



Minutes of the 10 June 2022 meeting (held via Teams)

Present: Dr Andrew West (Chair)

Dr Oliver Bray, Tracy Lancaster, Shwetal Shah, Professor Peter Slee, Nick Whitaker

In attendance: Marion Fanthorpe (Advance HE), Andrew Fern*, K Giddings*, Kate Harvey (Secretary), Caroline Thomas

Apologies: Meg Darroch, Rachel Hewitt, David Lowen

** Present as indicated in the proceedings.*

PRELIMINARY ITEMS

Declaration of interest

047.2122 Dr Andrew West declared an interest in agenda item 12, which related to board appointments and committee memberships for 2022/23 (GON-2122-038).

Minutes

048.2122 The Committee agreed that the minutes of its meeting on 04 February 2022 were an accurate record.

Matters arising

049.2122 (a) The Committee noted the report which provided an update on matters from the last meeting not otherwise on the agenda. It was confirmed that the Chair had confirmed with the Associate Director for Student Services the focus for the annual report on student welfare, wellbeing and safety and this was now scheduled for the meeting on 14 October 2022.

(b) The Committee had requested a further review of the Board's composition against HESA equality, diversity and inclusion data at the end of the current recruitment cycle. As the most recent HESA data was not yet available it was agreed to postpone this item until the next academic year. The Committee noted that a demographic and diversity profile would be collected for the Board as part of the governance effectiveness review.

Chair's Action

050.2122 There were no Chair's actions to report since the last meeting of the Committee.


STUDENT MATTERS, REGULATORY COMPLIANCE & ASSURANCE

Access & Participation Plan (APP) Update

Andrew Fern, the Director of Strategic Insight & Business Analysis, joined the meeting.

Minute 051.2122 is exempt from publication under the provisions of Section 43 (Commercial interests) of the Freedom of Information Act 2000.

051.2122



(f)

[Redacted content]

Andrew Fern left the meeting.

UKVI Compliance Annual Report

Kathryn Giddings, the Compliance & Casework Manager, joined the meeting.

Minute 052.2122 is exempt from publication under the provisions of Section 43 (Commercial interests) of the Freedom of Information Act 2000.

(h)

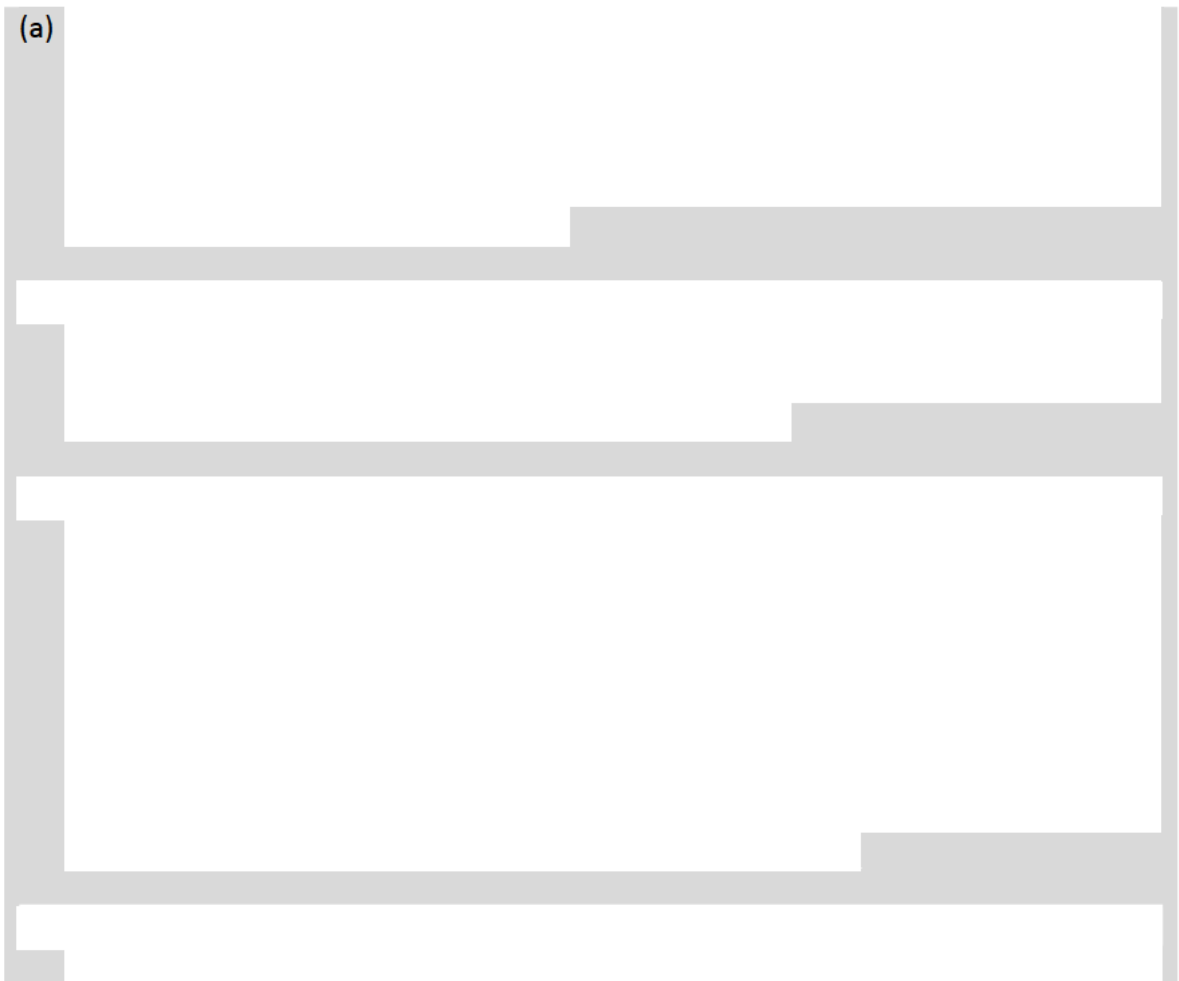
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OIA Referrals, 2021 Annual Report

