

AGENDA

The meeting will be held at 09:30 via MS Teams

Preliminary Items		Item	Led by
1	Apologies	Verbal	D Lowen
2	Declarations of Interest	Verbal	D Lowen
3	Minutes of the last meetings held on <ul style="list-style-type: none"> • 16 July 2021 • 08 October 2021 	HEC-2122-002 HEC-2122-003 CONFIDENTIAL	D Lowen
4	Matters Arising	HEC-2122-004 CONFIDENTIAL	K Harvey
Strategic Matters		Item	Led by
5	Chair's Report	Verbal	D Lowen
6	Vice Chancellor's Report	HEC-2122-005 CONFIDENTIAL	P Slee
Reports from Committees		Item	Led by
7	Report of the Finance, Staffing & Resources Committee – 22 October 2021	HEC-2122-006 CONFIDENTIAL	A Gay
8	Report of the Audit Committee – 05 November 2021	HEC-2122-007 CONFIDENTIAL	N Whitaker
9	Report of the Governance and Nominations Committee – 15 October 2021	HEC-2122-008 CONFIDENTIAL	A West
10	Report of the Academic Board – 03 November 2021	HEC-2122-009 CONFIDENTIAL	P Slee
11	Report of the Chairs' Committee – 11 September and 21 October 2021	Verbal	D Lowen

12	Report of the Senior Staff Remuneration Committee – 22 October 2021	HEC-2122-010 RESERVED	N Latham
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~ Refreshment Break ~

Financial Sustainability		Item	Led by
13	Enrolment (Sept 2021) and Recruitment 2022 Update	HEC-2122-011 CONFIDENTIAL	T Lancaster
14	Financial Forecasts and Annual Financial Return	HEC-2122-012 CONFIDENTIAL	P Harrison
15	Financial and Capital Expenditure Update	HEC-2122-013 CONFIDENTIAL	P Harrison
Financial Statements		Item	Led by
16	Audit Committee Annual Report and Opinion 2020/21	HEC-2122-014 CONFIDENTIAL	N Whitaker
17	Internal Audit Annual Report 2020/21	HEC-2122-015 CONFIDENTIAL	N Whitaker
18	External Auditors' Report for the year ended 31 July 2021	HEC-2122-016 CONFIDENTIAL	N Whitaker
19	Financial statements for the year ended 31 July 2021	HEC-2122-017 CONFIDENTIAL	P Harrison
20	External Audit Letter of Representation	HEC-2122-018 CONFIDENTIAL	P Harrison
Academic Quality and the Student Experience		Item	Led by
21	Students' Union Report	HEC-2122-019	P Simwaka M Darroch
22	Academic Assurance Report	HEC-2122-020 CONFIDENTIAL	P Cardew
Governance & Compliance		Item	Led by
23	Prevent Annual Accountability and Data Return	HEC-2122-021 CONFIDENTIAL	C Thomas

24	OfS Regulatory Update	HEC-2122-022 CONFIDENTIAL	C Thomas
25	Health & Safety update	HEC-2122-023 CONFIDENTIAL	T Armour
26	Annual Review and Remuneration Reports: <ul style="list-style-type: none"> • Committee Chairs • Chair of the Board 	CONFIDENTIAL HEC-2122-024 HEC-2122-025	D Lowen A West
27	Removal of an Independent Governor	HEC-2122-026 RESERVED	D Lowen
28	Board Effectiveness Review	HEC-2122-027 CONFIDENTIAL	C Thomas

Other Business		Item	Led by
29	Schedule of Business 2021/22	HEC-2122-028	K Harvey
30	Any Other Business	Verbal	D Lowen

Details of next meeting:

The next meeting of the Board will be held at 09:30 on 11 March 2022 (venue to be confirmed).

Shaded items indicate that the Board is being asked to make a decision.

**Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that she or he wishes the item to be open for debate*



Students' Union Report

Purpose of Report

This report is to summarise the work undertaken by the Students' Union and inform the Board of key issues and developments.

Action Requested

The report is **for information and to note**

Key Issues

This report provides an overview of the current work and activity of the Students' Union. This includes successes and achievements, Officer objective and activity updates and an update on the delivery of our Strategic Plan.

Appendices

Appendix A: Students' Union KPI Dashboard

Author

Name: Pango Simwaka, Union Affairs Officer

Date: 10 Nov 2021

Students' Union Report

Introduction

1. An update for the Board of the significant events, achievements and occurrences in the Students' Union since the last meeting of the Board of Governors.

