

**University of Plymouth  
Higher Education Corporation**

**Board of Governors**

**Minutes of the Meeting of the Board of Governors on Wednesday 2<sup>nd</sup> October 2019.**

**Present:**

Colin Drummond OBE DL (Chair)  
Dr Arunangsu Chatterjee  
Tilda Fraser  
Professor Simon Gaskell  
Millie Green  
Michelle Hanson  
Kate Jackson

Professor Kevin Jones  
Bruce Mann  
Dr Ursula Ney  
Dinah Nichols CB  
Simon Perry  
Professor Judith Petts CBE  
Isobel Rossiter  
Tom Yoritaka

**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)**  
Professor Dafydd Moore (Executive Dean, Faculty of Arts and Humanities) **(EDA&H)**  
Professor Sube Banerjee (Executive Dean, Faculty of Health) **(EDH)**  
Emma Hellingsworth (Clerk to the Board)  
Kirstie Spencer (Head of Health, Safety, EDI and Training) for items F and G  
Catherine Linehan (Senior Legal Officer) for item H

| <b>Item</b>    |  | <b>Action</b> |
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| <b>19/05/1</b> | <b>Obituaries</b><br><b>Noted:</b><br>• There were no obituaries to report.  |               |
| <b>19/05/2</b> | <b>Membership</b>  |               |
| 2.1            | <b>Apologies for Absence:</b><br>• Apologies received from Hamish Anderson.  |               |
| 2.2            | <b>Notification of Any Other Business</b><br><b>Noted:</b><br>• No notification of any other business.   |               |
| 2.3            | <b>Declarations of Interest</b><br><b>Noted:</b><br>• The declarations of interest set out in Appendix 2 apply. Members were asked to advise the Clerk of any changes.<br>• There were no conflicts of interest, relating to matters discussed at the meeting. |               |
| 2.4            | <b>Confidentiality Status of Agenda Items</b><br><b>Noted:</b>   |               |

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|                | <ul style="list-style-type: none"> <li>All items on the agenda are treated as confidential on the grounds of commercial confidentiality except items 1 and 2.</li> </ul>   |           |
| <b>19/05/3</b> | <b><u>Minutes</u></b>  |           |
| 3.1            | <b>Minutes of the Meeting of the Board of Governors held on 16 July 2019 (Enclosure A)</b><br><b>Noted:</b> <ul style="list-style-type: none"> <li>The minutes were approved and signed by the Chair as an accurate record of the meeting.</li> </ul>  |           |
| 3.2            | <b>Necessary Redactions</b><br><b>Agreed:</b> <ul style="list-style-type: none"> <li>The minutes will be published in full.</li> </ul>   | <b>CB</b> |
| 3.3            | <b>Matters Arising (Enclosure C)</b><br><b>Noted:</b> <ul style="list-style-type: none"> <li>The report on matters arising was noted.</li> </ul>   |           |
| <b>19/05/4</b> | <b>Chair's Remarks</b><br><b>Noted:</b> <ul style="list-style-type: none"> <li>A conclusion was reached regarding GSM and this will be discussed more at 19/05/5.</li> <li>The Chair congratulated Professor Simon Payne, Professor Paul Brunt and team for the professional handling of GSM over the summer.</li> </ul> <b>Agreed:</b> <ul style="list-style-type: none"> <li>The Chair thanked the Independent Governors Sub-group that assisted Professor Payne and Professor Brunt for their high-level support and it was agreed that this sub-group should now be stood down.</li> </ul>   |           |
| <b>19/05/5</b> | <b>Vice-Chancellor's Report (Enclosure D)</b><br><b>Noted:</b> <ul style="list-style-type: none"> <li>2.1 Chris Skidmore was reappointed as Universities Minister, further to Jo Johnson's resignation early in September. Gavin Williamson was appointed as the new Secretary of State. The Vice Chancellor has invited both Mr Skidmore and Mr Williamson to visit the University.</li> <li>2.4 A Review of admissions was announced by UUK in response to government concern, particularly around unconditional offers. The University will not offer any conditional, unconditional offers (which are not enforceable) but will continue to offer unconditional offers, if appropriate. The University's percentage of unconditional offers is low compared to the sector.</li> <li>3.1 Student recruitment: an increase in clearing applications was reported, compared to the last three cycles. Undergraduate home recruitment was below plan (most particularly in adult nursing) but this was offset by strong performances for international and postgraduate recruitment.</li> <li>3.3 Limited media coverage to the administration of GSM London. A student support office was established by GSM with significant support from the University and transfer routes for continuing students were put in place at a number of HEIs in London. Graduation ceremonies for completing University of Plymouth students will take place in November.</li> <li>4 The Board congratulated all the award winners noted in the paper but particularly, Professor Rob Sneyd who received the prestigious Gold Medal</li> </ul> |           |