Minute 053.2122 is exempt from publication under the provisions of Section 43 (Commercial interests) of the Freedom of Information Act 2000.

053.2122

(a)

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Kathryn Giddings left the meeting.

Report on Students' Union Elections held in Spring 2022

- 054.2122 (a) The report from the SU was tabled as colleagues had been unable to attend the meeting. The report confirmed that the elections had been conducted fairly and in accordance with the applicable rules. It was also noted that the University had discharged its responsibility for the oversight of the elections in accordance with the provisions of the Education Act 1994.
- (b) The Committee noted that turnout had been lower than in the previous year and at 4.5% of eligible voters was well below the KPI target for turnout of 10%. While an IT outage had impacted on students' ability to engage with the elections process members were keen to understand if there were any other factors at play. Further information was requested from the SU as well as the SU's views on how to increase turnout in future elections.

055.2122 The Committee **resolved** to request from the SU further information on low election turnout and plans for increasing this in future elections.

OfS Regulatory Update

Minute 056.2122 is exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

056.2122 (a)



(b)

GOVERNANCE MATTERS

Governance effectiveness review update

Part of minute 057.2122 is exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

057.2122 (a) The Chair reported that the Steering Group had met with the Advance HE review team on 07 June 2022 to receive an update on progress and an overview of results of the survey completed by governors and members of the University executive.

(b) The Group had been pleased with the progress made so far and with the results of the survey which were positive, though it was noted the nature of the survey meant it is a self-reflective exercise.

