

**University of Plymouth  
Higher Education Corporation**

**Board of Governors**

**Minutes of the Meeting of the Board of Governors on Tuesday 28<sup>th</sup> January 2020.**

**Present:**

Colin Drummond OBE DL (Chair)  
Hamish Anderson  
Dr Arunangsu Chatterjee  
Tilda Fraser  
Professor Simon Gaskell  
Millie Green

Michelle Hanson  
Kate Jackson  
Dr Ursula Ney  
Dinah Nichols CB  
Simon Perry  
Professor Judith Petts CBE  
Isobel Rossiter


**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 Innovation) **(DVC R&I)**  
Alastair Matthews (Chief Financial Officer) **(CFO)**  
Gordon Stewart (Registrar and Secretary) **(R&S)**  
Emma Hellingsworth (Clerk to the Board)  
Kirstie Spencer (Head of Health, Safety, EDI and Training) for item 5

Item		Action
20/01/1	<p><b>Obituaries</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>The Board remembered Jean Ifeyinwa Edeogu a Stage 3, BSc Nursing student.</li> </ul>	
20/01/2	<b>Membership</b>	
2.1	<p><b>Apologies for Absence:</b></p> <ul style="list-style-type: none"> <li>Professor Kevin Jones, Bruce Mann CB and Tom Yoritaka.</li> </ul>	
2.2	<p><b>Notification of Any Other Business</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>Item 14 on Annual Report on Fundraising was unstarred.</li> </ul> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>That a discussion of the University’s fundraising activities should take place at an upcoming meeting of the Board.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>To include a discussion of the University’s fundraising activities are included on the agenda for a future Board meeting (proposed May 2020).</li> </ul> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>That still bottled water should be replaced with tap water in jugs for future meetings.</li> </ul>	R&S
2.3	<p><b>Declarations of Interest (Enclosure B)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>None received.</li> </ul>	
2.4	<p><b>Confidentiality Status of Agenda Items</b></p> <p><b>Noted:</b></p>	

	<ul style="list-style-type: none"> <li>All items on the agenda are treated as confidential on the grounds of commercial confidentiality.</li> </ul>	
2.5	<p><b><u>Annual Review of the Terms of Reference (Enclosure A)</u></b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>Paragraph 2.2 (b) of the Terms of Reference states ‘up to 2 teachers at the University nominated by Senate ..’ and is then revised by para 2.7 relating to appointment of a professional services members of staff . It would be preferable to tidy up the TORs to reflect practice and more modern terminology: ie 2 academic staff governors nominated by Senate and one representative of the professional services by election.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>To amend the Terms of Reference as noted above if practicable.</li> </ul> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>The Terms of Reference were approved subject to consideration of the amendment to Paragraph 2.2(b), as noted above.</li> </ul>	R&S/CB
<b>20/01/3</b>	<b><u>Minutes</u></b>	
3.1	<p><b>Minutes of the Meeting of the Board of Governors held on 21 November 2019 (Enclosure B)</b></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>To add Hamish Anderson to the list of attendees at the meeting.</li> <li>To amend minute 19/06/7, bullet point 1, to read ‘A new reporting tool was added to the SU Website to allow students to note when lecture materials have not been uploaded to the Digital Learning Environment (DLE) 48 hours before a lecture’.</li> </ul> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>The minutes were approved and signed by the Chair as an accurate record of the meeting, subject to the amendments noted above.</li> </ul>	CB CB
3.2	<p><b>Necessary Redactions</b></p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>None required.</li> </ul>	
3.3	<p><b>Matters Arising (Enclosure C)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>Further to minute 19/06/6, it was noted that the discussion on the University’s actions relating to the recommendations of the Equality and Human Rights Commission Report on Racial Harassment has been postponed to the March meeting of the Board in order that it might first be discussed at Senate.</li> </ul>	
<b>20/01/4</b>	<p><b>Chair’s Remarks</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>Sir Michael Barber, Chair of the Office for Students, will be visiting the University on 9<sup>th</sup> March 2020, further to a discussion that took place between Sir Michael and the Chair around social mobility.</li> </ul>	
<b>20/01/5</b>	<b>Health and Safety</b>	
	<p><b>Health and Safety Update (Enclosure D)</b></p> <p><i>Kirstie Spencer, Head of Health, Safety, EDI and Training attended for timed business</i></p> <p><b>Health and Safety Annual Report 2018/2019</b></p> <p><b>Noted:</b></p>	

