



AGENDA

The meeting will be held at 13:30 via Microsoft Teams

PRELIMINARY ITEMS		Item	Led by
1	Apologies	Verbal	Dr A West
2	Declarations of interest	Verbal	Dr A West
3	Minutes of the last meeting held on 04 February 2022	GON-2122-030 CONFIDENTIAL	Dr A West
4	Matters arising	GON-2122-031 CONFIDENTIAL	K Harvey
5	Chair's Action – <i>nothing to report</i>	GON-2122-032 CONFIDENTIAL	
STUDENT MATTERS, REGULATORY COMPLIANCE & ASSURANCE		Item	Led by
6	Access & Participation Plan (APP) Update	Verbal	T Lancaster A Fern
7	UKVI Compliance Annual Report	GON-2122-033 CONFIDENTIAL	K Giddings
8	OIA Referrals, 2021 Annual Report	GON-2122-034 CONFIDENTIAL	K Giddings
9	Report on Students' Union Elections held in Spring 2022	GON-2122-035 CONFIDENTIAL <i>To follow</i>	N MacKenzie (tbc)
10	OfS Regulatory Update	GON-2122-036 CONFIDENTIAL <i>To follow</i>	C Thomas
GOVERNANCE MATTERS		Item	Led by
11	Governance effectiveness review update	GON-2122-037	Dr A West

12	Board Appointments and Committee Memberships 2022/23	GON-2122-038 CONFIDENTIAL	C Thomas
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13	Board Operation from 2022/23	GON-2122-039 CONFIDENTIAL	C Thomas
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OTHER BUSINESS

Item

Led by

14 *	Use of the University Seal	GON-2122-040 CONFIDENTIAL	Dr A West
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15	Annual review of committee terms of reference and membership	GON-2122-041 CONFIDENTIAL <i>To follow</i>	Dr A West
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16	Draft Schedule of Business 2022/23	GON-2122-042	K Harvey
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17 *	Schedule of Business 2021/22	GON-2122-043	K Harvey
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18	Any Other Business	Verbal	Dr A West
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Details of next meeting:

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

Shaded items indicate that the Committee 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*



Governance Effectiveness Review - Update

Purpose of Report

To provide the Committee with an overview of progress to date with respect to the review.

Action Requested

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

Key Issues

1. Advance HE began to meet with members of the Board, Academic Board and the University executive in the week commencing 23 May 2022. Colleagues will meet the review team individually or in small groups, with twenty -six meetings in total.
2. The review team will attend the meetings of all the Board's committees, including Academic Board, during their final cycle of 2021/22 as well as the Board meeting scheduled for 22 July 2022. Marion Fanthorpe will be in attendance at this meeting of the Committee.
3. The steering group is scheduled to meet on 07 June 2022 to discuss any emerging themes from the governance effectiveness survey which closed on 13 May and a verbal update will be provided to the Committee at its meeting. A final meeting is being scheduled for late July and the findings and recommendations of the review will be presented to the Governance & Nominations Committee at its meeting in October 2022.

Author

Name: Kate Harvey, Secretariat Manager

Date: June 2022



Draft Schedule of Business for 2022/23

Purpose of Report

To propose the cycle of business to be considered by the Committee at its meetings in 2022/23.

Action Requested

The report is **for discussion**

Key Issues

The draft schedule of business for the Governance & Nominations Committee 2022/23 is attached. Its contents are based on the University's business cycle and legal and regulatory requirements.

The Committee is invited to comment on the draft and members will have the opportunity to add or amend the schedule at each meeting, and between meetings in consultation with the Chair.