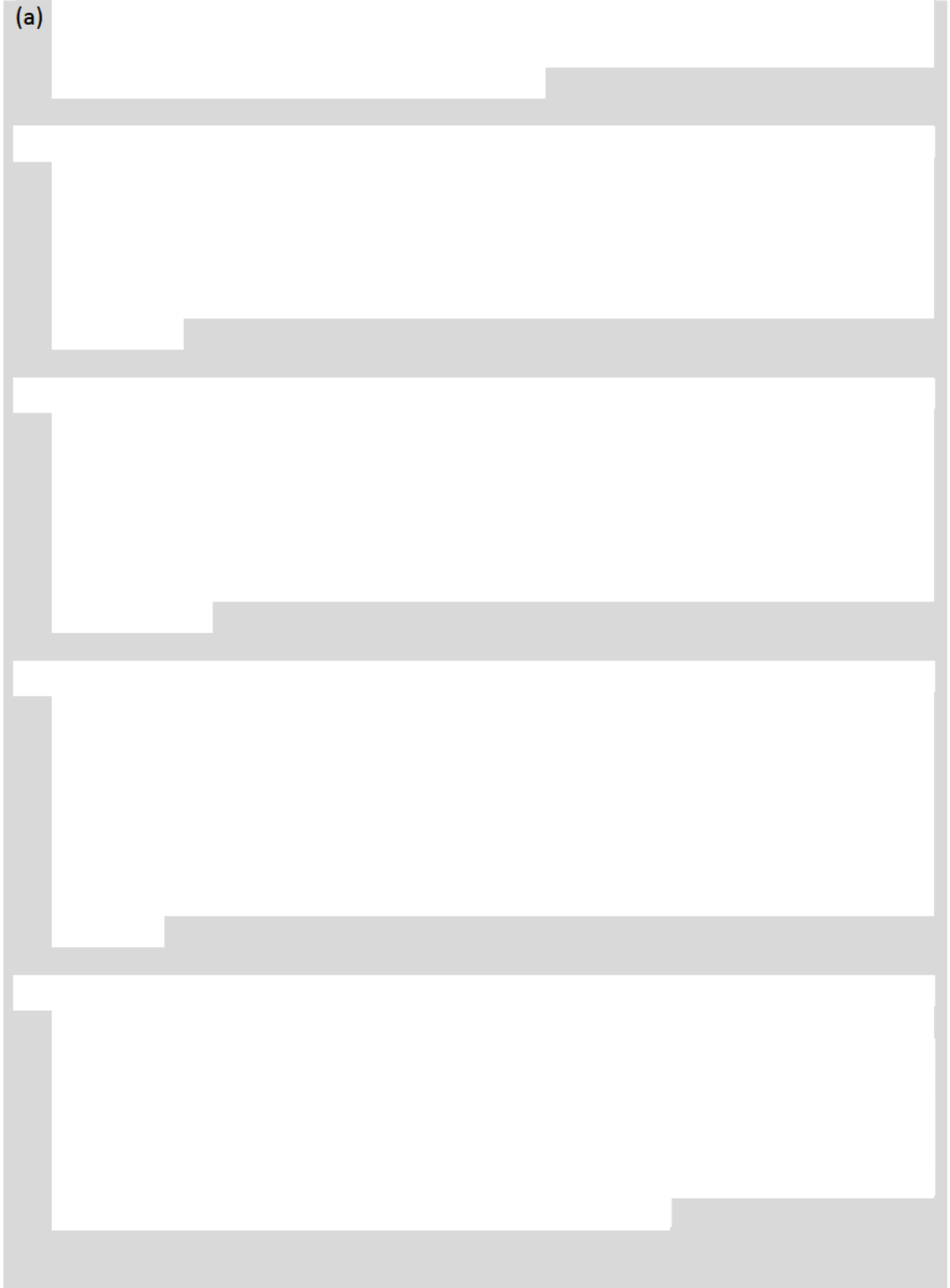
(c) A final Steering Group meeting would be held in July to review the initial findings of the review, with the final report to be presented to the Committee at its meeting in October

(d) Marion Fanthorpe, lead reviewer for Advance HE, commented that the review was progressing well and that the team had been welcomed, with open discussions taking place which was facilitating the triangulation of developmental areas.