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|                | <p>from the Royal College of Anaesthetics for his lifetime services to anaesthesiology.</p> <ul style="list-style-type: none"> <li>5 The Board noted a strong performance from the Faculty of Arts and Humanities in research awards, an exceptionally strong performance from the Faculty of Science and Engineering. The Faculty of Health should look to increase their number of research awards.</li> </ul> <p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li>Further to the UUK Conference, a discussion around the post- study work visa, particularly for the Indian Sub-continent took place. It was confirmed that the Transformation Board received data regarding these visas and a business case for the increased activity in this area is under consideration.</li> </ul>   |  |
| <b>19/05/6</b> | <p><b>Students' Union Report (Enclosure E) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>The Students' Union reported high levels of engagement with Freshers this year and the statistics will be reported at the next meeting.</li> <li>The issues with the Students' Union kitchen are being resolved with Estates and should be fully functional by the end of October.</li> <li>A paper will be drafted for the University Teaching, Learning and Quality Committee (UTLQC) on the impact of students having breaks in lectures of two hours or more.</li> <li>Ongoing work in eliminating single use plastics not least to ensure that students, passionate about the subject, do not boycott the Students' Union venues.</li> <li>Consideration of the sailing fleet so boats are fit for purpose.</li> <li>Training for Wellbeing advocates was put on hold pending the availability of appropriate staff to conduct the training.</li> </ul> |  |
| <b>19/05/7</b> | <p><b>Health and Safety Report (Enclosure F) (Confidential)</b></p> <p><i>Kirstie Spencer attended for timed business</i></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>Further to the Voluntary Leave exercise in the summer, work has been undertaken to ensure all areas have fire marshal cover.</li> <li>An increase in near miss reporting.</li> </ul> <p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li>The number of staff cancelling training. It is likely that this is because staff booked on to training and then left under the recent voluntary leave scheme.</li> <li>The increased number of RIDDOR reported incidents. The Health and Safety Team investigate these incidents and escalation takes place, where appropriate. It is likely the increase is due to the increase reporting of tendonitis and carpal tunnel syndrome.</li> </ul>   |  |
| <b>19/05/8</b> | <p><b>Governance</b></p>   |  |
| 8.1            | <p><b>Memorandum of Understanding – Health and Safety (Enclosure G) (Confidential)</b></p> <p><i>Kirstie Spencer attended for timed business</i></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>See agenda item 19/05/8.1</li> </ul> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>Approved.</li> </ul>  |  |

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| 8.2      | <p><b>Memorandum of Understanding (MOU) – Students’ Union (Enclosure H) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The MOU was received and approved in principle by the Board on 30<sup>th</sup> January 2018.</li> <li>• Since this time, the lease has been agreed with the Students’ Union, permitting the MOU to be finalised.</li> <li>• The Students’ Union, as an independent organisation, is responsible for its own Health and Safety arrangements, hence the additional MOU as noted in 19/5/8.1.</li> <li>• Some updating of terminology has taken place since the original draft was presented to the Board.</li> </ul> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul>   |         |
| 19/05/9  | <p><b>Outcome of the 2020-2024 Access and Participation Plan (Enclosure I) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Notification was received from OfS on the 23<sup>rd</sup> August approving the Plan in principle.</li> <li>• The Plan comes into effect in 2020/2021 and should not require re-writing for another five years.</li> <li>• The Board has received the Plan which is available on the University’s website.</li> <li>• The Committee thanked Professor Chaudhuri, and his team, for the excellent plan</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• An update report should be received annually.</li> </ul>   | DVC ESE |
| 19/05/10 | Finance   |         |
| 10.1     | <p><b>Draft 2018-19 year end position (Enclosure J) (Confidential)</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• A small surplus prior to restructuring costs.</li> <li>• Cash is above plan due to capital spend being below plan albeit this is particularly offset by restructuring costs above plan.</li> <li>• The Peninsula Dental Social Enterprise (PDSE) Board are reconsidering the tenders for the Sterile Services Unit as they were higher than the plan.</li> <li>• Nothing significant to report following the Auditors visit.</li> <li>• Final position is £12.8 million, pre tax.</li> <li>• The first set of management accounts for the new year are due in October.</li> </ul> <p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li>• That the University is broadly on plan for admissions this year and the plan did anticipate the reduction in student numbers but growth would be desirable on overall new entrants for stabilisation, as the reduction in student numbers works through the next few years.</li> <li>• The bottom of the demographic dip is likely to be over the next two years.</li> <li>• The importance of accurate 5-year student number plans which must be regularly reviewed.</li> <li>• The importance of winning research awards in order to support post-graduate student numbers.</li> </ul> |         |

