



## AGENDA

The meeting will be held at 10:00 in Lecture Theatre G01, Carnegie School of Sport Building, Headingley Campus. Refreshments will be available from 9:00 and colleagues from IT Services will be in attendance until 10:00 in order to support governors accessing wifi.

| INFORMAL SESSION (10:00 – 12:00)   |  | Item                                | Led by                                       |
|--|--|-------------------------------------|--|
| 1  | Apologies  | Verbal                              | D Lowen                                      |
| 2  | Briefing and discussion on the outcomes of the Research Excellence Framework<br><br><i>(There will be an opportunity for a refreshment break at an appropriate point.)</i> | Discussion                          | Professor P Slee<br>and<br>Professor A Slade |
| BOARD OF GOVERNORS MEETING (12:00 – 15:00)   |  | Item                                | Led by                                       |
| <i>Lunch will be served 13:00 to 13:45 in the Carnegie School of Sport Building, room 115)</i> |  |                                     |  |
| Preliminary Items  |  |                                     |  |
| 3  | Declarations of Interest   | Verbal                              | D Lowen                                      |
| 4 *  | Minutes of the last meeting held on 11 March 2022  | HEC-2122-045<br><b>CONFIDENTIAL</b> | D Lowen                                      |
| 5 *  | Matters Arising  | HEC-2122-046<br><b>CONFIDENTIAL</b> | K Harvey                                     |
| 6 *  | Chair's Action - <i>Nothing to report</i>  |                                     |  |
| Strategic Matters  |  | Item                                | Led by                                       |
| 7  | Chair's Report   | Verbal                              | D Lowen                                      |
| 8  | Vice Chancellor's Report   | HEC-2122-047<br><b>CONFIDENTIAL</b> | P Slee                                       |
| Reports from Committees  |  | Item                                | Led by                                       |
| 9  | Report of the Finance, Staffing & Resources Committee – 01 April 2022  | HEC-2122-048<br><b>CONFIDENTIAL</b> | A Gay  |

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| 10 | Report of the Audit Committee – 22 April 2022<br><ul style="list-style-type: none"> <li>Includes approval for the appointments of the internal and external auditors</li> </ul> | HEC-2122-049<br><b>CONFIDENTIAL</b> | N Whitaker |
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| 11 | Report of the Academic Board – 27 April 2022 | HEC-2122-050<br><b>CONFIDENTIAL</b> | P Slee |
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| 12 | Report of the Senior Staff Remuneration Committee – 29 April 2022 | HEC-2122-051<br><b>CONFIDENTIAL</b> | N Latham |
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| 13 | Report of the Chairs’ Committee – 06 May 2022 | Verbal | D Lowen |
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| <b>Academic Quality and the Student Experience</b> |  | <b>Item</b> | <b>Led by</b> |
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| 14 | Students’ Union Report | HEC-2122-052<br><i>To follow</i> | P Simwaka<br>M Darroch |
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| 15 | Academic Assurance Report | HEC-2122-053<br><b>CONFIDENTIAL</b> | P Cardew |
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| <b>Financial Sustainability</b> |  | <b>Item</b> | <b>Led by</b> |
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| 16 * | Student Recruitment Update | HEC-2122-054<br><b>CONFIDENTIAL</b> | T Lancaster |
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| 17 | Financial and Capital Expenditure Update | HEC-2122-055<br><b>CONFIDENTIAL</b> | P Harrison |
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| <b>Governance &amp; Compliance</b> |  | <b>Item</b> | <b>Led by</b> |
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| 18 * | OfS Regulatory Update | HEC-2122-056<br><b>CONFIDENTIAL</b> | C Thomas |
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| 19 | Health & Safety update | HEC-2122-057<br><b>CONFIDENTIAL</b> | T Lancaster |
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| <b>Other Business</b> |  | <b>Item</b> | <b>Led by</b> |
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| 20 * | Schedule of Business 2021/22 | HEC-2122-058 | K Harvey |
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| 21 * | Draft Schedule of Meetings 2022/23 | HEC-2122-059 | K Harvey |
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**Details of next meeting:**

The next meeting of the Board will be held at 09:30 on Friday 22 July 2022, venue TBC

■ *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

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### **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 a summary of current issues and concerns.

