

Plymouth University
Higher Education Corporation
Board of Governors

Minutes of the Meeting of the Board of Governors held on Tuesday 26 July 2016 at 2.00 pm.

Present: James Brent (Chairman) Professor Judith Petts (Vice Chancellor)
Hamish Anderson Dr Ranulf Scarbrough
Ian Duffin Dr Mike Sheaff
Barbara Fuller Henry Warren
Kate Jackson Steph Wearne
Steve Pearce Denis Wilkins

Secretary: Matthew Jackson (University Solicitor and Interim Clerk to the Board)(USIC)

In attendance: Professor Mick Fuller (Secretary to the Seale-Hayne Educational Trust) *for the preliminary briefing*
David Alder (Chief Marketing Officer)
Alastair Matthews (Chief Financial Officer) (CFO)
Mel Joyner (Director of Student Services) (DoSS) *for item 5*
Colin Shipp (Director of HR) *for item 9*
Siân Millard (Interim Head of Governance and Secretariat)(IHGS)
Margaret Metcalfe (Governance Officer to the Board)(MM)

Item	Preliminary Briefing	Action
	<p>Seale-Hayne Educational Trust (Enclosure A) The meeting commenced with a briefing on the Seale-Hayne Educational Trust by Professor Mick Fuller (Secretary to the Trust).</p> <p>Noted:</p> <ul style="list-style-type: none"> • When Seale-Hayne College merged with the University, the Trust had been established to take over from the previous Seale-Hayne College Trust. In consideration of the sale of the Seale-Hayne estate and assets to the University, the University had settled certain monies on the Trust. • The Trust's assets now totalled approximately £1.3m and its annual income was about £50,000. From this, the Trust made a number of awards each year to the staff and students of the University and its partner colleges to encourage research in the areas of art, science and technology of agriculture, food and land use. The grants had funded research projects and academic publications. Applications for grants were assessed by Mick Fuller and one of the Trustees in the first instance and were then submitted with their recommendation to a meeting of the Trustees for decision. • There were produced to the meeting a report on the Trust's activities and an impact report on the effectiveness of the Trust's grants, prepared by Serio. The Trust was implementing the recommendations of the impact report. That report would be circulated to Executive Deans and published on the University's website. 	

	<ul style="list-style-type: none"> The Board had the right, on behalf of the University, to appoint two of the Trust's five Trustees. This maintained the link between the Trust and University and reflected the fact that the Trust had been largely funded by the University and that its grants were aimed primarily at assisting University activities. The Board of Trustees generally carried out a search for potential new Trustees and would recommend to the Board whether a candidate be appointed and whether their appointment be renewed. The University-nominated Trustees generally served two three-year terms. The first term of one of the University's current appointees was due to expire at the end of this year and the Trustees were recommending renewal. The Board would need to decide whether to renew prior to the next Trustees' meeting in November. Going forward, members of staff should be encouraged to serve as Trustees although potential conflicts of interest should be considered. <p>Agreed:</p> <ul style="list-style-type: none"> An annual report on the Trust's activities would be produced for the Board. The Board would accept the Trustees' recommendation that Michael Pearson be appointed for a second three-year term of office with effect from the commencement of 2017. This would be communicated to Professor Mick Fuller on behalf of SHET. 	<p>Sec SHET</p> <p>USIC& Sec SHET</p>
16/08/1	<p><u>Obituaries</u></p> <p>Noted:</p> <ul style="list-style-type: none"> The passing of Hilary Mobsby, who was a first year student on the adult nursing programme. Her funeral had been held on 7 July, and the University had been represented by a member of the adult nursing team. The University had also been informed of the sad deaths of two applicants who were not yet students at Plymouth: Rebecca Crocker who had been hoping to study for an MA in Photography, and Usman Buskaev who had applied to study for a BSc in Biomedical Science. The DoSS had written to their families to express the University's condolences. 	
16/08/2	<p><u>Membership</u></p>	
2.1	<p>Apologies for Absence</p> <p>Noted:</p> <ul style="list-style-type: none"> Apologies had been received from Dr Rong Huang, Lowri Jones, Mary Palmer and Margaret Schwarz (Board members) and Professor Simon Payne and Vikki Matthews (Executive). 	
2.2	<p>Notification of Any Other Business</p> <p>Noted:</p> <ul style="list-style-type: none"> No additional items of business had been received. 	
2.3	<p>Declarations of Interest</p> <p>Noted:</p> <ul style="list-style-type: none"> The declarations of interest set out in Appendix 2 would apply. No other potential conflicts of interest relating to matters to be discussed at the meeting had been identified. 	
2.4	<p>Confidentiality Status of Agenda Items</p> <p>Noted:</p> <ul style="list-style-type: none"> The following items were classified as strictly confidential on the grounds of commercial confidentiality: 	