Update from the elected Officers

2. Each year the elected Officers choose a priority objective to work on during their term of office.
3. Pango, Union Affairs Officer, is currently leading on the creation of an Equality, Diversity and Inclusion (EDI) strategy for the Union. Pango is also in the process of arranging an audit to identify areas of both good practice and development across the Union.
4. Meg, Academic Experience Officer, is seeking to strengthen course community in the Business School. She is in the process of recruiting students from a range of courses across the School to take part in an initiative called 'Accelerate', which has already been pitched and gained support from the School's Senior Leadership Team, and will hold its first session on 8 December. 'Accelerate' is a steering group which will undertake a range of activities with the goal of driving meaningful change within the School and create a self-sustaining network of ambassadors to enhance peer-to-peer engagement, strengthen course communities and develop employability skills.
5. Lucy, Welfare & Community Officer, will be working to improve student safety with a focus on sexual wellbeing. Lucy's objective is called "Consent is Sexy" and is currently in the process of registering students' interest in taking part in a survey about their perceptions of consent (specifically in relation to our University, the students here and the overall culture present). The survey's official title will be 'Student Safety and Consent' and will include more general questions about student safety as well as consent, aiming to highlight the areas that need focusing on the most and expose some student experiences and opinions on the matter.
6. Anna, Activities & Events Officer, is working to combat loneliness and isolation. She is working with the AU to develop the social sports programme. She is also working with societies to ensure that committee members feel well equipped to lead the society and in order to prevent them from folding, is supporting society members to take on committee roles in the new year.

Synopsis of how the SU is doing

7. The SU officers and staff continue to work predominantly from home although a small number of the team are now going into City Campus one day a week. The Hives have now opened, and gigs have started back up. The Helpdesk at City campus is now open in a temporary position in Portland building and is very busy as we would expect being on the ground floor. Our Headingley Helpdesk remains closed, and we have no immediate plans to reopen this.
8. Our new office space was due to be completed by now however the University have delayed this and we have been promised the new space will be complete by the middle of December so that we are ready to hit the ground running at the beginning of semester 2. We will then have our Advice team in doing face to face appointments as well as staff from all departments working from campus at least one day a week.
9. Recruitment of staff has been challenging, but this is not unique to us and has been a struggle across the sector and beyond. Thankfully we have now recruited the majority of our vacant positions and hope to be able to update the Board on the conclusion of the recruitment of our new CEO by the time the meeting takes place.

Highlights of Major Achievements/Successes

10. Welcome fortnight was a great success, with good engagement across four Freshers Fairs for the first time ever, outreach work to student residences, and a range of low-key events focussed on engaging with student groups.
11. We have just had a very successful 'Live at Leeds' where the bar took an astonishing £17.6k of wet sales and £800 on food throughout the day. This is the most we have ever taken at Live at Leeds, previously the most successful Live at Leeds in terms of bar take was in 2017 where we took £16k of wet sales. This is a great success for commercial services and just what we needed following a year of no gigs.

Membership Engagement Update

Student Voice

12. Academic Representation is beginning to get going. We moved to a new, more efficient and secure system for Course Rep registration via MyHub in September and at the time of writing c.860 course reps have been registered by Course Administrators across the University.
13. Course Rep training has been reviewed and is now being delivered via a new online module. This new approach should make Course Rep training more accessible for students to undertake at a time and place that is suitable for them and will ensure that all Reps receive the same content. 131 new Reps have undertaken the training to

date. 10 new Academic Rep Assistants, which are paid student staff roles, have joined the team this year to help facilitate our engagement with the network of Course Reps across the University and develop our insight work in this area.

12. Our Student Communities exist to represent and facilitate meaningful discussion and campaign activity with a range of different types of community that exist at Leeds Beckett. Membership figures are as follows, as of 10/11/21:

- PGR Students' Community – c.700 (auto-joined)
- LGBT+ Students' Community – 69
- Black, Asian & Minoritised Ethnicity Students' Community – 108
- Women Students' Community – 116
- Disabled Students' Community – 38
- Student Parents & Carers Community – 33
- International Students' Community – 69

Student Activities

13. Societies have started to make a strong recovery after a year of low engagement during the worst of the Covid 19 restrictions. We are now up to 76 active societies, an increase of 44 since summer, while society memberships currently stand at 2,147. The total for the entirety of the 2020/21 academic year was 2,624.

14. As well as positive membership figures, it has been encouraging to note an increase in societies booking our space to host their events.

15. Volunteering sign-ups are still a little slower than pre-pandemic levels, but are starting to pick up, with 13 new volunteering opportunities created by our community partners since the beginning of September.

16. Our existing student-led enterprises (Ecosoup, Zero Waste, and the allotment) have generated good interest and now have student leadership in place for the current academic year.

Advice

17. Work is taking place to refocus and rebuild the team ready to move to a new service delivery model in line with moving to our new space.

18. We have been working with Quality Assurance Services (QAS) to ensure that we have all the relevant information and resources to advise apprenticeship students effectively.

