

**University of Plymouth
Higher Education Corporation**

Board of Governors

Minutes of the Meeting of the Board of Governors on Wednesday 25th March 2020

Present via zoom

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
Professor Kevin Jones
Bruce Mann CB
Tom Yoritaka

In attendance:

Professor Julian Chaudhuri (Deputy Vice-Chancellor - Education and Student Experience) **(DVC ESE)**
Alastair Matthews (Chief Financial Officer) **(CFO)**
Professor Dafydd Moore (Executive Dean, Faculty of Arts and Humanities) **(EDA&H)**
Professor Simon Payne (Deputy Vice-Chancellor - International and Planning) **(DVC I&P)**
Professor Jerry Roberts (Deputy Vice-Chancellor – Research and Enterprise) **(DVC R&E)**
Gordon Stewart (Registrar and Secretary) **(R&S)**

Emma Hellingsworth (Clerk to the Board)
Maja Smith (Administrator to the Board)
Colin Shipp (Director of HR) for Items 11 and 12

Item		Action
20/02/1	<p>Obituaries Noted:</p> <ul style="list-style-type: none"> The Board remembered David Smith who was an Associate Lecturer in the School of Art, Design and Architecture from 14 January 2008 until 31 January 2020 and Teresa Bannister-Evans who was an Administration Assistant in the Faculty of Arts & Humanities from 8 January 2013. Teresa died on the 7 March 2020. 	
20/02/2	Membership	
2.1	<p>Apologies for Absence:</p> <ul style="list-style-type: none"> None received. <p>Welcome:</p> <ul style="list-style-type: none"> The Committee welcomed Professor Dafydd Moore, who will be attending the Board formally at the next meeting, in his new role as Deputy Vice Chancellor International and Planning. 	
2.2	<p>Notification of Any Other Business Noted:</p> <ul style="list-style-type: none"> None received. 	
2.3	<p>Declarations of Interest (Enclosure B) Noted:</p> <ul style="list-style-type: none"> None received. 	

2.4	<p>Confidentiality Status of Agenda Items</p> <p>Noted:</p> <ul style="list-style-type: none"> All items on the agenda are treated as confidential on the grounds of commercial confidentiality 	
20/02/3	<u>Minutes</u>	
3.1	<p>Minutes of the Meeting of the Board of Governors held on 28 January 2020 (Enclosure A)</p> <p>Decision:</p> <ul style="list-style-type: none"> Approved. 	
3.2	<p>Necessary Redactions</p> <p>Decision:</p> <ul style="list-style-type: none"> Minute 20/01/6 bullet point 9 will be redacted before publication. 	
3.3	<p>Matters Arising (Enclosure B)</p> <p>Noted:</p> <ul style="list-style-type: none"> The report on matters arising was noted. 	
20/02/4	<p>Chair's Remarks</p> <p>Noted:</p> <ul style="list-style-type: none"> The Chair welcomed all participants to the meeting via zoom and outlined a number of proposed changes to the agenda for this meeting, given the current situation due to covid-19. <p>Decision:</p> <ul style="list-style-type: none"> It was agreed that the meeting would seek to approve the three items listed for decision on the agenda, items 9, 10 and 13.1 and that these would be discussed at the start of the meeting. It was agreed that all remaining starred items would not be discussed but that any comments could be forwarded to the Clerk for appropriate consideration. It was agreed that going forward and for as long as social distancing and self- isolation measures are in place, Board of Governor meetings and the meetings of the sub-committees should be held virtually. The Chair of each meeting should carefully consider the agenda ensuring essential business, including key governance and compliance, is completed and keep note of any items deferred. 	
20/02/5	<p>Covid-19 Update</p> <p>Noted:</p> <ul style="list-style-type: none"> The University has now moved to gold emergency planning and additional meetings of the University Executive Group (UEG) are taking place. The Covid-19 Plan is reviewed regularly by gold command and UEG and notes of all meetings are being produced. An additional Teaching and Learning sub-group of the Gold emergency management group is meeting daily, chaired by the Deputy Vice Chancellor Education and Student Experience and attended by staff and sabbatical officers. This group will focus on delivery of teaching and learning and will consider contingency plans. The University continues to follow appropriate, and frequently developing, directives from the Government, ensuring the correct decisions are made at the correct times. Primary messages are issued to staff and students from the Vice Chancellor and a detailed set of Frequently Asked Questions (FAQ) are being 	