Board Appointments and Committee Memberships 2022/23

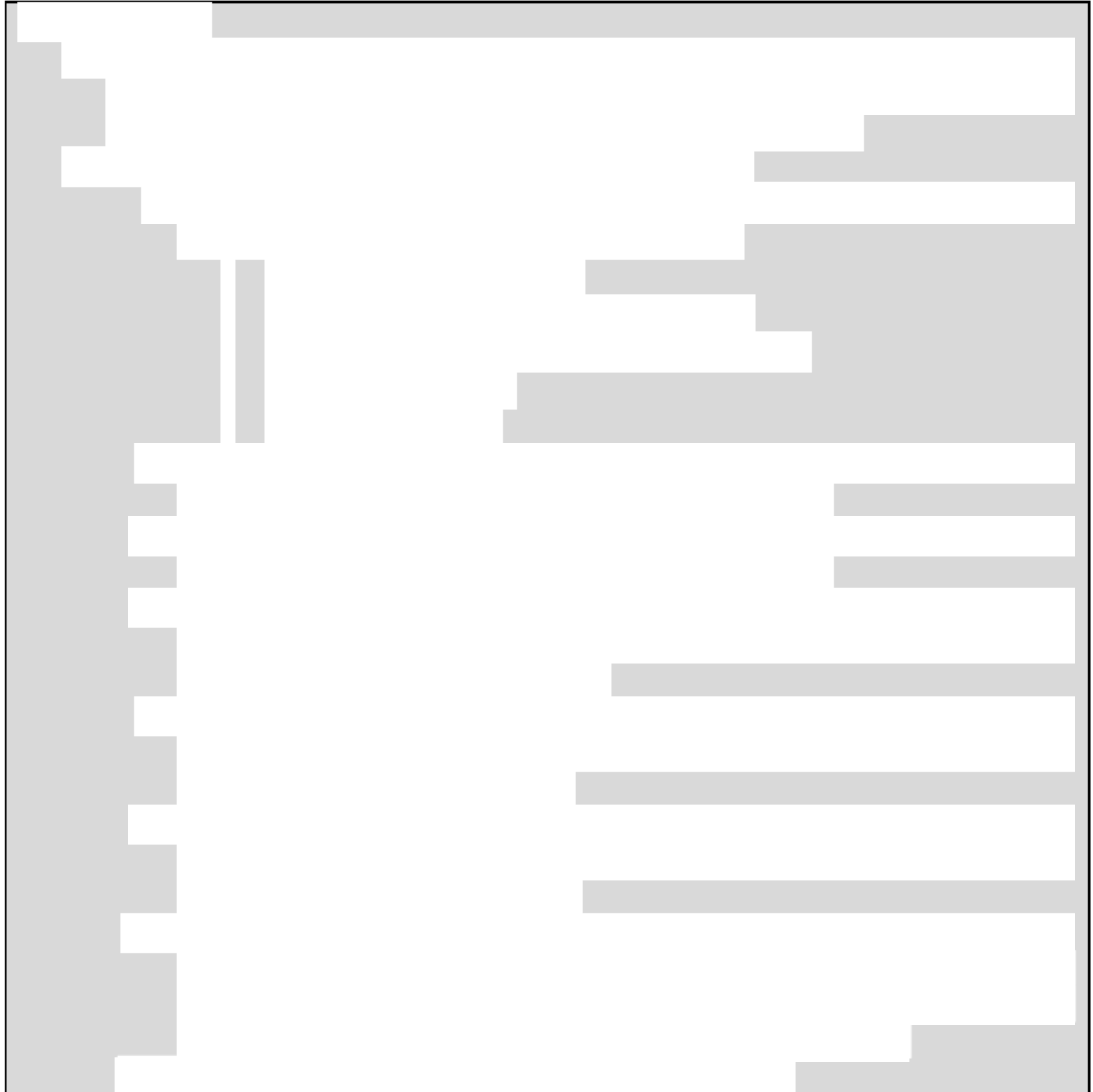
Minutes 058 and 059.2122 are exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

058.2122 (a)



(f)

059.2122



Board Operation from 2022/23

- 060.2122 (a) The Committee received the proposed principles for the operation of the Board and its Committees in 2022/23 and beyond. These had been formulated in consultation with the chairs.
- (b) The Registrar & Secretary reported that there would be a significant shift to remote working with eleven of the Board's nineteen planned meetings in 2022/23 to be held online. It was hoped that this arrangement would mean time spent by the governors

on campus could focus on more interactive sessions and the opportunity to meet informally with other governors, students and colleagues. Arrangements would remain flexible and would be reviewed in-year, particularly with view to ensuring on-campus meetings were adequately spaced out in the meeting cycle.

- (c) It was not currently proposed to move to a hybrid approach for meetings. In response to governor queries it was explained that it would be feasible to facilitate one or two attendees to dial in to a meeting on occasion. However, the limitations of equipment currently available inhibited full participation in proceedings and so would not be offered more widely as a solution for the time being. This would be kept under review.
- (d) The committee welcomed the proposals, particularly those for on-campus meetings and other opportunities. It was agreed that a summary of the proposals would be included in the Committee's report to the Board.

Other Business

Use of the University Seal

061.2122 The Committee noted that since its last meeting five new documents had been executed using the University Seal.

Annual review of committee terms of reference and membership

062.2122 (a) The Committee reviewed the summary of its work during 2021/22 and agreed that it had undertaken a wide range of work which had covered the majority of its role and remit. Some elements of the Terms of Reference did not require annual consideration or were only referred to the Committee as necessary, and where this had been the case in 2021/22 it had been noted in the report.

- (b) The Committee recommended that the Board approve one change to its terms of reference, to include the monitoring of student wellbeing and safety matters in the list of delegated governance matters at paragraph 7.

063.2122 The Committee **resolved** to recommend that the Board approved the proposed change to its Terms of Reference.

Draft Schedule of meetings and business 2022/23

064.2122 The Committee received the draft schedule of business for 2022/23 noting that a placeholder had been left for reporting on the Access & Participation Plan, pending further information from the OfS once the proposed variations had been submitted.

Schedule of meetings and business 2021/22

065.2122 The Committee noted the overview of business it had considered during the 2021/22 academic year.

Date of next meeting

066.2122 The next meeting of the Committee would be held at 13:30 on Friday 14 October 2022 via MS Teams.

Other business

067.2122 No other business was raised.

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

Signed: _____ Date: _____