

University of Plymouth
Higher Education Corporation
Board of Governors

Minutes of the Meeting of the Board of Governors on Tuesday 16 July 2019.

Present:

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

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)**
- Sonia Burgess (Clerk to the Board)
- Emma Hellingsworth (incoming Clerk to the Board)
- Kirstie Spencer (Head of Health and Safety) *(for item 5)*
- David Alder (Chief Marketing Officer) for item 9
- Clare Martin (Head of Marketing Service) for item 9
- Trevor Wills (Director of Estates and Facilities) for item 12

Item		Action
19/04/1	Obituaries Noted: <ul style="list-style-type: none"> • There were no obituaries to report. 	
19/04/2	<u>Membership</u>	
2.1	Welcome to new member Noted: <ul style="list-style-type: none"> • Welcome to Millie Green as a new governor (UPSU) and Emma Hellingsworth as incoming Clerk to the Board. 	
2.2	Apologies for Absence: <ul style="list-style-type: none"> • There were no apologies for absence. 	
2.3	Notification of Any Other Business Noted: <ul style="list-style-type: none"> • No notification of any other business. 	
2.4	Declarations of Interest Noted:	

	<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. There were no conflicts of interest, relating to matters discussed at the meeting. 	
2.5	Confidentiality Status of Agenda Items Noted: <ul style="list-style-type: none"> All items on the agenda are treated as confidential on the grounds of commercial confidentiality except items 1 and 2. 	
2.6	Starred items Noted: <ul style="list-style-type: none"> Item 11.2, Management Accounts for Period 9: the Chief Financial Officer will provide a briefing under the University Plan item. 	
19/04/3	Minutes	
3.1	Minutes of the Meeting of the Board of Governors held on 16 May 2019 (Enclosure A) Noted: <ul style="list-style-type: none"> The minutes were approved and signed by the Chair as an accurate record of the meeting. 	
3.2	Necessary Redactions Agreed: <ul style="list-style-type: none"> The minutes will be published in full. 	CB
3.3	Matters Arising (Enclosure B) Noted: <ul style="list-style-type: none"> The report on matters arising was noted. 	
19/04/4	Chair's Remarks (Enclosures C and Ci) Noted: <ul style="list-style-type: none"> The Board formally approved the electronic resolution to appoint Professor Simon Gaskell to the Reward and Remuneration and Finance Committees. GSM: the Board approved the proposal to form a GSM sub-group. The Chair attended the SW Health Technology Ecosystem Event led by Dr Arunangsu Chatterjee, and commended it to the Board. The Registrar and Secretary outlined the governance support arrangements from August 1st. 	
19/04/5	Annual report from the Chair of the Health and Safety Assurance Committee and Health and Safety Update (Enclosures D and E) (Confidential) <i>Kirstie Spencer, Head of Health and Safety, attended for timed business</i> Noted: Annual report from the Chair of the Health and Safety Assurance Committee <ul style="list-style-type: none"> HSAC confirmed that there is a robust approach to health & safety across the University and commended the work of the Head of Health & Safety and her team. HSAC will in addition to its current responsibilities, oversee the University's activities in relation to health and well-being and continue to do an annual challenge of Faculties and Services, and receive the Head of Health & Safety's audit reports. 	

	<ul style="list-style-type: none"> A new, centralised health & safety management system will enhance the data the University holds on health & safety. <p>Health and Safety Update</p> <ul style="list-style-type: none"> Following the voluntary leaving scheme, work is underway to ensure that the number of fire marshals and first aiders remain at an appropriate level. The Head of H&S will be responsible for the occupational health (OH) function and will present OH statistics to the Board. 	
19/04/6	<p>Vice-Chancellor's Report (Enclosure F) (Confidential)</p> <p>Noted:</p> <ul style="list-style-type: none"> University research to receive major funding boost (2.7) – the government has announced an additional £91m for university-led research. Postgraduate Master's Loan Evaluation (2.10) – consequent rise in interest in postgraduate education. Update on student recruitment (3.1) – and the growth in applicants from the North East and North West. Update on the Transformation Programme (3.3)– including update on the voluntary leaving scheme and plans for the Business School Academic Promotions (including Professorial Banding) (3.5) Senior appointment (3.6) - Professor Sube Banerjee MBE has been appointed as Executive Dean of the new Faculty of Health; Medicine, Dentistry and Human Sciences. Successes (4.3) – Shanghai International Ranking – the University is 1st in the UK and 8th in the world for marine/ocean engineering. Academic awarded Defra Senior Policy Fellowship (4.7) - Dr Abigail McQuatters-Gollop, Lecturer in Marine Conservation, has been awarded DEFRA's Senior Policy Fellowship. Researchers lead multimillion pound dementia project (4.10) – Professor Eduardo Miranda and Senior Research Fellow Dr Alexis Kirke leading a £2.7m project to improve the quality of life for people with dementia. 	
19/04/7	<p>Strategy Development (Confidential)</p> <p>Noted:</p> <ul style="list-style-type: none"> The VC outlined the on-going programme for staff engagement with Strategy development. The Board noted the emerging key themes, principles, objectives and what makes the University distinctive. There has been a positive response from those staff and students engaged to date The emerging University Strategy will be refined throughout the engagement process (including Board Away Day in October) and will be presented to the Board, for approval, in November. 	
19/04/8	<p>Approach to Board Away Day on 2 and 3 October 2019 (Confidential)</p> <p>Noted:</p> <ul style="list-style-type: none"> The Board supported the draft programme outlined by the VC. 	
19/04/9	<p>University Marketing Plan update (Confidential)</p>	