### **Author**

Name: Pango Simwaka, Union Affairs Officer

Date: 09 Mar 2022

### **Approval Route**

Name: Pango Simwaka, Union Affairs Officer

Date: 09 Mar 2022

# 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, has been leading on the Students' Unions EDI audit as part of her objective, this will be the first step in self-examining and reflecting on the Union's commitment to EDI, identify good practice and areas of improvement. This on roughly a 6-week timeline and a full report will be available mid-June. Alongside this Pango has been assisting in the business planning for 2022/23, co-chairing the Race Equality Charter student group and continuing to champion the Accommodation Cost Survey.
4. Lucy, Welfare and Community Officer, has been putting on wellbeing events with the Activities and Events Officers for Mental Health Awareness week. This has included craft events, meditation and harm reduction stalls. She has also held the final round of student advisory focus groups for the Mental Health Charter and has presented the results to the Wellbeing Committee. Progress has been on other work within the Mental Health Charter, such as creating the improvement plan from the gap analysis for the two themes she is co-leading on.
5. Anna, Activities and Events Officer, has organized events on campus for mental health awareness week. Additionally, she has been working on various marketing and comms campaigns, such as the ask for Angela campaign. She is working with Unipol on a social media campaign #oneless which encourages students to be responsible with waste during the tenancy change over period. She has also been supporting sports teams with Varsity and societies with society elections.

She is now assisting in the planning for 2022 and is looking to develop the society applications and grant processes ahead of the new academic year. She will also be attending the library and student services conference in June to discuss the LBU student experience.

6. Meg, Academic Experience Officer, has been hard at work finalising her plans for the work linked to the Union's strategic theme: Sense of Belonging and wider work she carries out to represent all students in their Academic and Course based interests. Accelerate are finalising the plans for the open Mic event which will take place on the 29<sup>th</sup> of June which all the members having distinctive roles to get us to where we

need to be by the penultimate session. Moreover, plans are underway to plan for the programme next year by commencing the process of evaluating the progress made and how we can make it even better by building on the theme of belonging and strengthening course communities being at the heart of that. Furthermore, she is part of project to extend the number of course based societies with the plan to target schools with larger course provisions so any colleagues that are interested please do get in touch.

In addition to this she is leading on the TEF/B3 work and working closely with the Union's Chief Executive and Head of Membership Engagement on this to ensure the student submission accurately reflects the student experience here at Leeds Beckett. Linked to this she has launched the Access2 Project linked to blended and accessible learning with the findings ready to be shared in due course.

### ***Updates against SU Strategic Themes:***

#### **Positively Impact Student Finances**

7. Due to the rise in energy costs we have provided students with information on how this might impact them if they have a tenancy with bills all included and to urge them to check to see if there is a cap on this usage. Many students with rent inclusive of bills have not necessarily read the sections in agreements that state this usage is capped and if they go over, they will have to pay the extra. This has always come up at the end of a tenancy period and is likely to be a bigger factor going forward. This article has had 184 views.
8. We have also provided students with information passed on to us regarding the council tax rebate some students will be eligible for of £150. This article has received 1170 views.

#### **Contribute to the Success & Development of our Students**

9. 517 volunteer profiles created for local charity based volunteering, contributing around £20,000 in economic impact to Leeds. 5 international volunteers have received graduate jobs, they have linked their volunteering experiences to the success of gaining employment. They have all mentioned how volunteering has boosted their confidence and allowed them to meet new people.
10. Both rounds of School Fora have now concluded and efforts to encourage responses from the University before the end of the year have begun to ensure the completion of the feedback cycle. Unfortunately, following several delays to a decision being made, the University ICTSB Committee decided to postpone a decision on the adoption of the Unitu – Student Feedback Platform pilot for 12 months. We will be continuing to work with the University on this project.