	<ul style="list-style-type: none"> <li>• Good progress has been made with the five-year Health and Safety Audit Programme, the first audit was completed in June 2018.</li> <li>• Health and Safety plans are now in place for every Faculty and Directorate, in line with the Health and Safety Policy.</li> <li>• The Health and Safety Department are now licensed to deliver Institution of Occupational Safety and Health (IOSH) Managing Safely training.</li> </ul> <p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li>• The Students' Union have increased their reporting of incidents and near misses.</li> <li>• The level of cancellation of training is likely to have been affected by the voluntary leave programme that took place during 2019.</li> <li>• Given the excellent progress the Health and Safety Team have made over the past three years, the importance now of further focus on wellbeing.</li> </ul> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• The Annual Report was approved for publication.</li> </ul> <p><b>Health and Safety Dashboard</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The good progress made with the number of audit actions that have been addressed.</li> <li>• The success of the fire drill, that took place after the voluntary leave programme, which assisted in identifying areas of the University where fire marshal cover was low.</li> </ul>	
20/01/6	<p><b>Vice-Chancellor's Report (Enclosure E) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• 2.3 The 0.5% reduction in funding, as confirmed in a letter received by the Office for Students (OfS) from the Secretary of State for Education in January, that is likely to be spread across all institutions and could lead to a reduction of £800,000 for the University for 2020/2021 academic year.</li> <li>• 2.4 The likely consultation on the new framework for TEF, further to the recommendations in Dame Shirley Pearce's independent review, in April 2020.</li> <li>• 2.5 An announcement regarding bursaries for new and continuing degree-level nursing, midwifery and many allied health professions students was made over the Christmas and New Year period. It is likely this announcement led to the recent increase in applications for these disciplines.</li> <li>• 3 Guidance from the Department for Education and Universities UK on the coronavirus has been shared with the student population. The University does not currently have any staff in China but it is likely that some Chinese students have returned to China for the New Year. The University will identify any students who may be in China and also any students that may have recently returned from China and who may require support.</li> <li>• 3.1 The UCAS deadline for applications has passed but further applications will come in. Currently, application levels are similar to this time last year. The focus is now on conversion of applications. Over 7000 offers have been made so far and acceptances have started to come in. The investment in social media is allowing the Recruitment and Admissions Team to respond with greater agility, however, it is too early to determine whether other campaigns, such as postcode targeting, have had a significant impact.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 3.5 The meeting between the University, Unison and ACAS to discuss the consultation on an alternative pension scheme, has been postponed from the 27<sup>th</sup> January and will take place towards the end of February.</li> <li>• 4.1 Five students will be joining the Chancellor, the Vice-Chancellor and Professor Richard Thompson at Buckingham Palace on the 20<sup>th</sup> February to receive the Queen’s Anniversary Prize for Higher and Further Education for research and policy impact work on microplastics pollution in the oceans.</li> <li>• 5 That Research Awards data are early in the cycle and some significant known awards have not as yet been captured in the Finance data.</li> </ul>  <p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li>• The University should be proactively seeking to attract potential, senior academics to join the University.</li> </ul>	
6.1	<p><b>Awayday – 25<sup>th</sup> and 26<sup>th</sup> March 2020</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• That internationalisation will be a key focus for the awayday discussion in March. Commercialisation and updates on Online provision and on Mayflower 400 will also be on the agenda.</li> </ul>	
20/01/7	<p><b>Students’ Union Report (Enclosure F) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Interviews for the new Chief Executive will take place later in the week.</li> <li>• The number of sabbatical officers will reduce to four from 2020/2021. The roles of Vice President Sport and Vice President Activities will merge. This model is not uncommon amongst Student Unions.</li> <li>• The Vice President Education has recently returned from a study trip, led by the Higher Education Research team WonkHE to the Baltics and Finland. The trip aimed to maintain links to these countries, post Brexit and to progress understanding particularly with regard to their Student Unions.</li> </ul> <p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li>• The SU recognised that the next incoming sabbatical team may need to focus on international students.</li> <li>• The kitchen is due to be refurbished and will be operational for the next academic year.</li> </ul>	
20/01/8	<p><b>Finance</b></p>	
8.1	<p><b>Management Accounts for Period 4 (Including forecast and verbal update on period 5) (Enclosure G) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Finance Committee considered the Management Accounts for Period 4 on 16<sup>th</sup> January, which included a formal, full year forecast.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Period 4 reflected fees from actual enrolments that were up by £200k on the forecast from November.</li> <li>• Month 5 has now closed and is slightly up on the forecast.</li> <li>• Bids were received from Faculties, Schools and Services for the non-recurrent, Strategic Investment Fund (SIF). The bids were considered by the University Executive Group (UEG) with key criteria relating to alignment with the 2030 Strategy. An allocation of £3m to 18 projects was approved. The spend is to be complete by end of the academic year. A number of bids were also referred to the Capital Projects Committee for further consideration.</li> <li>• Capital spend forecast is reduced by £11m largely due to the delay with the Station Project and the changes to the Peninsula Dental Social Enterprise (PDSE) Sterile Services facility preferred solution.</li> </ul> <p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li>• The challenges with delivering the Station Project and the potential impact this could have.</li> <li>• Recruitment for a new Director of Estates and Facilities has proved unsuccessful. The Interim Director of Estates and Facilities will remain in post until at least September 2020.</li> <li>• The revised valuation for USS pensions led to a £2.5m charge in 2018/2019 as a result of the valuation for 2017. However, the 2018 valuation has now been finalised and results in a partial reversal as anticipated in the narrative for the 2019/2019 accounts.</li> </ul>	
8.2	<p><b>Annual renewal of bank facilities</b> (Enclosure H) <span style="float: right;"><b>(Confidential)</b></span></p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• Approved the renewal of the annual credit Facilities provided.</li> </ul>	
20/01/9	<p><b>Academic Partnership Annual report</b> (Enclosure I) <span style="float: right;"><b>(Confidential)</b></span></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• A large number of University of Plymouth students currently study in partnerships organisations.</li> <li>• Academic Partners, for the purposes of this Report, deliver programmes that are ‘validated’, ‘franchised’ or ‘contracted out’, by the University.</li> <li>• The closure of GSM London largely accounts for the reduction in the number of students within the Academic Partnerships portfolio. The majority of the 3500 students that were enrolled at GSM London at the time of administration have either completed their award or transferred to an alternative institution.</li> <li>• The number of students studying with transnational partners has increased.</li> <li>• The South West Institutes of Technology (SWIoT) was successfully approved by the Department for Education and will focus on two sectors: digital and advanced engineering/manufacturing. Since winning the bid, new programmes have begun to be developed and around 2000 students are already enrolled. The programmes are designed to be employer led and will develop over the next 12 months.</li> </ul> <p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li>• The benefits of demonstrating that Academic Partnerships are non-profit making, particularly in China.</li> <li>• Minimal vulnerability with working with local competitor institutions.</li> </ul>	

