

University of Plymouth Higher Education Corporation

Board of Governors

Minutes of the Meeting of the Board of Governors on Monday 25 March 2019.

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

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)**
 Trevor Wills (Director of Estates *(for item 8.1)*)
 Professor Deborah Greaves (Head of School of Engineering) *(for item 8.1)*
 Colin Shipp (Director of HR) *(for items 9 and 10)*
 Julia Davy (Head of Employee Relations and Wellbeing) *for items 9 and 10)*
 Anna Sendall (Academic Registrar) *(for item 11)*

Item		Action
19/02/1	<p>Obituaries</p> <p>Noted:</p> <ul style="list-style-type: none"> • Governors marked the deaths of students: Deanna Louise Mason (MA Education); Kar Yin Chow – (BSc (Hons) Environmental Science); and Rebecca Wheller (BSc (Hons) Marine Biology and Coastal Ecology); and University of Plymouth Alumna Sarah Auffret. 	
19/02/2	<p><u>Membership</u></p>	
2.1	<p>Apologies for Absence:</p> <ul style="list-style-type: none"> • Apologies received from Tilda Fraser for anticipated late arrival, Bruce Mann and Simon Perry. 	
2.2	<p>Notification of Any Other Business</p> <p>Noted:</p> <ul style="list-style-type: none"> • No notification of any other business. 	
2.3	<p>Declarations of Interest</p> <p>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. • No other potential conflicts of interest, relating to matters discussed at the meeting, were identified. 	

2.4	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. Items 3.1, 9 and 10 are embargoed until approved by the Board, in accordance with paragraph G5.2 of the University Byelaws. 	
2.5	Request to un-star an item Noted: <ul style="list-style-type: none"> Item 12, Strategic Risk Register, was unstarred to support the update from Finance Committee under item 14.1. 	
19/02/3	Minutes	
3.1	Minutes of the Meeting of the Board of Governors held on 31 January 2019 (Enclosure A) 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 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. 	
19/02/4	Chair's Remarks Noted: <ul style="list-style-type: none"> The Board's annual self-appraisal survey will take place during April with a report provided at the May Board meeting. Committee Chairs to agree their approach with the Registrar and Secretary and Clerk to the Board. The Chair will be conducting the independent governors' performance reviews during April and May. 	R&S/ Clerk
19/02/5	Health and Safety Update (Enclosure D) Noted: <ul style="list-style-type: none"> The Board noted the updated health & safety dashboard. The Health and Safety Assurance Committee's Chair updated the Board on the recent review and challenge sessions with the Executive Deans, the Registrar & Secretary and the Director of Estates and Facilities. The Chair noted significant progress across all areas. The Committee will provide the Board with a formal report at its July meeting. 	(Confidential)
19/02/6	Vice-Chancellor's Report (Enclosure D) (Confidential) Noted: <ul style="list-style-type: none"> Universities UK (UUK) response to the review of the Teaching Excellence Framework (TEF) (2.3) – the University's response corresponds with UUK's response to the consultation, which suggests reconsideration of plans for subject-level TEF. Unconditional Offers (2.6) – the University makes a relatively low number of unconditional offers. 	

	<ul style="list-style-type: none"> • New Government International Education Strategy (2.12) – the Government aims to increase the number of international students studying in the UK and has introduced a number of measures to support this aim. • Civic University Agreement (3.1) – the University has become one of the first in the country to support the new Civic Agreement. • Student Recruitment (3.5) – the Board noted the current position. • National Pay (3.6) – the Board noted the percentage increase proposed by the Unions in current negotiations. 	
19/02/7	<p>Students' Union Report (Enclosure E) <i>Presentation by Alex Doyle (UPSU President)</i></p> <p>Noted:</p> <ul style="list-style-type: none"> • UPSU is in the early stages of a restructure. • Advice Centre (1.3) – 10% increase in number of students using this service. • UPSU has formed a Liberation Committee in response to feedback from students following UPSU's disaffiliation from the NUS. • Sabbatical Officer Elections – 27% of the electorate voted in comparison to a sector average of 16%. Tilda Fraser is the incoming President. The Board congratulated Tilda. 	
19/02/8	<p>Capital Projects</p>	
8.1	<p>New Engineering and Design Facility (Enclosure F) <i>Trevor Wills (Director of Estates), Chris Piper (Head of Building & Engineering) and Professor Deborah Greaves (Head of School of Engineering) attended for timed business</i></p> <p>Noted:</p> <ul style="list-style-type: none"> • The business case was reviewed by Finance Committee (March 19th) and recommended to the Board for approval. • The Board considered the business case and noted in particular: <ul style="list-style-type: none"> - the potential for enhanced internal and external collaboration - the opportunity for innovation in teaching and research - the scope of the new facility to attract students to the University. <p>Agreed:</p> <ul style="list-style-type: none"> • The Board approved the business case. 	
19/02/9	<p>Gender Pay Gap (Enclosure G) (Confidential) <i>Colin Shipp (Director of HR) AND Julia Davy (Head of Employee Relations and Wellbeing) attended for timed business</i></p> <p>Noted:</p> <ul style="list-style-type: none"> • The Board noted the report and the actions in response <p>Agreed:</p> <ul style="list-style-type: none"> • The Board approved the publication of the report. 	
19/02/10	<p>Annual Equality Report (Enclosure H)</p> <p>Noted:</p> <ul style="list-style-type: none"> • The continuing progress made by the University in relation to Athena Swan including a growing list of schools and faculties securing accreditation. 	