	<ul style="list-style-type: none"> - Minutes of the Special Board Meeting held on 28 June 2016 (item 3.2) - Paragraph 2.6 of the Vice-Chancellor's report relating to accommodation contracts (item 4) - EU Referendum Implications (item 7) - University's Financial Plan for 2016/17 and Forecasts to 2018/19 (item 8.1) - Revision of Bank Facilities Limits (item 8.2) - Update on Portfolio Review (item 13) - Committee minutes (items 18.1-18.3) 	
16/08/3	<u>Minutes</u>	
3.1	Minutes of the Meeting of the Board of Governors held on 21 June 2016 (Enclosure B) Noted: <ul style="list-style-type: none"> • The minutes were approved as a correct record of the meeting and signed by the Chairman. 	
3.2	Minutes of the Special Meeting of the Board of Governors held on 28 June 2016 (Enclosure C) (Strictly Confidential) Noted: <ul style="list-style-type: none"> • The minutes were approved as a correct record of the meeting and signed by the Chairman. 	
3.3	Necessary Redactions Agreed: <ul style="list-style-type: none"> • The minutes from the meeting on 21 June 2016 could be published in full. • In accordance with paragraph 16/08/2.4, the minutes of the meeting of 28 June 2016 would remain confidential and not be published. 	MM
3.4	Matters Arising (Enclosure D) Noted: <ul style="list-style-type: none"> • The report, for information only, on various matters arising was noted. • Rolle Exmouth (Minute 16/07/2): (Strictly Confidential). The prospective purchaser had approved the transaction in principle and remained keen to complete. The transaction was progressing with exchange proposed by 18 August. Communications would be agreed between the parties but no announcement was due until early September. The conditions specified for the transaction at the special Board meeting on 28 June (16/07/2) would be met. Governors were reminded of the strict confidentiality of this issue. Thanks were extended to the Director of Estates and Capital Projects and his team for their work on the project. • Approval of new Instrument and Articles of Government (Minute 16/05/6): The new Instrument and Articles of Government had been formally approved by the Privy Council and would take effect on and from 1 August 2016. Copies would be posted on the University's website. Thanks were extended to the USIC for his work in achieving this outcome. 	USIC/MM
16/08/4	<u>Vice-Chancellor's Report (Enclosure E) (Strictly Confidential)</u> Noted: <ul style="list-style-type: none"> • Government Changes: Higher education regulation was now divided between the Department for Education and the newly-renamed Department of Business, Energy and Industrial Strategy. Jo Johnson retained ministerial responsibility for universities but he was now minister across the two Departments. 	

