

**University of Plymouth  
Higher Education Corporation**

**Board of Governors**

**Minutes of the Meeting of the Board of Governors on Tuesday 30 May 2017.**

Present: Colin Drummond OBE DL (Chair) Professor Judith Petts CBE  
 Hamish Anderson Simon Perry  
 Barbara Fuller Henry Warren  
 Dr Rong Huang Steph Wearne  
 Kate Jackson Denis Wilkins  
 Lowri Jones  
 Bruce Mann CB  
 Dinah Nichols CB

Secretary: Sonia Burgess, Clerk to the Board **(CB)**

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&I)**  
 Alastair Matthews (Chief Financial Officer) **(CFO)**  
 Richard Middleton (Interim Registrar and Secretary) **(IRS)**  
 Mel Joyner (Director of Student Services) for item 8 **(DSS)**  
 David Alder (Chief Marketing Officer) for item 9 **(CMO)**  
 Margaret Metcalfe (Executive Administrator to the Board) **(EA)**

Item		Action
17/03/1	<p><b><u>Obituaries</u></b>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• There were no obituaries to report.</li> <li>• Following the suicide bombing in Manchester, the University observed the national minute's silence on Thursday with a short ceremony at the Portland Square memorial.</li> </ul>	
17/03/2	<p><b><u>Membership</u></b></p>	
2.1	<p><b>Welcome to New Governors</b>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Chair welcomed Bruce Mann CB, Dinah Nichols CB and Simon Perry as new members of the Board.</li> </ul>	
2.2	<p><b>Apologies for Absence</b>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Apologies were received from Michelle Hanson, Professor Trish Livsey, Sir Keith O'Nions and Mary Palmer.</li> </ul>	
2.3	<p><b>Notification of Any Other Business</b>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• No notification of any other business.</li> </ul>	

2.4	<b>Declarations of Interest</b> <b>Noted:</b> <ul style="list-style-type: none"> <li>The declarations of interest set out in Appendix 2 apply.</li> <li>There were no other conflicts of interest relating to matters discussed at the meeting.</li> </ul>	
2.5	<b>Confidentiality Status of Agenda Items</b> <b>Noted:</b> <ul style="list-style-type: none"> <li>The following items were classified as strictly confidential on the grounds of commercial confidentiality: <ul style="list-style-type: none"> <li>Chair's remarks (item 3.1)</li> <li>Vice-Chancellor's Report (item 5)</li> <li>University Planning Process (item 7)</li> <li>PREVENT Update (item 8)</li> <li>Visual Identity Update (item 9)</li> <li>Board Away Day programme (item 10)</li> <li>Committee minutes (item 11)</li> </ul> </li> </ul>	
17/03/3	<b>Chair's remarks</b> <b>Noted:</b> <ul style="list-style-type: none"> <li><b>Governors' Appraisals:</b> The majority of governors' appraisals have taken place.</li> <li><b>Departing Governors:</b> The Chair expressed thanks to Professor Trish Livsey, Steph Wearne and Denis Wilkins for their contributions during their time as governors.</li> <li><b>Student governor mentor:</b> Governors were invited to put themselves forward for this role.</li> <li><b>Visit to Plymouth University Peninsula Schools of Medicine and Dentistry (PUPSMD):</b> Thanks were extended, on behalf of the governors, to all staff at PUPSMD for the tour of the facility.</li> <li><b>Committee memberships:</b> Committee Chairs are refreshing their respective memberships and new appointments will be formally approved, on recommendation from the Nominations Committee.</li> </ul>	
17/03/4	<b>Minutes</b>	
4.1	<b>Minutes of the Meeting of the Board of Governors held on 30 March 2017 (Enclosure A)</b> <b>Noted:</b> <ul style="list-style-type: none"> <li>The minutes were approved and signed as a correct record of the meeting by the Chair.</li> </ul>	
4.2	<b>Necessary Redactions Agreed:</b> <ul style="list-style-type: none"> <li>No redactions. The Minutes of the Board meeting on 30 March 2017 to be published in full.</li> </ul>	<b>EA</b>
4.3	<b>Matters Arising (Enclosure B)</b>	

