



## Minutes of the 22 July 2022 meeting

---

**Present:** David Lowen (Chair)

Qari Asim, Dr Oliver Bray, Cielo Cartwright, Alan Gay, Rachel Hewitt, Stephen Magora, Professor Nicki Latham, David Morgan, Jo Norry, Rob Purdy, Shwetal Shah, Professor Peter Slee, Professor Lisa Stansbie, Dr Andrew West, Nick Whitaker

**In attendance:** Professor Phil Cardew, Louise Child\*, Phil Harrison, Kate Harvey (Secretary), Tracey Lancaster, Heather Paver, Caroline Thomas

**Apologies:** Professor Christina Hughes, Lucy Macdonald, Barry Matthews, Ashleigh Pinnock

**Attendees' apologies:** Andrew Fern, Professor Chris Prince, Professor Andrew Slade

\* Present as indicated in the proceedings

---

### Preliminary Items

#### Declaration of interest

101.2122 Qari Asim, Alan Gay and Dr Andrew West declared an interest in agenda item 23, the report on proposed Board and Committee memberships for 2022/23 (minutes 128 and 129.2122 refer).

#### Minutes

102.2122 The Board agreed that the minutes of its meeting on 20 May 2022 were an accurate record.

#### Matters arising

*Parts of minute 103.2122 are exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.*

103.2122 (a) Kate Harvey, Secretary to the Board meeting, provided a clarification for the record relating to the Academic Assurance Report (HEC-2122-038) presented at the 21 March 2022 meeting (*minute reference 064.2122*). This followed the identification of an error in the original report.

(b)

- (d) This clarification had also been reported under matters arising at Academic Board on 06 July 2022.

### **Chair's Action**

104.2122 No Chair's actions were reported.

## **Strategic Matters**

### **Chair's Report**

105.2122 David Lowen, Chair of the Board, congratulated the University on behalf of the governors for the impressive and smooth organisation of the University's graduation ceremonies which had had attended across the week. The ceremonies had begun on 14 July and the final ceremony would be on the afternoon of 22 July 2022, which a number of governors would be attending. Over 9,000 students would have graduated from the ceremonies by this time and over 44,000 guests would have attended the First Direct Arena.

### **Vice Chancellor's Report**

*Parts of minute 106.2122 are exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.*

- 106.2122 (a) Professor Peter Slee, the Vice Chancellor, reported that the Office for Students (OfS) had confirmed it would make a number of announcements before the end of July 2022. These would include:
- i. Information about the investigations at eight business schools into the quality of their business and management courses. It was confirmed the University had not been contacted about this.
  - ii. The outcomes of its investigation into unexplained grade inflation.
  - iii. The outcomes of its consultation on the National Student Survey (NSS)
  - iv. The responses to its consultations on B3 conditions and on Teaching Excellence Framework (TEF)

(b)

Designated Data Quality Body, which would be effective from 31 March 2023. The QAA had stated that the requirements of the current regulatory approach in England were not consistent with standard international practice for quality bodies, as reflected in the European Standards and Guidelines (ESG). The QAA's work in other nations of the UK and internationally depended on its registration with the European Quality Assurance Register for Higher Education (EQAR), which was based on compliance with the ESG. EQAR had recently temporarily suspended QAA's registration, citing areas of non-compliance in England and the QAA was of the view that that in the longer term it would not be sustainable to meet both sets of requirements. The University executive had expressed its disappointment at this development.

(d)

(e) Prior to her resignation as Minister for Further and Higher Education, Michelle Donelan had written to the sector on the subject of the Government's Freedom of Speech Bill.

(f)

(g) The 2022 National Student Survey (NSS) results had been published on 06 July 2022.

- (i) The Vice Chancellor echoed the Chair of the Board's congratulations to all colleagues who had been involved in the University's graduation ceremonies and recorded his thanks to all colleagues across the University for their tremendous work across the academic year.
  
- (j) Professor Andrew Slade, Deputy Vice Chancellor (Research & Enterprise) and Professor John Craig, Dean of the Leeds School of Social Sciences, who were due to retire and leave the University for a Pro Vice Chancellor role at another institution respectively, were thanked by the Vice Chancellor.

**Strategy Outcomes 2016-2021**

*Minute 107.2122 is exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.*

107.2122



(d)



## Reports from Committees

### Report of the Finance, Staffing & Resources Committee – 17 June 2022

- 108.2122 (a) Alan Gay, Chair of the Committee, reported that the committee had reviewed the proposed capital and revenue budgets which were elsewhere on the agenda for the meeting and recommended that the Board approve them. This included the proposed minimum block grant payment to the Students Union.
- (b) The Committee had received an overview of the outcomes of the Digital, Data, and IT Infrastructure project which members had welcomed. An update had been requested for the October meeting which would set out the governance structures of the project as well as projected non-infrastructure costs.