20/01/10	<p><b>Draft Strategy Implementation Plan (Enclosure J) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The four purposes of the Implementation Plan, as highlighted on page 1 of Enclosure J.</li> <li>• The Implementation Plan is currently still a draft that will be further developed by UEG, the Senior Leadership Forum (SLF) and the wider University.</li> <li>• The Implementation Plan has a number of initiatives that will enable the delivery of the Strategy and will adopt a phased approach over 10 years.</li> </ul> <p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li>• That a high number of initiatives could hinder prioritisation and planning and overburden workloads.</li> <li>• The importance of ensuring focus and prioritisation for the first year in particular.</li> <li>• The importance of still responding to ad hoc opportunities that are not listed on the Plan but bring significant strategic benefits.</li> <li>• Staff in Faculties, Schools and Professional Services will input to the Plan via the business planning process.</li> <li>• Clarity around the use of the word 'draft' given the Strategy itself has been approved.</li> <li>• The importance of commitment to challenging targets and quantified outcomes.</li> <li>• The draft Implementation Plan will be discussed by SLF at their meeting on the 10<sup>th</sup> February.</li> </ul>	
20/01/11	<p><b>Update on the Access and Participation Plan</b></p> <ul style="list-style-type: none"> <li>• Notification from the OfS was received on the 19<sup>th</sup> December 2019 stating that a high level, light touch return for Access and Participation would be required for 2018/2019</li> <li>• The OfS were content with the 2017/2018 Access and Participation submission.</li> <li>• The Student Success Committee will discuss the potential extension of the Access and Participation Plan to include postgraduate taught students.</li> </ul>	
20/01/12	<p><b>Recommendations from the Nominations Committee (Enclosure K) (Confidential)</b></p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul>	
20/01/13	<p><b>Board of Governors Skills Audit (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Governors will be sent a Skills Assessment Survey for completion by Friday 14<sup>th</sup> February 2020.</li> <li>• All Surveys should be returned to the Registrar and Secretary or the Clerk.</li> </ul>	
<b>Items for information</b>		
20/01/14	<p><b>Annual Report on Fundraising (Enclosure L) (Confidential)</b></p> <p><b>Noted</b></p> <ul style="list-style-type: none"> <li>• See minute 20/01/2.2.</li> </ul>	
20/01/15	<p><b>Reward and Remuneration Annual Report (Enclosure O) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Report has been prepared for the first time in this format.</li> </ul>	