	<p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The report on various matters arising.</li> <li>• Annex A - which outlined additional information, requested at the last meeting, relating to comparative data on gender diversity for the Board and Executive Group. The Board noted that the Professorial gender pay gap has improved significantly and is a key item within the University's Equality and Diversity action plan.</li> </ul>	
17/03/5	<p><b><u>Vice-Chancellor's Report (Enclosure C) (Confidential)</u></b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• <b>General Election (1.1):</b> Noted in particular the implications of the Labour pledge in relation to the tuition fee regime.</li> <li>• <b>Apprenticeships (1.6):</b> Noted in particular the development and take up of degree apprenticeships within the University.</li> <li>• <b>HEFCE launch Connecting Capability Fund (1.7):</b> This fund totals £100 million and will be used to support university collaborations in research commercialisation. The University is in discussion with potential regional partners to identify opportunities to secure funding.</li> <li>• <b>National Pay Offer:</b> A final offer had been made by UCEA on behalf of the sector for 1.7% on all spine points, with 2.4% on the lower points of the scale up to point 16. The Unions are consulting with their members, and the outcome should be known by August.</li> <li>• <b>UUK response to industrial strategy green paper (2.2):</b> The University had provided input to the both the UUK response and the LEP response, and contributed its own response.</li> <li>• <b>HEFCE grant letter (4.1):</b> The grant letter had been received, but the embargo on information contained within had been extended to 9 June due to the general election.</li> <li>• <b>Annual Provider Review (APR) (4.2):</b> The University has received its APR outcome confirming that the University fully met HEFCE's requirements for quality standards.</li> <li>• <b>Student Recruitment (4.3):</b> UEG would be discussing the first of the modelling exercises at its meeting on 31 May. Further details will be provided at the July Board meeting.</li> <li>• <b>Finance update (4.8):</b> UEG had considered the Month 8 finance report and the full year forecast at its meeting on 26 April, and this would also be considered by Finance Committee at its June meeting.</li> <li>• <b>Executive Appointments (4.9):</b> the University has appointed Gordon Stewart as the new Registrar and Secretary, he will join the University in July.</li> <li>• <b>League Tables (6):</b> The University is ranked 65<sup>th</sup> out of 200 in the global Times Higher Education Young University rankings, and has risen to 77<sup>th</sup> place in the Complete University Guide. In the Guardian University Guide the University's overall score had increased slightly but overall ranking dropped by two places. Dentistry remained the University's highest performing subject.</li> <li>• <b>Research Awards (7):</b> A full report on research awards will be provided in July. Since the previous report in March the University had secured funding from the European Regional Development Fund to improve the use of e-health in Cornwall and the Isle of Scilly.</li> </ul>	
17/03/6	<b><u>Students' Union</u></b>	
6.1	<b>Students' Report (Enclosure D)</b>	

	<p><i>Presentation by Lowri Jones (UPSU President)</i></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• <b>Financial update and planning:</b> work is ongoing to set the objectives and budget for 2017-18, alongside discussions with the University about its block grant to UPSU.</li> <li>• <b>Trustee Board Recruitment:</b> UPSU has appointed two new trustees; one student trustee and one external trustee from a legal background.</li> <li>• <b>Investors in People:</b> UPSU has achieved the Investors in People Gold status for the second time in a row. The Board extended congratulations to UPSU on this achievement.</li> <li>• <b>Alcohol Impact:</b> the Alcohol Impact project has progressed and the Safer Drinking Policy will be effective from July.</li> <li>• <b>Awards:</b> Four award ceremonies celebrating the work and achievements of both students and staff: SSTAR Awards; Society &amp; Activity; Sports; and Volunteering. Thanks were expressed to those governors who attended these events.</li> <li>• <b>Union Executive Committee:</b> the Committee recently considered the following motions: deadnaming and misgendering of students (passed); a proposal to create a Men's Forum (rejected); and a motion regarding the Mayflower 2020 celebrations (deferred).</li> <li>• <b>Summer Ball:</b> The Summer Ball will take place on June 3<sup>rd</sup>. UPSU works closely with the University to ensure the event is a success. In view of recent events in Manchester, UPSU and the University have consulted with the local police Commander who confirmed that the police are happy with the plans in place for the event and that there are no increased risks arising.</li> <li>• <b>Eat, Sleep, Recycle, Repeat:</b> This campaign to encourage students to recycle more will continue next year.</li> </ul>	
17/03/7	<p><b>University Planning Process</b> (Enclosure E) <span style="float: right;"><b>(Confidential)</b></span></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The University Planning Cycle is the mechanism by which strategic action plans and budgets are developed, scrutinised, integrated and agreed on an annual basis.</li> <li>• This is the first full year of the University's new integrated approach to strategic and financial planning.</li> <li>• A costed University Plan will be considered by the Finance Committee in June and brought to the July Board.</li> <li>• Rolling three-year plans have been developed for all the Professional Service areas and all Faculties, with a focus on detailed actions for the first 12 months.</li> <li>• The plans are informed by the strategic priorities and KPIs as agreed by the Board and UEG at the start of the planning cycle.</li> <li>• Localised KPIs for each Faculty or Professional Services area, will be performance managed and monitored against the action plan and KPIs.</li> <li>• The planning cycle has a clear focus on the 3 strategic priorities identified in the Strategy Refresh: improving quality, ensuring institutional sustainability and operating as one team.</li> <li>• Both the Portfolio Review and the Professional Services Enhancement Project processes and outcomes have been integrated</li> </ul>	