### Report of the Governance & Nominations Committee – 10 June 2022

*Part of minute 109.2122 is exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.*

- 109.2122 (a) Dr Andrew West, Chair of the Committee, presented the report which recommended a minor change to the terms of reference of the Committee to include the monitoring of student wellbeing and safety matters in the list of delegated governance matters at paragraph 7.
- (b) The annual reports on UKVI compliance and referrals to the Office of the Independent Adjudicator had been welcomed by members and highlighted the good work colleagues were doing across the University.
- (c) The Committee had endorsed the proposed appointments to the Board and committee memberships for the coming year as well as the proposed timetable for the recruitment of the next chair.
- (d) The Committee had also reviewed the proposed principles for the operation of the Board and its Committees in 2022/23 and beyond, formulated in consultation with the chairs.

- 110.2122 The Board **resolved** to approve the proposed change to the terms of reference of the Governance & Nominations Committee.

## **Report of the Audit Committee – 24 June 2022**

*Parts of minute 111.2122 are exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.*

111.2122 (a) Nick Whitaker, Chair of the Committee, presented the University Risk Register for the Board's annual review.

(b)

Local risk leads had been consulted to ensure that such risks which were identified but which did not meet the threshold for the corporate risk register, were reflected and accurately managed elsewhere. This was reflected in diagram 1 in the report.

(c) It was noted that these risks were monitored and could be added to the corporate register in the future and were also set out in local registers in schools and services

(d) In response to governor queries about the development of the new risk register the Registrar & Secretary confirmed that sector benchmarking had taken place to look particularly at key trends and how these might impact the University's risk profile.

## **Report of the Academic Board – 06 July 2022**

*Part of minute 112.2122 is exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.*

112.2122 (a) The Vice Chancellor reported that the Academic Board had approved the conferral of the title Emeritus Professor on Professor Andrew Slade with effect from 01 September 2022.

(b) Academic Board had endorsed to the Board the Academic Assurance Report which set out evidence of the University's ongoing compliance and level of assurance with the OfS ongoing conditions of registration B1-B6.

(c) Academic Board had also endorsed the proposed variations to the University's Access & Participation Plan, developed in response to the Office for Students' new requirements.

(d) The Board was invited to approve an amendment to the Student Code of Conduct recommended by the Academic Board. This proposed to include spiking as an additional example of misconduct to be addressed under the Code and was in

recognition of the increased awareness of such incidents in the UK. The amendment was intended to provide clarity on how the University would address allegations and had been supported by the Students' Union as part of its broader campaign work on student safety.

113.2122 The Board **resolved** to approve the recommended amendment to the Student Code of Conduct for 2022/23 to include spiking as an example of misconduct.

### **Report of the Chairs' Committee – 07 July 2022**

114.2122 The Chair of the Board reported that the Committee had met on 07 July 2022 and had received an overview of the University's National Student Survey results from the Vice Chancellor and had discussed issues relating to freedom of speech and expression, including the letter to the sector from the former Minister for Higher and Further Education. Brief updates on plans for graduation and governor end of year reviews had also been received. The Committee considered all items on the agenda with the content and structure of the agenda for the 22 July Board meeting in mind.

## **Academic Quality and the Student Experience**

### **Students' Union (SU) Report**

- 115.2122 (a) The report from the SU had been tabled as the student governors had been unable to attend the meeting. Lucy MacDonald, student governor and SU President had asked the Chair to highlight ongoing work to support students in the current cost of living crisis and more widely in issues of wellbeing, with "Positively Impact Student Finances" and "Ensure that Students Feel Supported" being priority themes for 2022/23.
- (b) Tracey Lancaster, the Deputy Vice Chancellor (Resources) highlighted recent discussions at the Equality, Diversity & Inclusion Committee on instances of student deaths by suicide in the sector which had provided the opportunity for the University to reflect on its own processes and practices to support students. Jo Jones, Associate Director for Student Services, was leading on this work.
- (c) The Chair expressed concern that there was no student voice present in the meeting, and noted that consideration should be given as to how to mitigate this should this reoccur in the future.

116.2122 The Board **agreed** that it would like to receive updates on the progress of this work from the University and the SU in the coming months.

### **Academic Assurance Report**

*Part of minute 117.2122 is exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.*



117.2122 (a) Professor Phil Cardew, the Deputy Vice Chancellor (Academic) noted that the report was part of the cumulative cycle of reporting on the University's assurance framework and featured an extended section of coverage on Degree Apprenticeships.

(b)

future reports could be formulated for governors, particularly those new to the Board, to gain full understanding and be confident in their assurance regarding academic quality and standards. This had been identified by Advance HE as an area for further development in the review of Board effectiveness.

(e)

118.2122 The Board agreed that the report provided assurance of the University's ongoing compliance with the Office for Students' conditions of registration B1-B6.