	<ul style="list-style-type: none"> <li>Although the University does not award performance related pay, as noted at 2.15, this should remain in the Report as it may be appropriate in the future.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>The typographical errors should be amended before the Report is published.</li> </ul>	
<b>20/01/16</b>	<b>Committee Minutes</b>	
16.1*	Draft Minutes of Health and Safety Assurance Committee meeting held on 17 October 2019 Noted.	
16.2*	Draft Minutes of the Nominations Committee meeting held on 7 November 2019 Noted.	
16.3*	Draft Minutes of the Audit Committee meeting held on 7 November 2019 Noted.	
16.4*	Minutes of the Finance Committee meeting held on 7 November 2019 Noted.	
16.5	Report of the Finance Committee meeting held on 16 January 2020 Noted.	
<b>20/01/17</b>	<p><b>Date of Next Meetings</b> 25 and 26 March 2020 - Joint Board/UEG away-day</p> <p>Forward items for March:</p> <ul style="list-style-type: none"> <li>Annual Equality Report</li> <li>H&amp;S Update</li> <li>Annual report of student complaints and appeals</li> <li>Financial Regulations Review (<i>due March 2019, via Finance Committee</i>)</li> <li>Corporate Operational &amp; Strategic Risk Registers (for information)</li> <li>Equal Pay Report (<i>Biennial – due 2019</i>)</li> <li>Annual gender pay gap report</li> <li>Health and Safety Strategy</li> <li>Equality and Human Rights Commission Report</li> </ul>	

#### Appendix 1: Action Plan

Minute		By	Deadline
20/01/2.2	To include a discussion of the University's fundraising activities are included on the agenda for a future Board meeting (proposed May 2020).	R&S	May 2020
20/01/2.5	Terms of Reference and Membership (Enclosure A)  To amend the Terms of Reference as noted above (para 2.2(b)) if practicable.	R&S/CB	Privy Council approval required for any change.
20/01/3.1	Minutes of the Meeting of the Board of Governors held on 21 November 2019 (Enclosure B)	CB	Completed

	<ul style="list-style-type: none"> <li>To add Hamish Anderson to the list of attendees at the meeting.</li> <li>To amend the line minute 19/06/7, bullet point 1, to read 'A new reporting tool was added to the SU Website to allow students to note when lecture materials have not been uploaded to the Digital Learning Environment (DLE) 48 hours before a lecture'</li> </ul>	CB	Completed
20/01/15	<p>Reward and Remuneration Annual Report (Enclosure O)</p> <p>The typographical errors should be amended before the Report is published.</p>	Clerk	Notified the Director of Human Resources of the errors to be amended. Completed