19. After reporting a 78% increase in the number of Academic Integrity cases the Advice Service was working on during the last academic year, we have received confirmation from QAS that there also appears to have been a large increase in the number of admitted or found cases reported by the University, i.e. an increase of almost 50% in 2020-21 compared to 2019-20.
20. We have also helped to win a total of £35,556 in financial gains for students during this period.

Students' Union Key Performance Indicators

21. Following feedback from the Board of Governors relating to the content and structure of the Students' Union report, we have included as an Appendix our KPI dashboard recently approved by our Trustee Board. It is our thinking, if of interest to the Board of Governors, that our future reports are based more around our progress towards KPIs, with appropriate narrative, as well as the more general update on activity that we usually provide. We would appreciate the views of the Board on this approach, as well as any other information they would particularly like to see included in our reports.

#	KPI	Detail	Theme	Year 0 (actual)	YTD RAG Rating	Year 1	Year 2
1	Survey result	LBSU positively impacts my finances	T1: Finance	41%	N/A	40%-45%	42%-47%
2	Survey result	LBSU helps me to succeed & develop	T2: Development	49%	N/A	50%-55%	52%-57%
3	Survey result	I feel like I belong to a student community at LBU	T3: Belonging	59%	N/A	62%-67%	64%-69%
4	Survey result	LBSU helps me find support when needed	T4: Support	67%	N/A	69%-74%	71%-76%
5	Website	Number of students who have activated their website accounts by logging in	E1: Technology	TBC	TBC	1000	2500
6	Engagement stats	This track positive actions on Instagram and Facebook	E2: Communication	9350	+1378	10000-11000	11000-12000
7	Mystery Shopper	overall satisfaction combined over both Hives and Helpdesks, over 3 terms	E3: People	N/A	TBC	80%+	90%+
8	Staff Satisfaction	I would recommend this organisation as a good place to work	E3: People	86%	N/A	80%+	85%+
9	Reserves level	Policy states that we must have at least 3 months operating costs in our reserves	E4: Resources	4	6.5	3	3
10	Elections turnout	Percentage of membership who vote in the Spring election	E5: Governance	4.5%	N/A	10%	12%
11	Have Your Say engagement	Overall number of students interactions with the platform	E5: Governance	340	TBC	400	500
12	Q26 NSS result	Percentage above sector average for student satisfaction of Q26:The students' union effectively represents students' academic interests	All themes	+2%	N/A	+3%	+5%
13	Survey response rate	Percentage of membership who complete our annual student survey	E6: Insight	9%	N/A	>5%	>5%



Schedule of business 2021/22

Purpose of Report

The report presents the Board's schedule of business for 2021/22 and will be considered at each meeting across the academic year and updated accordingly.

For this and future meetings members of the Board will be invited to contribute to the agenda, with items for future meetings added to the schedule.

Action Requested

The report is **for information and to note**

Author

Name: Kate Harvey, Secretariat Manager

Date: October 2021

Board of Governors – Schedule of Business 2021/22

08 October 2021 Away Day Deadline: 29 September 2021	19 November 2021 Deadline: 10 November 2021	11 March 2022 Deadline: 02 March 2022	06 May 2022 Away Day Deadline: 27 April 2022	20 May 2022 Deadline: 11 May 2022	15 July 2022 Deadline: 06 July 2022
Approval of non-regulated tuition fees 2022/23	Audit Committee Annual Report and Opinion	Annual Review of Financial Regulations		Annual Health & Safety Audit Report	Approval of Annual revenue & capital budgets 2022/23 (including SU block grant)
	Internal Audit Annual Report & Opinion 2020/21	Estates Masterplan		Draft Schedule of Meetings 2022/23	Board and Committee Memberships 2022/23
	External Auditors Management Letter			Operating Framework for Remuneration Reviews 2021/22 (appended to SSRC report)	Corporate Risk Register – Annual Review (appended to the AUD Cttee report)
	Financial Statements - Year Ended 31 July 2021			KPI Achievements 2016 to 2021	Draft Schedule of Business For 2022/23
	Annual review & remuneration of Committee Chairs				
	Annual review & remuneration of the Chair of the Board				
	Prevent Duty Accountability and Data Report 2021				
	Financial forecast to 2024/25				
	Approval of risk management policy (appended to the Audit Committee report)				

Standing Items

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| 1. Minutes of last meeting | 7. Academic Assurance Report |
| 2. Chair's Report | 8. Health & Safety update |
| 3. Vice Chancellor's Report | 9. OfS Regulatory Update |
| 4. SU Report | 10. Update reports from Academic Board, Finance, Staffing and Resources, Audit, Governance & Nominations, Chair's and Senior Staff Remuneration Committees |
| 5. Financial and capital expenditure update report | 11. Schedule of Business 2021/22 |
| 6. Student recruitment update | |