	<ul style="list-style-type: none"> • Higher Education Bill and TEF: The Bill had received its second reading despite the pressure on parliamentary time from Brexit and other matters. Its enactment was not strictly required for TEF to proceed. The proposed £250 inflationary increase in Home/EU full time undergraduate fees for 2017/18 had received ministerial approval but there was some debate as to whether Parliamentary approval was also required. Universities were awaiting government guidance on the fee increases. Any such increase by the University would apply to new, rather than current, students. • Destinations of Leavers from Higher Education (DLHE): The DLHE was under review and discussions were ongoing as to whether to drop the graduate survey and use national data. In terms of employability, the University remained slightly behind its comparator set. Smaller and more specialised universities often scored well in this respect. • Reviews: A number of reviews had taken place:- <ul style="list-style-type: none"> - Student Academic Experience Survey: this showed that only 37% of students across the sector regarded their courses as providing value for money - HEFCE Reviews on STEM graduates employment outcomes - Sainsbury Skills Review - International education in facts and figures • Strategy Refresh: The refreshed Corporate Strategy, University KPIs, Estates Strategy and Corporate Risk Register would be reviewed at the October joint Board/UEG Awayday, the theme of which would be growth/sustainability and uncertainty. Governors would be invited to draw on their own professional experiences of managing uncertainty as a means of testing the refreshed Corporate Strategy which was emerging from staff discussions. Nicola Dandridge, Chief Executive of UUK, would be attending the dinner on the Thursday evening to take part in the discussions. The Vice-Chancellor would aim to circulate documents in advance of the Awayday in order to set the scene for those discussions. • Student Recruitment: preparations for confirmation and clearing were well in hand. UEG had approved a policy in relation to recruitment and clearing which would seek to optimise the institutional position on income and quality of student intake. • Update on QAA: The draft confidential QAA HER report had been sent to the University for review. The University had raised various issues and corrections and it was expected that the QAA response would be received by September. • Review of Academic Partnerships: This would be undertaken over the next 6 months. • Staff Survey: The Staff Survey would now take place in January 2017. • Accommodation Contracts – paragraph to be redacted. • Research Awards: Examples were provided of research awards made to the University between January and May 2016. The current position regarding the tender referred to in Board minute 16/03/12 would be checked. 	<p style="text-align: center;">VC</p> <p style="text-align: center;">USIC</p>
16/08/5	<p>Prevent Strategy and the University's Response (Enclosure F) <i>Presentation by the DoSS</i></p> <p>Noted:</p> <ul style="list-style-type: none"> • As part of the University's statutory Prevent duty, a risk assessment and action plan were required to be maintained, evidencing the proportionate 	

	<p>management of risks and the University’s progress in implementation. The University was also required to adopt and implement an External Speakers and Events Policy.</p> <ul style="list-style-type: none"> • The University had adopted a “safeguarding” approach to the Prevent issue – ie, to safeguard staff and students from extremism. • The University had to review its policies and procedures generally. In order to minimise the impact on staff and students, it was proposed to adjust existing policies as necessary and to introduce new policies (such as the External Speakers and Events policy) only when required by law. • One of the key challenges encountered was the distinction between risks nationally and locally. The focus at a national level had been on Islamic radicalisation whereas the risks locally were from the Far Right, Animal Rights campaigners and latterly the Far Left. The differences between the perceived national and local risks made it more difficult to obtain training materials on the local risks. • It was important to strike the right balance. On the one hand, it was necessary to put in place appropriate safeguards and policies to manage risks; on the other, academic freedom and freedom of speech had to be maintained. Those conducting legitimate research into extremist activity needed to be supported. • The University was looking to reach out to the growing number of Muslim students to maintain a sense of inclusion, promote diversity and community cohesion and provide a more positive message than Prevent alone with its emphasis on risk. • HEFCE was satisfied with the University’s assessment and management of risks, action plan, training strategy and how the University was working with external agencies. HEFCE had also approved the proposed External Speakers and Events Policy. • Regarding the outstanding issues:- <ul style="list-style-type: none"> - Welfare policies and IT policy and filtering software would be in place by the end of July. - Research ethics processes for radicalism research should be signed off next week. - A draft policy relating to faith spaces had been sent to HEFCE. <p>The compliance deadline was the end of August and so the University should be fully compliant by end of this academic year. The Vice-Chancellor would confirm when these outstanding actions had been taken in her report to the Board. On 1 December 2016, an annual audit of all providers was due to be carried out.</p> <ul style="list-style-type: none"> • UPSU had raised concerns about Prevent, given that nationally the NUS had condemned the Prevent agenda and resolved to oppose it as far as legally possible. The potential conflict of interest for the student governors between their requirement as governors to comply with the Prevent duty and UPSU’s stated position was recognised. • The Action Plan would be updated on a regular basis as a “living” document, and would be considered through normal University governance processes on a regular basis. <p>Agreed:</p> <ul style="list-style-type: none"> • The Board noted that implementation of the Prevent duty was a statutory requirement (with HEFCE providing monitoring oversight) and the progress made by the University in discharging this duty and satisfying HEFCE. 	VC
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	<ul style="list-style-type: none"> The Board approved the proposed External Speakers and Events Policy which was required pursuant to the Prevent process. <i>(Secretary's Note: Steph Wearne, Student Governor, abstained from approving the Policy.)</i> Annual briefings on Prevent would be provided to the Board prior to the HEFCE audits in December each year, and the outcome of those audits would also be notified to the Board. Any serious incidents would be reported as and when they occurred in the Vice-Chancellor's report. The DoSS was due to brief the Board on student health and well-being issues at a future meeting and would focus on mental health. Thanks were expressed to the DoSS and her team. 	<p>DoSS</p> <p>DoSS</p>
<p>16/08/6</p>	<p>Students' Report <i>Presented by Steph Wearne (Student Union governor)</i></p> <p>Noted:</p> <ul style="list-style-type: none"> UPSU was developing its plans for next year with the aim of raising the visibility of UPSU officers by visiting all parts of the campus as well as off-campus sites such as the Knowledge Spa in Truro in order to promote key messages about matters such as sport and mental health and wellbeing. The Global Citizen Project would be a key area, with the aim of achieving accreditation and making students aware of their wider global responsibilities. The Wellbeing Campaign was continuing to help those students feeling lonely and isolated; this should be linked to the University's efforts to promote mental health. A new campaign - "Liberate My SU", which was inspired by the NUS "Liberate My Degree" campaign – would aim to place liberation at the heart of what UPSU does and would be open to the wider community and secondary schools in particular. UPSU was intending to become more political, both locally and nationally. An UPSU team would attend the NUS 'United For Education' demonstration on 19 November against Government HE and FE policies. Other national issues under discussion included possible disaffiliation to the NUS, and the NUS proposal to boycott next year's National Student Survey. Following the Big 10 survey, the next stage would be to analyse the qualitative data which would be used to shape UPSU's plans. It was also intended to appoint a data and insight manager to progress this research, and to show that actions were being taken (through 'You Said, We Did') to demonstrate that students' views were being taken seriously. UPSU was aiming for more financial transparency so that students could see how their money was being used to support student life. The Board should usefully know more about the work of Gina Connelly as CEO of UPSU and as an interface between UPSU and the University. 	<p>Student Governor</p>
<p>16/08/7</p>	<p>Implications of Brexit (Enclosure G) (Strictly Confidential) <i>Presented by the Vice-Chancellor</i></p> <p>Noted:</p> <ul style="list-style-type: none"> The outcome of the EU referendum posed significant challenges for UK universities. Currently 7% of the University's core academic staff and 4% of its students were EU nationals. 24% of the University's research funding was EU-related 	