	<ul style="list-style-type: none"> The work the University is doing to enhance BAME representation amongst professional services staff. The University has established a Student Success Committee to support its work on the student attainment gap. <p>Agreed:</p> <ul style="list-style-type: none"> Subject to minor amendments, the Board approved the report for publication. 	
19/02/11	<p>Annual Report on Complaints and Appeals (Enclosure I) (Confidential) <i>Anna Sendall (Academic Registrar), attended for timed business</i></p> <p>Noted:</p> <ul style="list-style-type: none"> The high-level summary of the Annual Report of the Complaints and Appeals Office 2017-18. The full report was reviewed by the University's Teaching & Learning Quality Committee (UTLQC) on March 4, 2019. The University is carrying out a review of the complaints and appeals procedures and processes and will make recommendations to UTLQC in July. The Board noted actions already taken by the University, including: <ul style="list-style-type: none"> introducing student self-certification for extenuating circumstances changing the regulations in relation to the appeals process and procedures The Board noted that the University deals with appeals and non-service complaints from partner institutions and this information will be disaggregated in the report the Board receives next year. The proportion of complaints which are found to be justified will be referenced against national data for comparison in future reports. The Board noted the particular and exceptional circumstances faced by the team during 2017-18 and that the University has addressed the consequent challenges. The University hosted a liaison visit with representatives from the Office of the Independent Adjudicator (OIA) during the autumn of 2018. The University is awaiting the outcome of the visit and will update the Board at the May Board meeting. 	AR R&S
19/02/12	<p>Strategic Risk Register (Enclosure J) Noted.</p> <p style="text-align: right;">(Confidential)</p>	
19/02/13	<p>Month 6 Finance Report (Enclosure K) Noted.</p>	
19/02/14	<p>Committees Minutes</p> <p style="text-align: right;">(Confidential)</p>	
14.1	<p>Report of the meeting of the Finance Committee held on 19 March 2019 (Verbal update) Noted:</p> <ul style="list-style-type: none"> The Finance Committee considered and discussed an update on the emerging position for 2018/19 and high-level assumptions for the financial plan 2019/20 – 2023/24. The Committee commended the University's financial strategy to the Board and the analysis and stress testing that underpins this strategy. 	

	<ul style="list-style-type: none"> The Financial Plan will be considered by Finance Committee and Board in July. 	
14.2	Draft Minutes of the Audit Committee meeting held on 22 January 2019 Noted.	
14.3	Report of the meeting of the Audit Committee held on 12 March 2019 Noted.	
19/02/15	Date of next meeting Thursday 16 May 2019 Items for May meeting to include: <ul style="list-style-type: none"> Health and Safety update Regulatory update 	

Appendix 1: Action Plan

Minute		By	Deadline
19/02/3.1	The minutes of the Board Meeting on 31 January 2019 to be published.	EA	As soon as possible
19/02/4	Committee annual self-appraisal: Chairs to agree their approach with the Registrar and Secretary and Clerk to the Board.	R&S/ Clerk	
19/02/11	Annual Report on Complaints and Appeals: <ul style="list-style-type: none"> The Board noted that the University deals with appeals and non-service complaints from partner institutions and this information will be disaggregated in the report the Board receives next year. The proportion of complaints which are found to be justified will be referenced against national data for comparison in future reports. The University hosted a liaison visit with representatives from the Office of the Independent Adjudicator (OIA) during the autumn of 2018. The University is awaiting the outcome of the visit and will update the Board at the May Board meeting. 	AR R&S	March 2020 May 2019

Appendix 2: Declarations of Interest

Colin Drummond OBE DL	Taunton and Somerset NHS Foundation Trust (Charity No. 1059922)	Chairman (non Exec)
	Calvert Trust, Exmoor	Honorary Vice-President
	1610 Society (alumni legacy fund raising for Wadham College, Oxford)	President

	Water Conservation Trust (provision of bursaries for post graduate study in the water and environmental sectors) (Charity No. 1007648) Deputy Lieutenant of Somerset	Trustee
Hamish Anderson	Norton Rose Fulbright LLP Nottingham Trent University Law School Advisory Group, Kingston University Le Page Architects Ltd (Company No. 07204847) Peninsula Medical Foundation (Charity No.1060423/Company No.03300591) University of Oxford, Commercial Law Centre The Charlie Sumption Memorial Fund (Charity No. 1136955)	Consultant Honorary Professor Member Wife is a director Committee Member (Director) Member Trustee
Dr Arunangsu Chatterjee	St Andrew's Church of England Primary School, Plymouth South Asian Society of Devon and Cornwall (Charity No. 1110925)	Vice Chair & Governor Secretary & Trustee
Alex Doyle	University of Plymouth Students' Union UPSU Trustee Board (Company No.10676070/Charity No.1172830)	President and trustee Chair
Matilda (Tilda) Fraser	University of Plymouth Students' Union UPSU Trustee Board (Company No.10676070/Charity No.1172830)	Vice-President and trustee Chair
Professor Simon Gaskell	Higher Education Statistics Agency, Data Landscape Steering Group University of Manchester Rosalind Franklin Institute, Mass Spectrometry Advisory Board Halpin Partnership Advisory Board Board of the Quality Assurance Agency for Higher Education Simpson, Thacher and Bartlett LLP Hawkins\Brown Architects	Chair Honorary professor Chair Member Chair Daughter as partner Son as partner

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) South West Lakes Trust (Charity No.1079966)	Trustee Trustee
Simon Perry	Advisory Board of Arowana International Limited	Member

	(Company No.10837371) Richmond Holdings (Jersey) Limited (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) Forest School, London	Director Director Governor
Professor Judith Petts CBE	Heart of the South West LEP Board (Company No.08880546) Marine Biological Association (Company No.RC000865/Charity No.1155893)	Director 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