the annual renewal of the bank facilities on the recommendation of the Finance Committee (January 22, 2019). | |
| 19/01/11 | Prevent Policy (Enclosure K) (Confidential) <i>Alice Ludgate, Head of Student Services, attended for timed business</i> Noted: <ul style="list-style-type: none"> The Policy is a formal articulation of the practices and procedures used by the University to comply with its Prevent Duty. The University is developing its approach to managing concerns about privacy by following sector best practice. The University does not have responsibility for students at partner institutions. Partner institutions are responsible for their compliance with the Prevent Duty. OfS will receive a copy of the Policy. UPSU was consulted on and is supportive of the Policy. Agreed <ul style="list-style-type: none"> Subject to amending the identified typographical error, the Board approved the Policy. | |
| 19/01/12 | Annual Partnership Review (Enclosure L) <p style="text-align: right;">(Confidential)</p> Noted: | |

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| | <ul style="list-style-type: none"> The Deputy Vice Chancellor - International and Planning introduced the Report that details the University's current partnership activity, early progress made against the University's Academic Partnership Strategy and the outcome of external academic quality reviews that a number of the University's partners have been subject to during 2017-18. The Board noted the importance of the University's partnerships to widening participation and increasing access. | |
| 19/01/13 | Annual Report Whistleblowing (Enclosure M) Noted. | |
| 19/01/14 | Annual Report on Fundraising (Enclosure N) Noted. | |
| 19/01/15 | Committees Minutes (Confidential) | |
| 15.1 | Draft Minutes of the Nominations Committee meeting held on 22 November 2018. Noted. | |
| 15.2 | Draft Minutes of the Audit Committee meeting held on 6 November 2018 Noted. | |
| 15.3 | Minutes of the Finance Committee meeting held on 6 November 2018 Noted. | |
| 15.4 | Report from the Finance Committee held on 22 January 2019 Noted: <ul style="list-style-type: none"> The Finance Committee's initial consideration of the new Science and Engineering Building. The Committee will revisit this project at its March meeting. | |
| 19/01/18 | Date of next meeting 25 and 26 March 2019 - Joint Board/UEG away-day Forward items for March: <ul style="list-style-type: none"> Annual Equality Report H&S Update Annual report of student complaints and appeals Corporate Operational & Strategic Risk Registers (for information) Equal Pay Report (<i>Biennial – due 2019</i>) Annual gender pay gap report | |

Appendix 1: Action Plan

| Minute | | By | Deadline |
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| 19/01/2.6 | Annual review of terms of reference: Clerk to liaise with Hamish Anderson with regard to re-drafting. | | As soon as possible |
| 19/01/3.1 | The minutes of the Board Meeting on 22 November 2018 to be published. | EA | As soon as possible |
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Appendix 2: Declarations of Interest

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| 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</p> <p>Nottingham Trent University Law School Advisory Group, Kingston University</p> <p>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</p> <p>The Charlie Sumption Memorial Fund (Charity No. 1136955)</p> | <p>Consultant</p> <p>Honorary Professor</p> <p>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</p> <p>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</p> <p>UPSU Trustee Board (Company No.10676070/Charity No.1172830)</p> | <p>President and trustee</p> <p>Chair</p> |
| Matilda (Tilda) Fraser | <p>University of Plymouth Students' Union</p> | <p>Vice-President and trustee</p> |

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| | UPSU Trustee Board (Company No.10676070/Charity No.1172830) | Chair |
| Michelle Hanson | Sodexo Trustee Services Ltd (Company No. 02999749) The Springfields Academy (part of Reach South Academy Trust) | Trustee and Chair Governor |
| 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) | Trustee |

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| | South West Lakes Trust (Charity No.1079966) | Trustee |
| Simon Perry | Advisory Board of Arowana International Limited (Company No.10837371) | Member |
| | Richmond Holdings (Jersey) Limited (holding company for Parkdean Resorts) (Company No.BR012993) | Director |
| | Richmond UK Top Holdco Ltd, which is a UK subsidiary of Richmond Holdings (Jersey) Ltd. (Company No.1053978) | Director |
| | Forest School, London | Governor |
| Professor Judith Petts CBE | Heart of the South West LEP Board (Company No.08880546) | Director |
| | Marine Biological Association (Company No.RC000865/Charity No.1155893) | Trustee |
| Isobel Rossiter | None | |
| Tom Yoritaka | Apricot Venture Capital | Founder & Managing Partner |
| | Malin Head Partners | Founder |
| | Coinweb | Global Advisor |
| | RIPTEC | NED & Interim Chief Strategy Officer |
| | Research Institute in Secure Hardware & Embedded Systems, Centre for Secure Information Technologies | Member of the Advisory Board |
| | TechLondon Advocates | Member of the Advisory Board |