#### **Access & Participation Plan (APP) – Variations for 2023/24**

*Parts of minute 119.2122 are exempt from publication under the provisions of Section 43 (Commercial interests) of the Freedom of Information Act 2000.*

119.2122 (a) Tracey Lancaster, the Deputy Vice Chancellor (Resources) Board presented an overview of the changes that the Office for Students (OfS) was making to Access and Participation Plans (APP) both for the academic year 2023/24, and over the longer term from 2024/25. The report also included an outline of the University's proposed response for academic year 2023/24.

(b) The Director for Fair Access and Participation had set out four new 'priorities' that he would expect to see incorporated into existing APPs as well as forming a direction of travel for the longer term. These were:

- i. **Priority A:** Make access and participation plans more accessible in a way that prospective and current students, their parents and other stakeholders can easily understand.
  - ii. **Priority B:** Develop, enhance and expand...partnerships with schools and other local and national organisations, to help raise the pre-16 attainment of young people from underrepresented groups across England
  - iii. **Priority C:** Set out how access to higher education for students from underrepresented groups leads to successful participation on high quality courses and good graduate outcomes.
  - iv. **Priority D:** Seek to develop more diverse pathways into and through higher education through expansion of flexible Level 4 and 5 courses and degree apprenticeships.
- (c) Providers were required to submit a request for variation by 31 July 2022 setting out how they planned to respond to the priorities in 2023/24 and would then be required to draft a new four-year APP for 2024/25 onwards, which would be a further development of plans outlined in the 2023/24 variation.

(d)

## Financial Sustainability

### Student Recruitment Update

*Minute 120.2122 is exempt from publication under the provisions of Section 43 (Commercial interests) of the Freedom of Information Act 2000.*

120.2122 (a)



**Estates Masterplan**

*Louise Child, Associate Director (Strategic Planning & Development) from Estates Services joined the meeting.*

*Minutes 121 and 122.2122 are exempt from publication under the provisions of Section 43 (Commercial interests) of the Freedom of Information Act 2000.*

121.2122







(s)	

122.2122



*Louse Child left the meeting.*

**Financial and Capital Expenditure Update**

*Minute 123.2122 is exempt from publication under the provisions of Section 43 (Commercial interests) of the Freedom of Information Act 2000.*

123.2122 (a)