	<p>(current value £3.1m), which was a higher proportion than for more research-intensive universities. The region as a whole would be affected by UK withdrawal from the EU - for example, if ERDF funding was withdrawn.</p> <ul style="list-style-type: none"> • The key message from UUK was that so far there would be no immediate material changes to the UK university sector's participation in EU programmes such as Horizon 2020 and Erasmus+ (and the University was continuing to make applications in line with Government advice), nor to the immigration status of current EU staff, nor to the immigration status and access to Student Loans for current EU students or prospective students for 2016/17. However, questions remained over the student intakes for 2017/18 and beyond. • The Vice-Chancellor had hosted meetings with EU staff and postgraduate students. General information had been circulated to provide reassurance concerning student fee levels and the University's commitment to its EU and wider international staff and student community. The University had also issued a zero tolerance harassment statement with the Unions and UPSU in the light of reports of increased harassment of EU and international individuals within local communities and across the UK. • Going forward, the University would need to consider potential opportunities: for example - <ul style="list-style-type: none"> - the recent fall in the value of Sterling may encourage domestic students to stay at home to study or EU students to come to the UK. - the prospect of new trade agreements with Australia or Singapore may provide more international opportunities. - new partnerships with European universities: the University already had accreditation arrangements with institutions in Italy and Greece but there was the potential to collaborate with other EU institutions. • The Vice-Chancellor had joined UUK's Vice-Chancellors' Advisory Group to assess the wider impact of Brexit on universities, and would also be briefing local MPs. • UEG had undertaken a first stage high-level risk assessment, and it was intended to review the Brexit Risk Register on a monthly basis. Legal Services were reviewing existing EU-related contracts to assess termination rights. 	
16/08/8	Finance (Strictly Confidential)	
8.1	<p>University Financial Plan for 2016/17 and Forecasts to 2018/19 (Enclosure H) <i>Presented by the CFO</i></p> <p>Noted:</p> <ul style="list-style-type: none"> • Following the outcome of the EU Referendum and other developments since the June meeting, a number of adjustments had been made to the financial plan and additions to the narrative relating to the future risks associated with BREXIT. • The potential inflationary increase in home/EU student fees was confined to 2017/18 and did not reflect any potential compound increase in income in 2018/19 as this was dependent on the outcome of the new Teaching Excellence Framework (TEF). • Enhanced sensitivities had been added to reflect a potential reduction in EU student numbers, student retention rates and future changes in pension provision and LGPS contributions. The options to reduce longer term potential pension exposure would be considered as outlined to the Finance Committee at its June meeting (item 16/03/3.3). 	