## 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>	<p>Financial</p> <p>Non-financial</p> <p>Non-financial</p> <p>Non-financial</p> <p>Non-financial</p>
Hamish Anderson	<p>Norton Rose Fulbright LLP</p> <p>Nottingham Trent University</p> <p>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>Consultant</p> <p>Honorary Professor</p> <p>Member</p> <p>Wife is a director</p> <p>Committee Member (Director)</p>	<p>Financial</p> <p>Non-financial</p> <p>Non-financial</p> <p>Indirect financial</p> <p>Non-financial</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 &amp; Governor</p> <p>Secretary &amp; Trustee</p>	<p>Non-financial</p> <p>Non-financial</p>
Matilda (Tilda) Fraser	<p>University of Plymouth Students' Union</p> <p>UPSU Trustee Board (Company No.10676070/Charity No.1172830)</p>	<p>Vice-President</p> <p>President</p> <p>Trustee</p> <p>Chair</p>	<p>Financial</p> <p>Financial</p> <p>Non-financial</p>



Professor Simon Gaskell	Higher Education Statistics Agency, Data Landscape Steering Group	Chair	Non-financial
	University of Manchester	Honorary professor	Non-financial
	Halpin Partnership Advisory Board	Member	Financial (occasional fee)
	Board of the Quality Assurance Agency for Higher Education	Chair	Non-financial
	Simpson, Thacher and Bartlett LLP	Daughter as partner	Not to SJG
	Hawkins\Brown Architects	Son as partner	Not to SJG
Millie Green	University of Plymouth Students' Union UPSU Trustee Board (Company No.10676070/Charity No.1172830)	Vice President Education and trustee	Financial Non-financial
Michelle Hanson	Sodexo Trustee Services Ltd (Company No. 02999749)	Trustee and Chair	Non-Financial
	The Springfields Academy (part of Reach South Academy Trust)	Governor	Non-Financial
Kate Jackson	Trethawle Enterprises LLP	Partner	Financial
	Trethawle Renewables (Company No.08244980)	Director	Financial
	Clean Earth Trethawle Turbine (Company No.08244545)	Director	Financial
	Menheniot School Association (Charity No. 1061162)	Chair and Trustee	Non- Financial
	Helm Ticketing	Non-Executive Director	Non-Financial
Professor Kevin Jones	Engineering Council (Company No.RC000150)	Trustee	
	Mayflower Autonomous Ship (Company No.10003369)	Director	
	UTC Plymouth (Company No.07645326)	Governor	
	Plymouth Stem Board	Chair	
	PSP Ltd (Company No.03157625)	Member of the board	
	UoPEL (Company No.03707827)	Member of the board	
	Shugenkai	President	
Bruce Mann CB	Lodestone 1452 Ltd. Clients are:	Director	Financial
	<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> </ul>		

	<ul style="list-style-type: none"> <li>Southampton Council and public sector partners, on estate matters.</li> <li>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)		
Dr Ursula Ney	Proteome Life Sciences plc  Department for Education – review of Further Education Colleges Scancell plc (Company No. 11285913)	Non-Executive Director  Sister leading review  Non-Executive Director	Financial   Non-Financial
Dinah Nichols CB	The Land Trust (Charity No.1138337) South West Lakes Trust (Charity No.1079966)	Trustee Trustee	Non-financial Non-financial
Simon Perry	Advisory Board of Arowana International Limited (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  Advisory Board of Anmut Limited (Company No.11285913)	Member  Director  Director  Governor  Member	Non-financial  Financial  Financial  Non-financial
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	Non-financial  Non-financial
Isobel Rossiter	None		
Tom Yoritaka	Apricot Venture Capital  Malin Head Partners  Coinweb  RIPTec	Founder & Managing Partner  Founder  Global Advisor  NED & Interim Chief Strategy Officer	Financial  Financial  Financial  Financial

	Research Institute in Secure Hardware & Embedded Systems, Centre for Secure Information Technologies	Member of the Advisory Board	Non-financial
	TechLondon Advocates	Member of the Advisory Board	Non-financial