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|                              | <ul style="list-style-type: none"> <li>Reinstating post-graduate research studentship funds where possible.</li> <li>The University is working to secure industrial funding for post-graduate students (EPSRC).</li> </ul>  |  |
| <b>19/05/11</b>              | <p><b>Update on the Appointment of Internal and External Auditors</b></p> <p><b>Noted:</b></p> <p><b>Internal Audit</b></p> <ul style="list-style-type: none"> <li>Four companies presented a bid and the panel agreed that UNIAC was the preferred applicant, subject to references and consultation with other Institutions working with the company. UNIAC are a small firm, with deep sector experience, comprised of senior personnel and the key will be to ensure the University benefits from the level of experience it has been promised, with an appropriate exit from the contract if this is not delivered.</li> <li>The Audit Committee had agreed to recommend UNIAC to the Board, subject to references as noted above.</li> </ul> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>Approved.</li> </ul> <p><b>External Audit</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>KPMG were unable to bid due to a business conflict of interest.</li> <li>Two companies had presented so far and neither were considered a good fit, either from a quality or cost perspective.</li> <li>A third bidder will present to the Committee later today and a recommendation on the way forward is expected to be made to the next Board meeting.</li> </ul> |  |
| <b>Items for Information</b> |   |  |
| <b>19/05/12</b>              | <p><b>Annual Report on the use of the University Seal</b><br/>(Enclosure L) <span style="float: right;"><b>(Confidential)</b></span></p> <p><b>Noted.</b></p>   |  |
| <b>19/05/13</b>              | <p><b>Annual Review on Whistleblowing</b><br/>(Enclosure M) <span style="float: right;"><b>(Confidential)</b></span></p> <p><b>Noted.</b></p>   |  |
| <b>19/05/14</b>              | <p><b>Update on the Health and Safety Assurance Committee (HSAC) Appointment</b><br/><b>Tabled paper</b> <span style="float: right;"><b>(Confidential)</b></span></p> <ul style="list-style-type: none"> <li>The Nominations Committee approved the process for the HSAC Appointments.</li> <li>The change to the membership of HSAC was proposed to reflect the revised remit of the Committee to include wellbeing, recognising the progress made by the University in health and safety matters, which the Committee will continue to report on.</li> <li>Derek O'Toole and Carole Burgoyne were accordingly offered appointments on the Committee and Frank Francis and Steve Cardew have stood down from the Committee.</li> </ul> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>Approved.</li> </ul>   |  |
| <b>19/05/15</b>              | <p><b><u>Committees Minutes</u></b> <span style="float: right;"><b>(Confidential)</b></span></p>  |  |

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| 15.1     | <p><b>Report from the meeting of the Audit Committee meeting held on 26<sup>th</sup> September 2019</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>The Chair of Audit Committee outlined the key matters covered at of the Committee.</li> </ul>   |  |
| 19/04/21 | <p><b>Date of next meeting</b><br/>Thursday 21<sup>st</sup> November 2019</p> <p><b>Items for November Board meeting to include:</b></p> <ul style="list-style-type: none"> <li>OfS Annual Accountability Returns</li> <li>Complaints and Appeals Annual Report</li> <li>Health and Safety Policy Statement</li> <li>Corporate Operational &amp; Strategic Risk Registers (for information)</li> <li>Annual review of Student Union Accounts</li> <li>Research Integrity Assurance Statement</li> </ul> |  |
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#### Appendix 1: Action Plan

| Minute    |  | By      | Deadline |
|-----------|--|---------|----------|
| 19/05.3.1 | The minutes will be published in full  | CB      |          |
| 19/05.9.5 | Outcome of the 2020-2024 Access and Participation Plan<br>An update report should be received annually | DVC ESE | Oct 2020 |