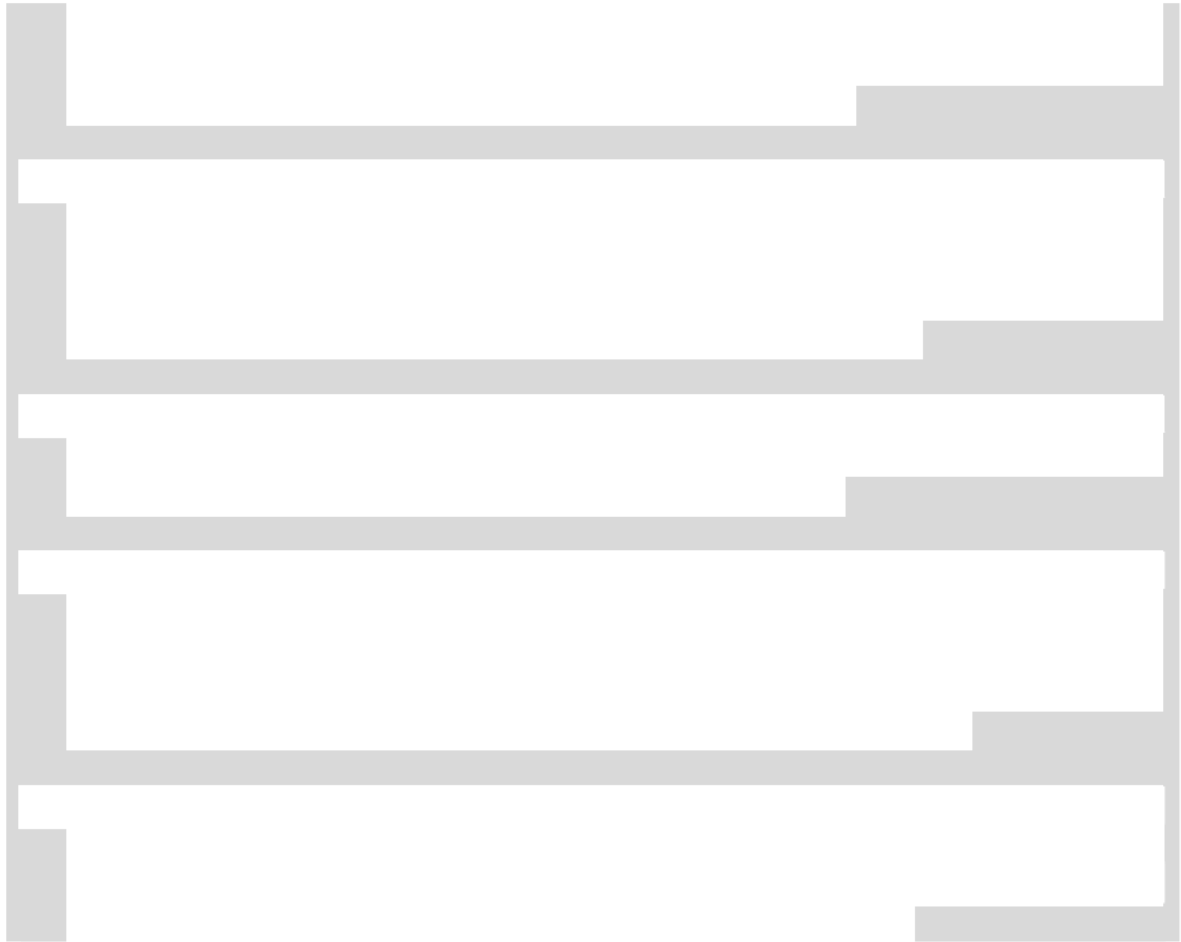


**Approval of Annual Revenue & Capital Budgets 2022/23 (including SU block grant)**

*Minute 024.2122 is exempt from publication under the provisions of Section 43 (Commercial interests) of the Freedom of Information Act 2000.*

124.2122 (a)





125.2122 The Board **resolved** to approve:  
(a) The revenue and capital budgets for 2022/23, and  
(b) The minimum block grant payment to the Students' Union.

**Governance and Compliance**

**OfS Regulatory Update**

- 126.2122 (a) The Registrar & Secretary presented the report which confirmed that data and information returns falling due in the period since the last update to the Governance and Nominations Committee in June 2022 had been submitted to deadlines.
- (b) Office for Students Condition of Registration E5 set out providers' responsibilities to "comply with guidance published by the OfS to facilitate, in co-operation with electoral registration officers, the electoral registration of students". Until recently this had been facilitated for the sector by JISC, who had recently resigned. The University was now working through how to ensure this condition could be met internally.



## Health & Safety update

127.2122 The Board noted the update from the Deputy Vice Chancellor (Resources) which had previously been discussed in detail at the meeting of the Finance, Staffing & Resources Committee on 17 June 2022. An overview of this discussion was set out in the summary report of that meeting elsewhere on the agenda.

## Board and Committee Memberships 2022/23

*Parts of minute 128.2122 and minute 129.2122 are exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.*

128.2122 (a) The Registrar & Secretary presented a series of recommendations endorsed by the Governance & Nominations Committee on 10 June 2022, for the composition and membership of the Board and committees in 2022/23. This comprised a proposed membership of 21, a number of re-appointments and the appointment of the student governors.

(b)

129.2122 The Board **resolved** to approve:

(a) That for the 2022/23 academic year it would adopt a membership of up to 21 members, comprising:

- 13 independent governors
- 1 teacher nominated by Academic Board
- 2 students nominated by the Students' Union
- 4 co-opted members (two lay governors, one with experience in the provision of Education as required by the Instrument of Government, one representative of the Deans of school, and one representative of professional services staff)
- The Vice Chancellor

(b)

(d)

### **Board Effectiveness Review update**

*Part of minute 130.2122 is exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.*

130.2122 (a) The Registrar & Secretary reported that the fieldwork of the review would conclude on 22 July, with the observation of the Board meeting by Zulum Elumogo from the Advance HE review team.

(b) The Steering Group chaired by the Chair of the Governance & Nominations Committee would meet on 27 July to receive the initial findings of the review.

(c) The Chair of the Governance & Nominations Committee confirmed the final report from Advance HE and a proposed action plan would be presented to the Board at its meeting on 25 November 2022.

### **Other Business**

#### **Schedule of Business 2021/22**

131.2122 The report was received without discussion.

#### **Draft Schedule of Business 2022/23**

132.2122 The report was received without discussion.

**Date of next meeting**

133.2122 The next meeting of the Board would be an away day held on Friday 07 October 2022, venue and timing to be confirmed in due course.

**Other business**

134.2122 (a) The Chair recorded thanks on behalf of the Board to Barry Matthews, who would step down from the Board on 31 August 2022. Barry's expertise and contributions had been valued during his tenure as a governor, particularly in matters of IT and digital.

(b) The Board also recorded its thanks to Professor Andrew Slade, the Deputy Vice Chancellor (Research & Enterprise), who would retire in August 2022 following a distinguished tenure as Deputy Vice Chancellor. Professor Slade was thanked for his contributions to Board discussions and for his excellent contributions to the University more widely.

Confirmed by the Board as a correct record and signed by the Chair:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_