Appendices

Appendix A – Draft Schedule of Business 2022/23

Author

Name: Kate Harvey, Secretariat Manager

Date: May 2022

Schedule of Business 2022/23

14 October 2022 Deadline – 05 October 2022	03 February 2023 Deadline – 22 January 2023	09 June 2023 Deadline – 31 May 2023
Membership & terms of reference*	<u>Annual Report on Subsidiary, Associate and Investment Companies - Appointment of Director to Leeds University Student Residences</u>	Board Appointments and Committee memberships 2023/24
Corporate Governance Statement for the Year Ended 31 July 2022	<u>Student Casework Annual Report 2021/22</u>	Report on Students' Union Elections held in Spring 2023
Annual Review and Remuneration of the Chair 2021/22		UKVI Compliance Annual Report
Annual Review and Remuneration of the Committee Chairs 2021/22		<u>OIA Referrals, 2022 Annual Report</u>
Register of Interests		Governor Pairing 2023/24
Governor Feedback & Priorities		
Induction, Pairing and Development Update		Access & Participation Plan (APP) Update
Annual Report on Data Protection and FOI 2021/22		
Annual Report on Fundraising and Donations		
Access & Participation Plan (APP) Annual Expenditure		
<u>Modern Slavery Act Transparency Statement</u>		
Safeguarding / Wellbeing annual report (title tbc)		
Board Effectiveness Review – final report (external)		
STANDING ITEMS	<ul style="list-style-type: none"> • Apologies, Declarations of Interest • Minutes of the last meeting • Matters arising • Chair's Action (note "Nothing to report" on agenda if no updates) 	<ul style="list-style-type: none"> • <u>OfS Regulatory Updates</u> • Schedule of Business 2022/23 generally* unless changes to note • Use of the University Seal*
OTHER MATTERS/ LONGER TERM ITEMS		

Shaded items indicate that the Committee is being asked to make a decision / recommend to the Board

* Starred items will be taken without discussion

Underlined items indicate reports that require UET scrutiny



Schedule of business 2021/22

Purpose of Report

The report presents the Governance and Nominations Committee's schedule of business for 2021/22.

For this and future meetings members of the Committee 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 2022

Schedule of Business 2021/22

15 October 2021 Deadline – 06 October 2021	04 February 2022 Deadline – 26 January 2022	10 June 2022 Deadline – 01 June 2022
Membership & terms of reference*	<u>Annual Report on Subsidiary, Associate and Investment Companies - Appointment of Director to Leeds University Student Residences</u>	Board Appointments 2022/23
Corporate Governance Statement for the Year Ended 31 July 2021	<u>Student Casework Annual Report 2020/21</u>	Committee Memberships 2022/23
Annual Review and Remuneration of the Chair 2010/21	Committee Appointments (Matters arising)	Report on Students' Union Elections held in Spring 2022
Annual Review and Remuneration of the Committee Chairs 2010/21	Board Effectiveness Review	<u>UKVI Compliance Annual Report</u>
Register of Interests	Governor Recruitment	<u>OIA Referrals, 2021 Annual Report</u>
Induction, Pairing and Development Update	<u>Student Wellbeing - Safety</u>	
Annual Report on Data Protection and FOI 2020/21	Advance HE EDI Toolkit	Access & Participation Plan (APP) Progress Update
Annual Report on Fundraising and Donations		<u>Board Operation from 2022/23</u>
Access & Participation Plan (APP) Annual Expenditure		
<u>Modern Slavery Act Transparency Statement</u>		
Board Effectiveness Review (external)		
STANDING ITEMS	<ul style="list-style-type: none"> • Apologies, Declarations of Interest • Minutes of the last meeting • Matters arising • Chair's Action (note "Nothing to report" on agenda if no updates) 	<ul style="list-style-type: none"> • <u>OfS Regulatory Updates</u> • Safeguarding / Wellbeing • Schedule of Business 2021/22 generally* unless changes to note • Use of the University Seal*
OTHER MATTERS/ LONGER TERM ITEMS	Student Wellbeing annual report – from 2022/23 Governor Pairing 2022/23 (Oct 2022) Advance HE/HESA Governor Data (Oct 2022)	

Shaded items indicate that the Committee is being asked to make a decision / recommend to the Board

* Starred items will be taken without discussion

Underlined items indicate reports that require UET scrutiny