11. The Student Academic Representation Assistant team are approaching the end of their terms in this introductory year and are looking to conclude any outstanding deliverables before the end of May.

### **Create a Sense of Belonging**

12. We currently have 59 Active Societies with 2659 members. 185 Society Leaders volunteering approx. just over 10,000 hours of volunteering this year. We have had 68 events on campus since September 2021 with lots of events running off campus including four society end of year balls.
13. Events Society led a successful - 4/21 event:
  - We had 23 volunteers join us on the day who collected approximately 69 bags of litter!
  - Their fundraiser for Woodhouse Community Centre has raised (at the time of writing) £710 which way exceeded their initial goal
  - Event was positively reported by four news outlets: BBC News, Leeds Star, Yorkshire Evening Post & Leeds Live
  - Sponsorship from 3 local organisations kindly providing our volunteers with refreshments & lunch
14. Across Eco Soup, the Zero-Waste and the allotment there have been 73 active volunteers since the start of the year. Just at Eco Soup and Zero Waste, volunteers have given up 270 hours of their own time. The allotment has hosted 22 "Give it a go" sessions adding another 66 hours. The grand total is 336 hours of volunteering across all projects which equates to an economic impact of £3,326
15. The Student Community Convenors continue to support the development of the Student Communities through facilitation of opportunities for feedback and socialisation and as they approach the end of their terms are also looking to conclude any outstanding deliverables before the end of May. A number of the Convenors are actively engaged in University working groups and charter marks including the Race Equality Charter Mark and the Athena Swan Charter Mark, supporting the participation of students with a survey for the former that will feed into the Race Equality Charter self-assessment report and action plan.
16. Student leaders of the Black, Asian & Minoritised Ethnicity Students' Community have recently consulted their members on the name of their community and have chosen "Global Majority Students" as the collective terminology they wish to adopt. We support the Student Communities' right to self determination but this was presented to the Student Members Meeting as a formality for the resulting minor change to the bye-laws to be formally recommended for the approval of the Board.
17. Society elections ran this month and we have the second round of elections running in a couple of weeks to give our societies a final opportunity to run for leadership

roles. So far we have 37 societies going forward into September with a lot of interest for the second round that will see this number increase to over 50.

### **Ensure that Students Feel Supported**

18. Our Advice Service have worked with QAS to adapt the online Extenuating Circumstances & Mitigation form so that there is more information about our service and the information we need to be able to fully advise them on the landing page. The contact link goes straight to our online contact form which will enable us to gather more information about the student for statistical purposes.





## Schedule of business 2021/22

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### **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: May 2021