	<p>continually updated. A new set of FAQs focussing on teaching and learning, will be published later today.</p> <ul style="list-style-type: none"> • At the time of the meeting, there were no confirmed cases of covid-19 amongst the University's students or staff. • The University's Covid-19 PLAN covers all aspects of the University, for staff and students. • All University events and business travel have been cancelled until 31st May 2020. • Face to face teaching ceased on the 17th March and students were advised that all teaching and assessments, from 23rd March, will be delivered virtually and that they should return home. Some assessment periods, particularly for students where placements have been suspended, will be extended. • The University continues to provide support for students who are still living in managed halls (for example some international students, care leavers, estranged students, students with disabilities and students who live with high risk groups). The number of students that are still residing in the University's managed halls is currently believed to be about 200. Many forms of communications have been issued to students to confirm their whereabouts but some have yet to respond. Those students who need to remain in their accommodation must operate social distancing. (Post meeting note: this was subsequently revised by updated guidance requiring all students to return home, if they were able to do so.) • An update from providers regarding hall fees is pending and the sector remains hopeful that all providers will adopt the same approach. Universities UK (UUK) is seeking urgent government assurance on the issue of potential financial loss from student accommodation. Students will continue to receive maintenance loans. • Students have been advised that all teaching and assessments will be online until further notice and that there will be no face to face, invigilated examinations until further notice. Completion of (time limited) online and open book assessments and subsequent marking will require more time. • Deadlines for current assessment submissions have been amended. • Blanket Extenuating Circumstances regulations will be used without the need for individual submissions. • TIS have provided, and continue to provide, training, support and equipment for staff working at home and moving to online education. Online support for students is also available. • Health students have been removed from practice placements but many, particularly final year medics and nurses, may be called upon to provide support in clinical, primary care and social care settings. • Access to buildings on campus is now limited and controlled. Some time-limited access for some exceptional research purposes is available on a case by case basis and with authorisation from the appropriate Dean, DVC and in conjunction with Estates. The Minister for Science issued guidance on research that might be continued. • Some IT support, security and maintenance, the nursery (providing support for children of key workers) and a limited hospitality service are currently operational on campus. • The Government confirmed that key worker status can apply to Higher Education staff if they are providing a critical service. 	
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	<ul style="list-style-type: none"> • Student Support and the Student Hub have moved to online and telephone delivery only; appointments with mental health workers can be made via online platforms such as Zoom. The Writing Café, Big White Wall, Pastoral and Spiritual Support and Accommodation Services are continuing to operate online, using various platforms. • UEG were due to discuss recruitment later in the day, but currently, the University intends to operate recruitment and continue to make offers in the usual way, based on the results provided by schools and colleges. Some students may choose to take an exam in the autumn and these students may start University later, potentially deferring their entry by a year. The Office for Students (OfS) have instructed that no unconditional offers or amended offers should be made in the next two weeks in order to protect potential students from making poor decisions. • The University's open days in April and June are cancelled. • The Chief Financial Officer and the HR Director are working on the approach the University will take for those staff that are unable to work from home and may need to be furloughed to ensure access to government pay support. • The Finance Committee will meet, virtually, on the 8th April as planned and will consider issues including the implications of furloughing. • At the end of period 7, the University is £2.5m ahead of the plan, however likely changes in the actual spend under the Strategic Investment Fund (SIF) and the management of potential financial risks over the coming months, for example with hall fees, are likely to have an impact, against the plan. • The University's cash and investment resources, post March payroll, is c £110m. • Planned capital spend will be reviewed as part of the formal P8 reforecast • The financial plans for 2020-2021 are part way through the planning process. This process, which includes the agreed student number plan, will continue but downsides resulting from the covid-19 situation will be modelled separately and considered alongside the plan. Potential scenarios to be considered will be discussed at UEG and Finance Committee. • There is reasonable resilience as regards receipt of the substantial income expected from the student loan company, due in early May. • The Capital Projects Committee is due to meet on Friday 27th March. Limited spend can continue remotely but most will be dependent on if construction work can continue. • Students will continue to receive maintenance grants irrespective of the campus closure. The hardship fund is still operational and will be considered on a case by case basis. • UEG will make a decision later in the day on whether the July graduation can continue. • The OfS have announced they are taking a more flexible approach on the conditions of registration and will pause existing and planned consultations. • Research England has postponed the Research Excellence Framework (REF) submission due in November and will give 8 months notice of a new submission date. • The Quality Assurance Agency for Higher Education (QAA) has provided the first set of guidance on standards and quality. It remains the University's responsibility to maintain standards. 	
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	<ul style="list-style-type: none"> • UUK has six work streams to support the sector and share information and there are weekly telephone calls with Vice Chancellors and almost daily updates. • All University Committees, task groups and planning meetings are continuing, remotely. • The University has signed the C-19 pledge along with numerous institutions and companies, pledging support to all staff, students and our communities. <p>Discussed:</p> <ul style="list-style-type: none"> • Some concern regarding the small number of students that have not responded to University communications and may still be on campus. It was confirmed that both the University and the Students' Union are providing many forms of support to all students and will continue to do so. • Should some staff be furloughed, the University will consider payment of the residual 20% of salaries. • The University has appropriate networks in place to help with staff wellbeing during the period of self-isolation and social distancing. The networks are under regular review. • It was confirmed that the University confers final awards independently of the graduation ceremony. • The importance of assuring the Board that academic standards are maintained during the months ahead. <p>Action:</p> <ul style="list-style-type: none"> • That a summary highlighting the measures the University will take to ensure academic standards are maintained should be forwarded to the Board. <p>Discussed:</p> <ul style="list-style-type: none"> • The online student questionnaire, Pegasus, is being trialled. • For student tutorials and wellbeing, a set of high-level principles is being prepared and Schools will be empowered to consider the most appropriate approaches for their students. Practical resources have been published and staff have been asked to log the measures they have put in place. • That the in-year financial position and a number of potential financial scenarios will be discussed at the Finance Committee on the 8th April. <p>Action:</p> <ul style="list-style-type: none"> • To provide an update to the Board on the discussions that took place at the Finance Committee around the financial implications of covid-19. <p>Discussed:</p> <ul style="list-style-type: none"> • The first modelling exercise for potential students was considered last week and looks positive. • That decisions regarding capital expenditure are not immediately required as the long-term financial position should be the focus. • Successful Institutions are likely to be those that can adjust quickly, post covid-19. • The Chair thanked UEG for the way that they have managed the current state of affairs and stressed the Board's willingness to assist going forward. <p>Action:</p> <ul style="list-style-type: none"> • That a message of gratitude to all staff for their support during the covid-19 pandemic should be issued from the Chair, on behalf of the Board. 	<p>DVC ESE</p> <p>Chair Finance Committee</p> <p>Chair</p>
20/02/6	Health and Safety	
6.1	Health and Safety Update (Enclosure C)	