	<ul style="list-style-type: none"> The overall commentary for HEFCE now provided a more detailed narrative on the action being taken by UEG to meet the challenges posed by Brexit, and an Appendix on BREXIT had been included to outline the potential financial impacts. As this was unclear and would remain so until new arrangements with the EU had been agreed, it was not proposed to reduce the projected level of operating surplus for 2017/18 and beyond. This could be revisited in November and regularly thereafter. At the UEG meeting on 20 July, minor changes had been made to the narrative on pages 6 and 7 of Appendix 6. <p>Agreed:</p> <ul style="list-style-type: none"> The Board approved the University Plan for 2016/17 and forecasts to 2018/19. The relevant financial tables and narrative would be submitted to HEFCE by noon on 29 July 2016. 	CFO
8.2	<p>Revision of Bank Facilities Limits (Enclosure H-1) <i>Presented by the CFO</i></p> <p>Noted:</p> <ul style="list-style-type: none"> The University had been requested to arrange for HSBC to re-issue its letter of credit to the US Department of Education in line with the new level of credit required for the University to continue to participate in the US Loans Scheme. Prior to issuing a new letter of credit, HSBC required the Board of Governors to approve an increase in the facilities limit set out in the HSBC facilities letter previously approved by the Board at its April meeting (16/04/14). The University's other 'foreign bills/cheques for negotiation' facility, together with other terms of the facilities letter, remained unchanged. Due to the timing of the request and the need for the new facility to be in place prior to the end of July 2016, it had not been possible for the change to be approved by the Finance Committee in advance of this Board meeting. The Finance Committee had approved the facilities letter in its original form, however. <p>Agreed:</p> <ul style="list-style-type: none"> The Board approved the change to the banking facilities and the execution of the revised facilities letter (and supporting Board minutes) on the University's behalf. 	
16/08/9	<p>HR Policies: Equality and Diversity Policy and Anti-Harassment and Anti-Bullying Policy (Enclosure I) <i>Presented by Colin Shipp (Director of HR)</i></p> <p>Noted:</p> <ul style="list-style-type: none"> The two policies, Equality and Diversity and Anti-Harassment and Anti-Bullying, had been updated and strengthened to highlight the University's commitment to these issues. To ensure clarity, the policies had been reviewed by the Plain English campaign and formally accredited with the 'Crystal Mark' for language accessibility. The policies had been aligned with the 'Know the Line' campaign in consultation with UPSU. A network of trained harassment advisors had been established to provide confidential advice and guidance for students and staff, and this was working well. 	