#### Appendix 2: Declarations of Interest

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| Colin Drummond OBE DL | <p>Taunton and Somerset NHS Foundation Trust<br/>(Charity No. 1059922)</p> <p>Calvert Trust, Exmoor<br/>(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)<br/>(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<br/>Law School Advisory Group, Kingston University</p> <p>Le Page Architects Ltd<br/>(Company No. <b>07204847</b>)</p>   | <p>Consultant</p> <p>Honorary Professor</p> <p>Member</p> <p>Wife is a director</p>       |

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|                         | <p>Peninsula Medical Foundation<br/>(Charity No.1060423/Company No.03300591)</p> <p>University of Oxford, Commercial Law Centre</p> <p>The Charlie Sumption Memorial Fund<br/>(Charity No. 1136955)</p>   | <p>Committee Member<br/>(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 &amp; Governor</p> <p>Secretary &amp; Trustee</p>   |
| Matilda (Tilda) Fraser  | <p>University of Plymouth Students' Union<br/>UPSU Trustee Board<br/>(Company No.10676070/Charity No.1172830)</p>   | <p>President and trustee<br/>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>Simpson, Thacher and Bartlett LLP</p> <p>Hawkins\Brown Architects</p> | <p>Chair</p> <p>Honorary professor</p> <p>Chair</p> <p>Member</p> <p>Chair</p> <p>Daughter as partner</p> <p>Son as partner</p> |
| Millie Green            | <p>University of Plymouth Students' Union<br/>UPSU Trustee Board<br/>(Company No.10676070/Charity No.1172830)</p>   | <p>Vice-President and trustee</p>   |
| Michelle Hanson         | <p>Sodexo Trustee Services Ltd<br/>(Company No. 02999749)</p> <p>The Springfields Academy<br/>(part of Reach South Academy Trust)</p>   | <p>Trustee and Chair</p> <p>Governor</p>  |
| Kate Jackson            | <p>Trethawle Enterprises LLP</p> <p>Trethawle Renewables (Company No.08244980)</p> <p>Clean Earth Trethawle Turbine (Company No.08244545)</p> <p>Menheniot School Association<br/>(Charity No. 1061162)</p>   | <p>Partner<br/>Director</p> <p>Director</p> <p>Chair and Trustee</p>  |

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|                       | Helm Ticketing   | Non Executive Director   |
| Professor Kevin Jones | Engineering Council (Company No.RC000150)<br>Mayflower Autonomous Ship (Company No.10003369)<br>UTC Plymouth (Company No.07645326)<br>STEM Plymouth<br>PSP Ltd (Company No.03157625)<br>UoPEL (Company No.03707827)<br>City, University of London<br>Shugenkai   | Trustee<br><br>Director<br><br>Governor<br><br>Chair<br>Member of the board<br>Member of the board<br>Visiting academic<br>President |
| Bruce Mann CB         | Lodestone 1452 Ltd. Clients are: <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> <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) | Director   |
| Dr Ursula Ney         | Proteome Life Sciences plc<br>Department for Education – review of Further Education Colleges  | Non-Executive Director<br>Sister leading the review  |
| Dinah Nichols CB      | The Land Trust (Charity No.1138337)<br>South West Lakes Trust (Charity No.1079966)   | Trustee<br>Trustee   |
| Simon Perry           | Advisory Board of Arowana International Limited<br><b>(Company No.10837371)</b><br><br>Richmond Holdings (Jersey) Limited (holding company for Parkdean Resorts) (Company No.BR012993)<br><br>Richmond UK Top Holdco Ltd, which is a UK subsidiary of Richmond Holdings (Jersey) Ltd.  | Member<br><br>Director<br><br>Director   |



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|                            | (Company No.1053978)<br>Forest School, London   | Governor  |
| Professor Judith Petts CBE | Heart of the South West LEP Board<br>(Company No. <b>08880546</b> )<br><br>Marine Biological Association<br>(Company No.RC000865/Charity<br>No.1155893)   | Director<br><br>Trustee   |
| Isobel Rossiter            | None  |   |
| Tom Yoritaka               | Apricot Venture Capital<br><br>Malin Head Partners<br><br>Coinweb<br><br>RIPTec<br><br>Research Institute in Secure Hardware &<br>Embedded Systems, Centre for Secure<br>Information Technologies<br><br>TechLondon Advocates | Founder & Managing<br>Partner<br><br>Founder<br><br>Global Advisor<br><br>NED & Interim Chief<br>Strategy Officer<br><br>Member of the Advisory<br>Board<br><br>Member of the Advisory<br>Board |