	<p>into the planning cycle and inform the localised action plans and KPIs developed to deliver the University's strategic priorities.</p> <ul style="list-style-type: none"> <li>• The business plans arising from the planning cycle will inform personal objective setting through the Personal Development Review process (PDR).</li> <li>• The need to ensure institutional sustainability and maintain capacity for investment means a necessary focus on effectiveness and efficiency during this planning cycle.</li> <li>• The Board noted the matters arising from the 2016/17 planning cycle which will be submitted to the Board in due course.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Board commended the work undertaken so far.</li> </ul>	
17/03/8	<p><b>PREVENT update</b>  <i>Mel Joyner, Director of Student Services, attended for timed business</i>  <b>(Enclosure F)</b> <span style="float: right;"><b>(Confidential)</b></span></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Board's statutory responsibility to safeguard against radicalisation of students by terrorist groups and ideologies.</li> <li>• This update is the previously agreed semi-annual briefing to the Board.</li> <li>• There is no material change within the University with regard to Prevent duty since the last briefing.</li> <li>• No serious incidents had occurred at the University during the 2016/17 academic year to date. Any such incidents would be reported to the Board.</li> <li>• The University is regularly briefed by Devon and Cornwall Constabulary on the Counter Terrorism Local Profile (CLTP), and the local risk assessment continued to indicate that the far right represented the highest risk for the University and the region, albeit not on an organised basis.</li> <li>• Following the Manchester incident, the University considered whether the approach taken locally should be changed, but on reviewing all evidence, it determined that lone actors from the far right remains the main risk.</li> <li>• Safer Plymouth reports an increase in the number of hate crimes following the Brexit vote, therefore the University is monitoring vulnerable individuals and groups within the University.</li> <li>• The University's Technology and Information Services is on course to install a light-touch monitoring and filtering software in the near future as a precaution against access to sites and media that promote radicalisation.</li> <li>• The University is developing Prevent training for staff appropriate to their role and specific to the Prevent concerns in the Devon and Cornwall area as identified by the CLTP.</li> <li>• In support of its compliance with the Prevent Duty the University is developing a Safeguarding and Causes for Concern Policy that will be brought to the Board, along with a further Prevent update, prior to the submission of the University's statutory return to HEFCE in December.</li> </ul>	<b>Director of Student Services</b>
17/03/9	<p><b>Visual Identity Update (Confidential)</b>  <i>David Alder, Chief Marketing Officer, attended for timed business</i></p> <p><b>Noted:</b></p>	

	<ul style="list-style-type: none"> <li>• The Powerpoint presentation by the Chief Marketing Officer.</li> <li>• Key aims in updating the University's visual identity are: to rationalise and streamline branding and ensure that the University's identity is aligned more closely to the strategic direction as set out in the refreshed strategy.</li> <li>• Ideas on the University identity have been tested and informed by staff and students, with 400 staff and students taking part in 13 sessions as well as feedback from over 800 prospective students.</li> <li>• There will be no extra costs involved in the development of the new brand and roll-out will be incremental and managed within existing budgets.</li> <li>• Board asked to approve reversion to the University's trading name of 'University of Plymouth'.</li> <li>• Concern was expressed that there had been a lack of opportunity for student consultation. The Board was assured that further work was being done to engage students and staff via an online platform and the Chief Marketing Officer will work with the Students' Union to identify the best way of engaging students' views.</li> <li>• Next steps: <ul style="list-style-type: none"> <li>- June – update the University Executive Group (UEG), informal session with staff and at Senate, and variations of visual identity discussed at UEG</li> <li>- July – UEG to make a recommendation on the final version ready for October Board</li> <li>- October – necessary checks to ensure unique identity; presentation of final version at Board; communicate refreshed identity to key stakeholders including staff and students; incorporate into design of new prospectus for January 2018 – roll-out new identity via the under-graduate prospectus and externally facing web.</li> <li>- Focus on-going roll out of new identity in priority order as materials need to be replaced.</li> </ul> </li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Board <b>approved</b> that the University's trading name would revert to 'University of Plymouth', noting the abstention of the two student governors.</li> <li>• The Board to consider the final proposal for a revised visual identity for the University at the October Board meeting.</li> </ul>	<b>CMO</b>
17/03/10	<p><b>Board Away Day programme (Enclosure G)</b> <span style="float: right;"><b>(Confidential)</b></span></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The outline Away Day Programme which includes items on the University's performance and capital development, sector-wide issues and the opportunity to learn from others.</li> <li>• External speakers will be approached to attend in support of the following agenda items: wellbeing and mental health issues and insight into the Office for Students.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Board <b>approved</b> the outline Board Away Day programme.</li> </ul>	
17/03/11	<b>Committees' Minutes</b> <span style="float: right;"><b>(Confidential)</b></span>	