## Board of Governors – Schedule of Business 2021/22

| <b>08 October 2021</b><br><b>Away Day</b><br>Deadline:<br>29 September 2021 | <b>19 November 2021</b><br>Deadline:<br>10 November 2021                    | <b>11 March 2022</b><br>Deadline:<br>02 March 2022 | <b>20 May 2022</b><br><b>Away Day and Meeting</b><br>Deadline:<br>11 May 2022  | <b>22 July 2022</b><br>Deadline:<br>13 July 2022   |
|---|---|--|--|--|
| <u>Approval of non-regulated tuition fees 2022/23</u>                       | Audit Committee Annual Report and Opinion                                   | <u>Annual Review of Financial Regulations</u>      | Operating Framework for Remuneration Reviews 2021/22 (appended to SSRC report) | <u>Approval of Annual revenue &amp; capital budgets 2022/23 (including SU block grant)</u> |
|   | Internal Audit Annual Report & Opinion 2020/21                              |  | <u>Draft Schedule of Meetings 2022/23</u>                                      | <u>Board and Committee Memberships 2022/23</u>   |
|   | External Auditors' Report for the year ended 31 July 2021                   |  | <u>Revised approach to risk management &amp; new Board Assurance Framework</u> | Corporate Risk Register – Annual Review (appended to the AUD Cttee report)                 |
|   | <u>Financial Statements - Year Ended 31 July 2021</u>                       |  |  | Draft Schedule of Business For 2022/23   |
|   | Annual review & remuneration of Committee Chairs                            |  |  | Strategic Planning Framework – first year KPI outcomes?                                    |
|   | Annual review & remuneration of the Chair of the Board                      |  |  | Health & Safety Policy (suite of docs incl Fire Safety)                                    |
|   | <u>Prevent Duty Accountability and Data Report 2021</u>                     |  |  | Approval of Internal Auditors  |
|   | <u>Financial forecast to 2024/25</u>  |  |  | <u>Access &amp; Participation Plan – Variations for 2023/24</u>                            |
|   | Approval of risk management policy (appended to the Audit Committee report) |  |  |  |
|   | Removal of an Independent Governor  |  |  |  |
|   | Board Effectiveness Review  |  |  |  |
|   | External Audit Letter of Representation                                     |  |  |  |

| Standing Items   |  |
|--|--|
| 1. Minutes of last meeting   | 9. Academic Assurance Report   |
| 2. Matters arising   | 10. Health & Safety update   |
| 3. Chair's Action (note "Nothing to report" on agenda if no updates) | 11. OfS Regulatory Update  |
| 4. Chair's Report  | 12. Update reports from Academic Board, Finance, Staffing and Resources, Audit, Governance & Nominations, Chair's and Senior Staff Remuneration Committees |
| 5. Vice Chancellor's Report  | 13. Schedule of Business 2021/22   |
| 6. SU Report   |  |
| 7. <u>Financial and capital expenditure update report</u>            |  |
| 8. Student recruitment update  |  |
| Longer Term Items  |  |
| 1. <u>Health &amp; Safety Policy (annual, March/May)</u>             |  |
| 2. <u>Annual Health &amp; Safety Audit report (May)</u>              |  |

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

\* Starred items will be taken without discussion

Underlined items indicate reports that require UET scrutiny



## Draft Schedule of Meetings 2022-23

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### **Purpose of Report**

This report sets out the draft schedule of Board and Committee meetings for 2022-23 and the principles underlying it.

### **Action Requested**

The report is **for decision**

### **Key Issues**

The draft schedule takes account of the dates of key returns to OfS, and those in the academic calendar (see appendix 1) in addition to the availability of the Chair of the Board and the Chairs of its committees. Internal stakeholders have been consulted as appropriate per Committee.

It is proposed that for 2022-23 meetings of the majority of meetings be scheduled for morning slots in line with the Board of Governors with the exception of the Governance & Nominations Committee and Senior Staff Remuneration Committee.

### **Appendices**

Appendix 1 Schedule of significant dates

### **Author**

Name: Susie Bradford, Secretariat Coordinator

Date: April 2022

### **Approval Route**

Name: Kate Harvey, Secretariat Manager

Date: May 2022

## Draft Schedule of Board & Committee Meetings 2022-23

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- 1 A draft schedule of meetings of the Board and standing committees for 2022-23 has been drawn up, as follows in consultation with Chairs and stakeholders.