	<ul style="list-style-type: none"> The policies would be reviewed every two years. <p>Agreed:</p> <ul style="list-style-type: none"> The Board approved the proposed policies. 	
16/08/10	<p>Byelaws (Enclosure J) <i>Presented by USIC</i></p> <p>Noted:</p> <ul style="list-style-type: none"> The new Instrument and Articles (I&A) had been formally approved by the Privy Council and would take effect on and from 1 August 2016. One of the purposes of redrafting the I&A was to remove provisions which were not required by statute to be included and to transfer them to bye-laws. These provisions could then be set out in more detail and updated more readily without the need for further Privy Council consent, enhancing future flexibility. The areas covered by the bye-laws were more extensive than those removed from the I&A. For example, the existing role descriptions of Board officers and the terms of reference for the Board, Senate and their respective committees which were currently set out in separate documents, had been consolidated within the bye-laws in order to provide a single point of reference. New provisions had been included to regulate the conduct of meetings and members of the Board, Senate and their respective committees. These were intended to regularise and clarify existing practices. In addition, further provisions regarding use of the University Seal and governors' allowances (including compensation for independent governors' loss of earnings), definitions and rules of interpretation had been included. The Vice-Chancellor had been consulted during preparation of the bye-laws, including in her capacity as Chair of the Senate given that the bye-laws related to the Senate and its Committees. However it was proposed to seek Senate endorsement of the bye-laws at its first meeting in October. The Chairman of the Board would also serve as Pro-Chancellor. In addition to chairing the Board and Governance and Nominations Committee, the Chairman would serve on one other Board Committee although which one would be left to the Chairman and the Governance and Nominations Committee to decide. The bye-laws would be reviewed by the Board every two years. <p>Agreed:</p> <ul style="list-style-type: none"> The Board approved the draft bye-laws. Subject to some minor corrections, a clean version would be posted on the University's website with effect on and from 1 August 2016. 	USIC
16/08/11	<p>Update on Chairman Recruitment <i>Presented by Henry Warren (Senior Independent Governor)</i></p> <p>Noted:</p> <ul style="list-style-type: none"> Following the search process, a short list of candidates had been put forward by Saxton Bampfylde. The working party (and Vice-Chancellor separately) had met two candidates and the Chancellor would be doing so shortly. Once feedback had been received, the working group would discuss the way forward. It was intended to involve staff and student governors in the process. Therefore, given the holiday period, it was likely to be late August/early 	

	<p>September before any appointment could be made. However, it was still hoped to achieve this in advance of the joint Board/UEG Away day on 6 October. Given this timing, it may be necessary to call a special meeting of the Board to consider and approve any recommendation.</p> <p>Agreed:</p> <ul style="list-style-type: none"> Saxton Bampfylde should be requested to provide an analysis of the candidates contacted and the reasons why their applications had not progressed. It would then be possible to identify whether there were aspects of the role that could be improved or made more attractive for future recruitment. 	Saxton Bampfylde
16/08/12	<p>Board/Committee Dates 2016/17 (Enclosure K) <i>Presented by IHGS</i></p> <p>Noted:</p> <ul style="list-style-type: none"> It was proposed to take an alternative approach to Board and Board Committee meetings with a reduction to a minimum of five Board meetings each year, more focussed agendas for the formal meetings and a programme of University visits, all aimed at enhancing the quality of Board engagement with the University. The dates of Board and Board Committee meetings had been set in consultation with the Executive to coincide with, and accommodate, the presentation of key information (for example the financial statements) to the relevant Committee and to the Board. Regarding the frequency of Board meetings, prior to the move to monthly meetings, the Board had met every three months. Bi-monthly meetings were standard across the sector and it was proposed that the University should adopt this approach with a review of effectiveness in Spring 2017. Maintaining Board members' connections with the University in the periods between meetings would be useful. For this purpose, it was intended to produce a programme of Governor visits to the University to enhance their understanding of the University's activities. Details would be provided for inclusion in Board members' calendars. To clarify the delegation of authority from the Board to its Committees and to the Executive on specific issues, the Schedule of Delegation was currently under review. In order to reduce duplication of some Committee discussions of key issues, it was suggested that the discussions of the financial statements by the Audit Committee and Finance Committee could be combined. However, given the potential conflicts of interest, the CUC HE Code of Governance required clear demarcation between the meetings of the Audit Committee and Finance Committee. <p>Agreed:</p> <ul style="list-style-type: none"> The Board approved the proposal for bi-monthly Board meetings, with a review of effectiveness in Spring 2017. The Board approved the proposed meeting dates for 2016/17. A programme of governor visits would be produced in due course. 	<p>IHGS</p> <p>USIC and CFO</p> <p>IHGS MM IHGS</p>
16/08/13	<p>Update on Portfolio Review (Enclosure L) (Strictly Confidential) Noted.</p>	