	Noted.	
20/02/7	Vice-Chancellor's Report (Enclosure D) Noted: <ul style="list-style-type: none"> Five strategic appointments were made, in addition to those quoted in the Report. These are high quality, positive appointments that will be announced at the Board meeting in May. 	(Confidential)
20/02/8	Students' Union Report (Enclosure E) Noted.	(Confidential)
20/02/9	Annual Equality Report (Enclosure F) <i>(Colin Shipp, HR Director for timed business)</i> Noted: <ul style="list-style-type: none"> The comments received in advance of the meeting will be forwarded to the HR Director for consideration. Decided: <ul style="list-style-type: none"> Approved 	
20/02/10	Gender Pay Gap Report (Enclosure G) <i>(Colin Shipp, HR Director and Kirstie Spencer, Head of Health, Safety and Equality for timed business)</i> Noted: <ul style="list-style-type: none"> That the new pathways for teaching only academic staff could prove challenging for promotion. The Government has suspended the requirement to submit data for gender pay, due to covid-19. Decided: <ul style="list-style-type: none"> Approved 	
20/02/11	Annual Report on Complaints and Appeals (Enclosure H) Noted.	
20/02/12	Output of Board Skills Assessment Audit (Enclosure I) Noted.	
20/02/13	Finance	
13.1	Financial Regulations and Schedule of Financial Limits review (Enclosure J) Decision: <ul style="list-style-type: none"> Approved 	
Items for information		
20/02/14	Strategic Risk Registers Noted.	
20/02/15	Month 6 Finance Report Noted.	
20/01/16	Any Other Business Noted:	