| DATE & TIME |                   |             | MEETING                                 | VENUE          |
|-------------|-------------------|-------------|---|----------------|
| Tuesday     | 20 September 2022 | 10:00-11:00 | Chairs Committee                        | MS Teams       |
| Friday      | 07 October 2022   | All day     | Board of Governors away day             | TBC, on campus |
| Friday      | 14 October 2022   | 13:30-16:30 | Governance & Nominations Committee      | TBC            |
| Tuesday     | 18 October 2022   | 10:00-11:00 | Chairs Committee                        | MS Teams       |
| Friday      | 28 October 2022   | 10:30-13:30 | Finance, Staffing & Resources Committee | TBC            |
| Friday      | 21 October 2022   | 14:00-16:00 | Senior Staff Remuneration Committee     | TBC, on campus |
| Friday      | 04 November 2022  | 10:00-13:00 | Audit Committee                         | MS Teams       |
| Friday      | 25 November 2022  | 09:30-13:00 | Board of Governors                      | TBC, on campus |
| Tuesday     | 31 January 2023   | 10:00-11:00 | Chairs Committee                        | MS Teams       |
| Friday      | 03 February 2023  | 13:30-16:30 | Governance & Nominations Committee      | TBC            |
| Friday      | 10 February 2023  | 10:30-13:30 | Finance, Staffing & Resources Committee | TBC            |
| Friday      | 24 February 2023  | 10:00-13:00 | Audit Committee                         | MS Teams       |
| Friday      | 10 March 2023     | 09:30-13:00 | Board of Governors                      | MS Teams       |
| Friday      | 31 March 2023     | 10:30-13:30 | Finance, Staffing & Resources Committee | TBC            |
| Tuesday     | 18 April 2023     | 10:00-11:00 | Chairs Committee                        | MS Teams       |
| Friday      | 28 April 2023     | 10:00-13:00 | Audit Committee                         | MS Teams       |
| Friday      | 28 April 2023     | 14:00-16:00 | Senior Staff Remuneration Committee     | MS Teams       |
| Friday      | 05 May 2023       | All day     | Board of Governors away day             | TBC, on campus |
| Friday      | 19 May 2023       | 09:30-13:00 | Board of Governors                      | MS Teams       |
| Friday      | 09 June 2023      | 13:30-16:30 | Governance & Nominations Committee      | TBC            |
| Friday      | 30 June 2023      | 10:30-13:30 | Finance, Staffing & Resources Committee | TBC            |
| Thursday    | 22 June 2023      | 10:00-11:00 | Chairs Committee                        | MS Teams       |
| Friday      | 23 June 2023      | 10:00-13:00 | Audit Committee                         | MS Teams       |
| Friday      | 14 July 2023      | 09:30-13:00 | Board of Governors                      | TBC, on campus |

- 2 The following general principles have been adopted in drawing up the draft schedule:

- meetings should continue to be held on Fridays with the exception of Chair's Committee meetings
- the Board, Audit Committee and the Finance, Staffing & Resource Committee should meet four times
- the Chair's Committee should meet five times
- the Governance & Nominations Committee should meet three times

- the Senior Staff Remuneration Committee should meet twice

3 Other points to note include:

- it is intended that, in addition to the four ordinary meetings, the Board should hold a minimum of two annual away days. The dates and formats of away days will be decided by the Chair in discussion with the Vice Chancellor, the University Secretary and other Governors.
- it is intended that there will be opportunity for the Chair of the Board and Chairs of Committees to meet at intervals across the year as necessary.
- meetings of the Academic Board will be aligned to the cycle of Governor Board and committee meetings.

4 Following approval of the schedule, each governor will be notified individually of the future dates of meetings relevant to them.

5 This report is **for decision**: the Board is invited to approve the draft schedule of meetings for 2022-23.

## **Appendix 1: Schedule of significant dates**

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### **OFS Assurance Returns**

- December 2022: Annual accountability returns
- January 2023: TRAC
- February 2023: TRAC(T)
- 31 July 2023: Financial Forecasts

### **Academic Calendar**

- 19 September 2022: Student welcome week
- 26 September 2022: Semester 1 start
- 19 December 2022-03 January 2023: Christmas break
- 09-20 January 2023: Examination period
- 23 January 2023: Student welcome week
- 30 January 2023: Semester 2 start
- 03-14 April 2023: Easter break
- 08-19 May 2023: Examination period
- TBC June 2023: Examination boards
- TBC July 2023: Graduation week