

Plymouth University
Higher Education Corporation
Board of Governors

There will be a meeting of the Board of Governors 1430-1730 on Tuesday 24 November 2015 in Room 602, 6th Floor of the Rolle Building.

Jane Hopkinson
University Secretary and Clerk to the Board

A G E N D A

Note: *Items marked with an asterisk are usually for information only. The protocol has been extended to cover items for approval identified as non-contentious. Asterisked items will not be discussed unless the University Secretary receives notification in advance of the meeting of a request to 'unstar' a named item: where an item is for approval, if no request to unstar is received it will be deemed that the Board has formally approved the proposal.*

1. Membership

- 1.1 Apologies for absence
- 1.2 Declarations of interest

2. Minutes

- 2.1 To **approve** the minutes of the meeting held on 27 October 2015 **ENCLOSURE A**
- 2.2 To **consider** necessary redactions
- 2.3 To **note** matters arising from the minutes **ENCLOSURE B**

Items for decision

3. University Strategy Implementation

- 3.1 To **consider** the first set of recommendations from the Portfolio Review **ENCLOSURE C**
(to follow)
- 3.2 To **consider** the University KPI baseline report **ENCLOSURE D**

4. HEFCE Annual accountability returns (to be submitted by 1 December 2015)

4.1 Financial Statements

- 4.1.1 To **approve** consolidated Financial Statements for the year ending 31 July 2015 **ENCLOSURE E**
See also Finance and Audit Committee minutes
- 4.1.2 To **consider** the external auditors' Highlights Memorandum and management letter for the year ended 31 July 2015 **ENCLOSURE F**
- 4.1.3 To **consider and recommend to the Board** the external auditors' letter of representation **ENCLOSURE G**
- 4.1.4* Formally to **approve** Financial Statements for the University's wholly owned subsidiary companies for the year ending 31 July 2015
These are consolidated in the Consolidated Financial Statements for the year ending 31 July 2015. Copies have been published on the Governors' Intranet community and are not therefore reproduced here.
- 4.2 To **approve** the **HEFCE financial forecast for 2015/16** **ENCLOSURE H**
HEFCE requires submission by 1 December of the financial results and tables for 2014/15, with a commentary explaining significant movements from the July 2015 submission. The full five year forecasts are not required until July 2016

4.3	To approve the Annual Sustainability Statement	ENCLOSURE I
4.4	To approve the Annual Report of the Audit Committee and note the internal audit annual report	ENCLOSURE J (to follow)
4.5	To approve the annual Value for Money report	ENCLOSURE K
4.6	To approve the Annual Assurance Return	ENCLOSURE L
5.	<u>Governance</u>	
5.1	To approve the appointment of additional signatories to authenticate the use of the University Seal of Corporation	ENCLOSURE N
6.	<u>Corporate Risk Register</u>	
6.1	To consider the risk register update	ENCLOSURE O
7.	<u>Health and Safety</u>	
7.1	To consider the Annual Health and Safety Report	ENCLOSURE P
8.	<u>Matters referred from the Audit Committee</u>	
8.1	To approve the appointment of the internal auditors	ENCLOSURE Q
8.2	To note the Annual Review and Consolidated Accounts of the Students' Union for the year ending 31 July 2015 <i>The Students' Union is formally independent, but has agreed that this information be presented to the Audit Committee and the Board for information.</i>	ENCLOSURE R
9.	<u>Matters referred from the Finance Committee</u>	
9.1	To consider the management accounts for period 2	ENCLOSURE S
	<u>Items for information</u>	
10.	To note the University Report to the Board	ENCLOSURE T
11.	<u>HR</u>	
11.1	To note an update on Investors in People accreditation	ENCLOSURE U
*12.	<u>Academic Board</u>	
*12.1	To note the minutes of the meeting held on 14 October 2015	ENCLOSURE V
13.	<u>Brixham Environmental Laboratories</u>	
13.1	To note an update on the current position	ENCLOSURE W
*14.	<u>PCMD</u>	
*14.1	To receive an update on PCMD	ENCLOSURE X
15.	<u>Board Committees</u>	
15.1	Report from the Governance and Nominations Committee meeting held on 24 November 2015	Oral report
15.2	Report from the Employment Committee meeting held on 24 November 2015	Oral report

- 15.3 To **note** unconfirmed minutes of the Finance Committee meeting held on 10 November 2015 **ENCLOSURE Y**
- 15.4 To **note** the minutes of the Audit Committee meeting held on 13 October 2015 **ENCLOSURE Z(i)**
- 15.5 To **note** unconfirmed minutes of the Audit Committee meeting held on 10 November 2015 **ENCLOSURE Z(ii)**
16. **Date of next meeting**
Thursday 17 December 0900-1200: formal Board meeting to consider portfolio review recommendations; followed by joint Board/UEG interactive discussion about framework/roadmap/KPIs
- Thursday 28 January 2016, 1430-1730** – formal meeting