16/08/14	Sustainability Report (Enclosure M) Noted.	
16/08/15	Student Complaints and Appeals Report 2014/15 (Enclosure N) Noted.	
16/08/16	Honorary Awards Procedures Update (Enclosure O) Noted.	
16/08/17	Schedule for September Graduation Ceremonies (Enclosure P) Noted.	
16/08/18	<u>Committees Minutes and Reports</u> (Strictly Confidential)	
18.1	Minutes of the Governance and Nominations Committee meeting held on 21 June 2016 (Enclosure Q) Noted. <ul style="list-style-type: none"> A report of this meeting had been provided at the June Board meeting. 	
18.2	Minutes of the Finance Committee meeting held on 21 June 2016 (Enclosure R). Noted. <ul style="list-style-type: none"> A report of this meeting had been provided at the June Board meeting. 	
18.3	Report from the Audit Committee meeting held on 26 July 2016 <i>Presentation by Henry Warren (Chairman of the Audit Committee)</i> Noted: <ul style="list-style-type: none"> As part of the Value for Money process, the Committee had considered a report on Truro Residences. The report had highlighted various issues:- <ul style="list-style-type: none"> The project had been affected by the dissolution of PCMD upon the University and Exeter University going their separate ways. The design and build project had worked well but the subsequent operation of the building less so. Occupancy rates had been lower than expected, particularly at the beginning. <p>Accordingly, value for money had not been clearly demonstrated to date although management improvements had been made.</p> The effectiveness of internal controls had improved with better connections between the internal auditors and management, and better engagement with the process. Internal audit reports had been considered relating to Research Awards, Data Quality and IT Control Environment – S3 Applications. No significant issues had emerged. Data Quality was now to be reported on an annual basis rather than at each meeting. The Committee had approved the internal audit plan for the Autumn. The forward plan would be developed once the refreshed Corporate Strategy and revised Corporate Risk Register had been reviewed at the October Awayday. Good progress had been made on the completion of outstanding actions and recommendations. The Pro Vice-Chancellor (Teaching and Learning) had given a helpful presentation on the University’s approach to student feedback and student complaints. 	CFO

16/08/19	<u>Any Other Business</u>	
19.1	Retirement of Governors Noted: <ul style="list-style-type: none"> Steve Pearce and Dr Ranulf Scarborough would be retiring at the end of July. The Chairman conveyed formally the Board's appreciation for their valuable contributions as members of the Board over eight years, and in particular for Steve's role as chair of the Employment Committee and Ranulf's as chair of the Finance Committee. 	
19.2	Chief Talent Officer Noted: <ul style="list-style-type: none"> Vikki Matthews would be leaving her role of Chief Talent Officer at the end of August to focus on her coaching and freelance career. The Chairman would write on behalf of the Board to express the Board's thanks and to wish her every success in her new ventures. 	Chairman
16/08/20	<u>Date of Next Meeting</u> Noted: <ul style="list-style-type: none"> The next meeting would be the joint Board/UEG Away day on 6/7 October 2016. This would be preceded by a formal Board meeting on the morning of 6 October. Meeting requests would be issued for Board meetings for the rest of the 2016/17 academic year. 	MM

Appendix 1: Action Plan

Minute		By	Deadline
	Seale-Hayne Educational Trust <ul style="list-style-type: none"> SHET to produce an annual report to the Board on its activities. The Board's acceptance of the Trust's recommendation that Michael Pearson be appointed as Trustee for a second term to be communicated to Professor Mick Fuller on behalf of the Trust. 	Sec SHET USIC	Annual Nov 2016
16/8/2.4	Paragraph 2.6 of the Vice-Chancellor's report relating to accommodation contracts to be redacted for publication	MM	As soon as possible
16/08/3.1	Minutes of the Meeting of the Board of Governors held on 21 June 2016 to be published in full.	MM	As soon as possible
16/08/3.1	To post on the website a clean version of the new I&A.	USIC/MM	August 2016
16/08/4	The Vice-Chancellor to circulate a discussion document in advance of the joint Board/UEG Awayday	VC	End September 2016
16/08/4	An update regarding the tender referred to in Board minute 16/03/12 to be provided	USIC	As soon as possible
16/08/5	Prevent: The Vice-Chancellor to confirm that the outstanding actions had been taken in her next report to the Board.	VC	November 2016
16/08/5	Prevent: The Board to receive briefings prior to each annual HEFCE audit, and details of the outcome of those audits.	DoSS	Annually
16/08/5	The Board to receive a briefing on broader health issues with a focus on mental health.	DoSS	TBC
16/08/6	To brief the Board on the role of Gina Connelly as CEO of UPSU as an interface between UPSU and the University	Student Governor	October 2016