11.1	<b>Minutes of the meeting of the Finance Committee held on 30 March 2017 (Enclosure H)</b> <b>Noted:</b> • The Board <b>noted</b> the minutes.	
17/03/12	<b>Date of Next Meeting</b> <b>Noted:</b> • Thursday 20 July 2017.	

### Appendix 1: Action Plan

Minute		By	Deadline
17/03/4.1	The minutes of the Board Meeting on 30 March 2017 to be published in full.	EA	As soon as possible
17/03/3	Student governor mentor: governors to express an interest in taking on this role.	All governors	As soon as possible
17/03/8	The University is developing a Safeguarding and Causes for Concern Policy that will be brought to the Board, along with a further Prevent update, prior to the submission of the University's statutory return to HEFCE in December.	Director of Student Services	October 2017
17/03/9	Visual Identity Update: item for October Board meeting.	CMO	October 2017

### Appendix 2: Declarations of Interest

Name	Organisation	Role
Colin Drummond OBE DL	Taunton and Somerset NHS Foundation Trust Calvert Trust, Exmoor (outdoor holidays for people with disabilities) 1610 Society (alumni legacy fund-raising for Wadham College, Oxford) Water Conservation Trust (provision of bursaries for post graduate study in the water and environmental sectors) Deputy Lieutenant of Somerset	Chairman (non Exec) Honorary Vice-President  President  Trustee
Hamish Anderson	Norton Rose Fulbright LLP Nottingham Trent University Law School Advisory Group, Kingston University Le Page Architects Ltd  Peninsula Medical Foundation  University of Oxford, Commercial Law Centre	Consultant Honorary Professor Member Wife is a director  Committee Member (Director)  Member
Barbara Fuller	None	
Michelle Hanson	Sodexo Trustee Services Ltd	Trustee and Chair
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	Partner Director

	Clean Earth Trethawle Turbine Cornwall Care	Director Interim HR Director
Lowri Jones	University of Plymouth Students' Union UPSU Trustee Board	President and trustee Chair
Professor Trish Livsey	Trevi House Musgrove Park Hospital Plymouth Guild	Trustee Governor Trustee
Bruce Mann CB	Place Partnership Ltd	Non-Executive Chair
Dinah Nichols CB	The Land Trust South West Lakes Trust	Trustee Trustee
Sir Keith O'Nions	Cambridge Enterprise, University of Cambridge A*Star , Singapore Nanyang Technological University, Singapore KAPSAARC, Saudi Arabia	Chair Trustee Trustee Trustee
Mary Palmer	Kernow CCG	Interim Senior Community and Council Commissioner
Simon Perry	Saveurs Ltd	Director
Professor Judith Petts	Sir Alister Hardy Foundation for Ocean Science BBSRC NERC Innovation Board Heart of the South West LEP Board University of Southampton University of Westminster	Trustee Council member Member Member Visiting Professor  Husband is Vice-Chancellor
Henry Warren	Fluvial Innovations Limited Plymouth Hospitals NHS Trust	Director Non-executive director
Steph Wearne	University of Plymouth Students' Union UPSU Trustee Board	Vice-President and trustee
Denis Wilkins	Peninsula Medical Foundation Confidential Reporting Programme in Surgery (CORESS) Menheniot Old School Trust St John Ambulance Plymouth Son in Law Director at Ernst & Young	Chair Trustee Trustee President