	David Alder, Chief Marketing Officer, and Clare Martin, Head of Marketing Service, attended for timed business Noted: <ul style="list-style-type: none"> The Board noted the context for the challenging recruitment environment and the proposed approach to marketing the University in the 2019/20 recruitment cycle. 	
19/04/10	Students' Union Report (Enclosure H) Noted: <ul style="list-style-type: none"> UPSU has developed a new, values driven marketing strategy. A new, part time officer role has been created to represent transgender and non-binary students. UPSU officers have undertaken training alongside other South West Student Unions and are working with colleagues across the South West on a number of issues, including the narrative around mental health and well-being. 	
19/04/11	Finance	
11.1	University Plan and Five Year Financial Forecasts (Enclosure I) (Confidential) Noted: <ul style="list-style-type: none"> The University Plan and Five Year Financial Forecasts were reviewed and discussed by the Finance Committee at its July meeting. The Board considered and discussed the revised Plan and Forecasts following contributions from Finance Committee. The Board noted Finance Committee's review of the Month 9 accounts. Finance Committee recommended the Plan and the Forecasts for approval by Board, subject to: <ul style="list-style-type: none"> if there is a material variation in projected student numbers, the Board and Finance Committee will revisit the Plan and Forecasts before formal submission to OfS with the Annual Accountability return at the end of November. income generation opportunities being reflected in the Plan in the autumn. Agreed: <ul style="list-style-type: none"> The Board approved the Plan. 	
11.2*	Management Accounts for Period 9 (as reviewed by Finance Committee on 2 July 2019) (Enclosure J) (Confidential)	
	The Committee noted the report.	
19/04/12	Capital Projects	
12.1	Refreshed Estates Masterplan (Enclosure K) (Confidential) <i>Trevor Wills, Director of Estates and Facilities, attended for timed business</i> Noted: <ul style="list-style-type: none"> The Finance Committee reviewed and discussed the Refreshed Estates Masterplan at its July meeting and the version considered by Board included additional information requested by Finance Committee. The paper covers the first 5 years of the Masterplan delivery. 	

	<ul style="list-style-type: none"> The development covered in years 6 to 10 will be presented to Board in July 2020, following the review of the capital plan by Finance Committee in spring 2020. Finance Committee have asked to review a representation of how the campus will look to students and parents during the delivery of the Masterplan. The University will be presenting the Refreshed Masterplan to Plymouth City Council in the near future and the Board will be provided with a post-meeting update. 	<p style="text-align: right;">DoEF</p> <p style="text-align: right;">DoEF</p>
19/04/13	Strategic Risk Register	
13.1	<p>Review of Strategic Risk Register (Enclosure L) (Confidential)</p> <p>Noted</p> <ul style="list-style-type: none"> Audit Committee reviewed and discussed the Strategic Risk Register at its July meeting and commended it to the Board. <p>The Board noted the Strategic Risk Register.</p>	
19/04/14	Governance	
14.1	<p>Board Self-appraisal action plan (Enclosure M)</p> <p>Noted:</p> <ul style="list-style-type: none"> The Board noted and supported the action plan arising from the Board self-appraisal. The results of the self-appraisal and action plan will be shared with Senate in October. <p>Agreed:</p> <ul style="list-style-type: none"> The Board agreed the action plan. 	VC
14.2	<p>Chair's appointment (Enclosure N)</p> <p><i>The Chair withdrew for this item. The Vice-Chair, chaired this item.</i></p> <ul style="list-style-type: none"> The Chair's term of office ends on September 30th and following consideration at its meeting in June, the Nominations Committee recommend for Board approval the re-appointment of the Chair for a second term from 1 October 2019 for a three year term. The Board noted the 12 month (minimum) timeframe for appointing the current Chair's successor. <p>Agreed:</p> <ul style="list-style-type: none"> The Board agreed the appointment of Colin Drummond for a second term of office. The Chair returned to the meeting and accepted the appointment for a second term. 	
19/04/15	<p>Compliance review against the CUC Code (Enclosure O) (Confidential)</p> <p>Noted.</p>	
19/04/16	<p>Annual Review of risk Management Policy (Enclosure P) (Confidential)</p> <p>Approved.</p>	