16/08/8.1	To submit the financial plan for 2016/17 and forecasts for 2018/19 to HEFCE	CFO	Noon, 29 July 2016
16/08/8.2	To execute the revised HSBC facilities letter and supporting Board minutes	Chair of Board/VC	As soon as possible
16/08/10	To post on the website a clean version of the new bye-laws (subject to minor corrections).	USIC/MM	August 2016
16/08/11	Appointment of Chair: Saxton Bampfylde to be requested to provide an analysis of the reasons for potential candidates not engaging or otherwise being turned down in order to identify any aspects of the role that could be improved.	SB	As soon as possible
16/08/12	Board and Committee dates: to move to bi-monthly Board meetings, with a review of effectiveness in Spring 2017.	IHGS	Spring 2017
16/08/12	To produce a programme of Governor visits to the University and provide details for inclusion in Board members' calendars	IHGS/MM	Autumn 2016
16/08/12 16/08/20	To circulate meeting requests for Board and Committee meetings for 2016/17.	MM	As soon as possible
16/08/12	To produce a revised draft Schedule of Delegation	USIC, CFO	Mid-September
16/08/18.3	To produce annual report to Audit Committee on data quality	CFO	Summer 2017 and on-going
16/08/19.2	The Chairman to write on behalf of the Board to express the Board's thanks to Vikki Matthews.	Chairman	As soon as possible

Appendix 2: Declarations of Interest

Name	Organisation	Role
James Brent	Akkeron Group LLP Natatomisam Limited; Akkeron Leisure Limited; Oldway Mansion Limited; Five Directions Limited; HHP Nominee Limited; Akkeron Hotels Group Limited; Akkeron Hotels Management Limited; Saltrock Surfwear Limited Plymouth Argyle Football Club Limited Royal Devon and Exeter NHS Foundation Trust South West Ticketing Solutions Limited; The Plymouth Pavilions Limited; Resurgam (West End) Limited; Suite Hospitality Limited;	Chairman and CEO Director Chairman Chairman (non Exec) Director
Hamish Anderson	Norton Rose Fulbright LLP Nottingham Trent University Kingston University Le Page Architects Ltd Peninsula Medical Foundation	Consultant Visiting Professor Visiting Fellow Wife is a director Committee Member (Director)
Ian Duffin	Dean Close School	Trustee, Member of Council & Non Executive Director

	IAD Management Services Limited Yoganic Limited	Director Director
Barbara Fuller	None	
Dr Rong Huang	Association for Tourism in Higher Education Tianjin University of Commerce Quality Assurance Agency Enterprises	Executive member Guest Professor Associate
Kate Jackson	Trethawle Enterprises Trethawle Renewables Clean Earth Trethawle Turbine Cornwall Care	Partner Director Director Interim HR Director
Lowri Jones	University of Plymouth Students' Union UPSU Trustee Board	President and trustee Chair
Mary Palmer	None	
Professor Judith Petts	Sir Alister Hardy Foundation for Ocean Science BBSRC NERC Innovation Board University of Southampton University of Westminster	Trustee Council member Member Visiting Professor Husband is Vice-Chancellor
Steve Pearce	Deputy Lieutenant of Devon Drake Foundation Devon and Cornwall Crimestopper Hamoaze House	Vice-Chairman Member Trustee
Dr Ranulf Scarbrough	BT Group PLC	Employee
Margaret Schwarz	Cornish Mutual Insurance Cornwall Partnership NHS Foundation Trust	Governance Lead Non-executive Director
Dr Mike Sheaff	brother is employed by the University (Prof Rod Sheaff in the School of Government, faculty of Business) Stoke Damerel Community College (one son is an employee) B&Q (one son is an employee) younger son has been selected by the Green Party to stand for election to Plymouth City Council in Drake Ward (in which the campus is located)	Staff governor
Henry Warren	Plymouth Science Park Advisory Board Plymouth Hospitals NHS Trust Fluvial Innovations Limited	Member Non-executive director Director
Steph Wearne	University of Plymouth Students' Union UPSU Trustee Board	Vice-President and trustee
Denis Wilkins	Peninsula Medical Foundation	Chair

	Confidential Reporting Programme in Surgery (CORESS) Menheniot Old School Trust St John Ambulance Plymouth Son in Law Director at Ernst & Young	Trustee Trustee President
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