	<ul style="list-style-type: none"> Given the postponement of the formal leaving celebrations for Professor Simon Payne, the Chair thanked Professor Payne for his outstanding contribution to Board of Governors and to the University, over the past 28 years. Presentations and celebrations will follow as current restrictions on social gatherings are lifted. 	
20/01/17	Date of Next Meetings 14 May 2020 Forward items for March: <ul style="list-style-type: none"> Health and Safety update Update from Finance Committee on financial planning progress Board Effectiveness Review Interim Sustainability Report Skills Assessment Audit recommendations 	

Appendix 1: Action Plan

Minute		By	Deadline
20/05/05	Covid-19 update		
	That a summary highlighting the measures the University will take to ensure academic standards are maintained should be forwarded to the Board.	DVC ESE	1/04/20
	To provide an update to the Board on the discussions that took place at the Finance Committee around the financial implications of covid-19.	Chair of Finance Committee	After 8 th April 2020
	That a message of gratitude to all staff for their support during the covid-19 pandemic should be issued from the Chair, on behalf of the Board.	Chair	ASAP

Appendix 2: Declarations of Interest

Colin Drummond OBE DL	Taunton & Somerset and Somerset Partnership NHS Foundation Trusts	Chairman (non Exec)	Financial
	Calvert Trust, Exmoor (Charity No. 1005776)	Honorary Vice-President	Non-financial
	1610 Society (alumni legacy fund raising for Wadham College, Oxford)	President	Non-financial
	Water Conservation Trust (provision of bursaries for post graduate study in the water and environmental sectors) (Charity No. 1007648)	Trustee	Non-financial
	Deputy Lieutenant of Somerset		Non-financial
Hamish Anderson	Norton Rose Fulbright LLP	Consultant	Financial

	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)	Honorary Professor Member Wife is a director Committee Member (Director)	Non-financial Non-financial Indirect financial Non-financial
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	Non-financial Non-financial
Matilda (Tilda) Fraser	University of Plymouth Students' Union UPSU Trustee Board (Company No.10676070/Charity No.1172830)	Vice-President President Trustee Chair	Financial Financial Non-financial
Professor Simon Gaskell	Higher Education Statistics Agency, Data Landscape Steering Group University of Manchester Halpin Partnership Advisory Board Board of the Quality Assurance Agency for Higher Education Simpson, Thacher and Bartlett LLP Hawkins\Brown Architects	Chair Honorary professor Member Chair Daughter as partner Son as partner	Non-financial Non-financial Financial (occasional fee) Non-financial Not to SJG 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) The Springfields Academy (part of Reach South Academy Trust)	Trustee and Chair Governor	Non-Financial Non-Financial
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	Financial Financial Financial Non- Financial Non-Financial

Professor Kevin Jones	Engineering Council (Company No.RC000150) Mayflower Autonomous Ship (Company No.10003369) UTC Plymouth (Company No.07645326) Plymouth Stem Board PSP Ltd (Company No.03157625) UoPEL (Company No.03707827) Shugenkai	Trustee Director Governor Chair Member of the board Member of the board 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	Financial
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 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 Advisory Board of Anmut Limited Richmond Holdings (Jersey) Ltd: Richmond UK Top Holdco Ltd and Richmond UK Holdco Ltd (all holding entities of the Parkdean Resorts group) Forest School, London	Member Member Director Director Director Governor	Non-financial Financial Financial Non-financial
Professor Judith Petts CBE	Heart of the South West LEP Board (Company No.08880546) Marine Biological Association	Director Trustee	Non-financial Non-financial

	(Company No.RC000865/Charity No.1155893)		
Isobel Rossiter	None		
Tom Yoritaka	Coinweb	Global Advisor	Financial
	ConXHub	NED & Interim Chief Strategy Officer	Financial
	Research Institute in Secure Hardware & Embedded Systems, Centre for Secure Information Technologies	Member of the Advisory Board	Non-financial
	Tech London Advocates	Member of the Advisory Board	Non-financial
	UCL EDUCATE Ventures	Founding General Partner	Financial
	Nexus FrotierTech	Board Observer & Global Advisor	Financial
	L Marks	Corporate Mentor	Non-financial