19/04/17	Exeter Dental Education Facility Lease (Enclosure Q) Approved.	(Confidential)	
19/04/18	Revised Safeguarding Policy (Enclosure R) Approved.	(Confidential)	
19/04/19	Academic Promotions Noted.	(Confidential)	
19/04/20	<u>Committees Minutes</u>	(Confidential)	
20.1	Draft Minutes of the Nominations Committee meeting held on 20 June 2019 Noted.		
20.2	Minutes of the virtual Nominations Committee meeting held on 30 May 2019 Noted.		
20.3	Report from the meeting of the Audit Committee meeting held on 2 July 2019 Noted: <ul style="list-style-type: none"> • The Chair of Audit Committee outlined the business of the Committee. 		
20.4	Report from the meeting of the Finance Committee meeting held on 2 July 2019 Noted: <ul style="list-style-type: none"> • The Chair of Finance Committee outlined the business of the Committee. 		
19/04/21	Date of next meeting Board meeting to precede Joint UEG/Board Away Day 2 and 3 October 2019 Items for October Board meeting to include: <ul style="list-style-type: none"> • Annual Report on use of the University Seal • Research Integrity Assurance Statement • Health & Safety update • Annual Whistleblowing Report • Finance – draft year-end position • Online Strategy • Quality Assurance 		

Appendix 1: Action Plan

Minute		By	Deadline
19/04/3.1	The minutes of the Board Meeting on 16 May 2019 to be published.	CB	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 (Charity No. 1005776)</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>
Matilda (Tilda) Fraser	<p>University of Plymouth Students' Union UPSU Trustee Board (Company No.10676070/Charity No.1172830)</p>	<p>President and trustee Chair</p>
Professor Simon Gaskell	<p>Higher Education Statistics Agency, Data Landscape Steering Group</p> <p>University of Manchester</p> <p>Rosalind Franklin Institute, Mass Spectrometry Advisory Board</p> <p>Halpin Partnership Advisory Board</p> <p>Board of the Quality Assurance Agency for Higher Education</p>	<p>Chair</p> <p>Honorary professor</p> <p>Chair</p> <p>Member</p> <p>Chair</p>

	Simpson, Thacher and Bartlett LLP Hawkins\Brown Architects	Daughter as partner Son as partner
Millie Green	University of Plymouth Students' Union UPSU Trustee Board (Company No.10676070/Charity No.1172830)	Vice-President and trustee
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) Helm Ticketing	Partner Director Director Chair and Trustee Non Executive Director
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 	Director

	<ul style="list-style-type: none"> • Q5 Ltd, Associate Partner, on public sector strategy and transformation. • JLL Ltd, on public sector estate matters. <p>(Company no.10671993)</p>	
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	<p>Advisory Board of Arowana International Limited (Company No.10837371)</p> <p>Richmond Holdings (Jersey) Limited (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> <p>Forest School, London</p>	<p>Member</p> <p>Director</p> <p>Director</p> <p>Governor</p>
Professor Judith Petts CBE	<p>Heart of the South West LEP Board (Company No.08880546)</p> <p>Marine Biological Association (Company No.RC000865/Charity No.1155893)</p>	<p>Director</p> <p>Trustee</p>
Isobel Rossiter	None	
Tom Yoritaka	<p>Apricot Venture Capital</p> <p>Malin Head Partners</p> <p>Coinweb</p> <p>RIPTec</p> <p>Research Institute in Secure Hardware & Embedded Systems, Centre for Secure Information Technologies</p> <p>TechLondon Advocates</p>	<p>Founder & Managing Partner</p> <p>Founder</p> <p>Global Advisor</p> <p>NED & Interim Chief Strategy Officer</p> <p>Member of the Advisory Board</p> <p>Member of the Advisory Board</p>

