



Minutes of the 14 October 2022 meeting (held via Teams)

Present: Dr Andrew West (Chair)

Dr Oliver Bray, Rachel Hewitt, Tracey Lancaster, Ashleigh Pinnock, Professor Peter Slee, Nick Whitaker

In attendance: Alison Barker*, Sarah Coll*, Lorna Gladstone*, Kate Harvey (Secretary), Jo Jones*, Marion Fanthorpe*, Caroline Thomas

Apologies: David Lowen, Shwetal Shah

** Present as indicated in the proceedings*

PRELIMINARY ITEMS

Terms of reference and membership

001.2223 (a) The report was received without discussion.

(b) Dr Andrew West, Chair of the Committee, welcomed Ashleigh Pinnock, new student governor and SU Welfare & Communities Officer, to her first meeting of the committee.

Declaration of interest

002.2223 Declarations of interest were received from Dr Andrew West and Nick Whitaker, relating to the agenda item proposing remuneration for the chairs of Committees (minutes 023 and 024.2223 refer).

Minutes

003.2223 The Committee **agreed** that the minutes of its meeting on 10 June 2022 were an accurate record.

Matters arising

004.2223 (a) The Secretariat Manager provided the Committee with an overview from the Students' Union (SU), in response to queries from the meeting 10 June 2022 regarding low turnout during elections. To promote opportunities, the SU's marketing team implemented an annual communications campaign about elections and representation opportunities. Student-facing teams such as the Student Voice &

Insight team engaged with students at events on campus or remotely. It was acknowledged by the SU that there was perhaps more focus on students already in “leadership” roles. These included course reps and equality community leaders who had already taken the first steps.

- (b) This year the Student Voice Insight team would expand this activity and would visit courses as part of induction talks to promote elections and the importance of voting more broadly. Linked to this were plans to promote external social responsibilities including registering to vote in local and national elections with the council. The student governor and SU Welfare & Communities Officer noted that increasing engagement and promoting SU democracy formed part of the officer objectives for the 2022/23 academic year.
- (c) The Deputy Secretary and Student Casework Manager had met the SU’s Head of Membership Engagement and Student Voice Manager in March 2022 to consider immigration issues relating to international Masters students starting in September and whose studies would be disrupted if they stood for and were successful in an campaign. Guidance had been shared with the SU to help them find a way forward.
- (d) The Committee welcomed the proposed action from the SU to improve turnout in elections. It was noted that a suggestion from the recent governance effectiveness review was for the Board to consider ways in which governors could further engage with the University’s students. This would be included on the action plan for 2022/23.

005.2223 The Committee **agreed** that the Governor Code of Conduct should be reviewed in full for the next meeting, with regular reviews to be conducted in the future.

Chair’s Action

006.2223 No Chair’s actions were reported.

STUDENT MATTERS, REGULATORY COMPLIANCE & ASSURANCE

Lorna Gladstone, Head of Information Governance, joined the meeting.

Annual Report on Data Protection and FOI 2021/22

Minute 007.2223 is exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

007.2223



iii.

Allison Barker, Head of Events, Alumni & Partners, joined the meeting.

Annual Report on Fundraising and Donations

Minute 008.2223 is exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

008.2223 (a)

(c)

Alison Barker left the meeting. Sarah Coll, Head of Procurement, joined the meeting.

Modern Slavery Act Transparency Statement

Parts of minute 009.2223 are exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

009.2223 (a) The Committee considered the University's Transparency Statement which would be published on its website following approval and signature by the Vice Chancellor.

(b) The Head of Procurement reported that the Procurement Strategy had been refreshed with Modern Slavery now included in the strategic objectives.

010.2223 The Committee **resolved** to approve the University's Modern Slavery Act Transparency Statement for publication on the website.

Sarah Coll left the meeting.

Update on Variations to the Access & Participation Plan (APP)

Parts of minute 011.2223 are exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

011.2223 (a) Tracey Lancaster, the Deputy Vice Chancellor (Resources), reported that on 06 October the Office for Student (OfS) had launched a consultation on a new approach to regulating equality of opportunity. This would inform the focus of the University's APP for 2024/25 which would be submitted in summer 2023.

(b) There were eight proposals in the consultation,

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(d) The University executive would sign off the University's submission to the consultation with the draft APP coming through to the Committee in due course.

Jo Jones, Associate Director (Student Services) joined the meeting.

Student Inclusion, Wellbeing and Safety

Minute 012.2223 is exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

012.2223 (a)

[Redacted content]

(d)

Jo Jones left the meeting.

OfS Regulatory Updates

Minute 013.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

013.2223 (a)

(c)

BOARD EFFECTIVENESS

Marion Fanthorpe, lead reviewer form Advance HE, joined the meeting.

Governance Effectiveness Review Outcomes

Part of minute 014.2223 is exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

014.2223 (a)

Marion Fanthorpe left the meeting.

Governor Feedback & Priorities

Part of minute 015.2223 is exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

015.2223 (a) The Committee discussed the feedback raised by governors over the course of their annual review meetings including a range of issues for further discussion through Board meetings and Away Days in the year ahead, which aligned with the outcomes of discussions at the Board away day held on 07 October 2022.

(b) The Committee was pleased to see this feedback and how it aligned with away day discussions, highlighting the importance of the Board being able to set its own strategic agenda.

Governor Recruitment Update

Minutes 016 and 017.2223 are exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

016.2223 (a)



(c)

017.2223

Induction, Pairing and Development Update

- 018.2223 (a) The Committee noted an overview of the current induction offering for new governors which had generated positive overall feedback, with new governors feeling well supported with by an effective induction and access to information.
- (b) There was a brief discussion about options for continuing the programme of informal governor briefings in 2022/23. It was proposed a regular Friday morning slot was agreed, with suggested first areas of focus to be around the academic cycle and assurance, including the degree algorithm and grade inflation, external examiners, and a more general briefing on the work of Quality Assurance Services. Equality, diversity and inclusion, and Degree Apprenticeships were also on the list proposed by Chairs' Committee at its meeting in September 2022.

GOVERNANCE REPORTING 2021/22

Corporate Governance Statement for the Year Ended 31 July 2022

Part of minute 019.2223 is exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

- 019.2223 (a) The Committee reviewed draft Statement which would be included in the Financial Statements for the 2021/22 year.

(b) Subject to two minor amendments, the Committee agreed to approve the statement.

020.2223 The Committee resolved to approve the Corporate Governance Statement subject to the two minor amendments discussed.

Register of Interests

Part of minute 021.2223 is exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

021.2223 (a) The Secretariat Manager reported that a total of 92 of 94 expected entries had been returned, with two of these being from the previous year after colleagues left the University and had been unable to complete a submission prior to leaving.

(b)

Annual Review and Remuneration of the Chair 2021/22

Minutes 022 and 023.2223 are exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

022.2223 (a)

[Redacted content]

023.2223

Annual Review and Remuneration of the Committee Chairs 2021/22

Rachel Hewitt, independent governor, took the Chair for this agenda item which was considered at the end of the meeting. Dr Andrew West and Nick Whitaker declared an interest and left the meeting.

Minutes 024 and 025.2223 are exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

024.2223 (a)

025.2223

OTHER BUSINESS

Use of the University Seal

026.2223 The Committee noted that since its last meeting 1 new document had been executed using the University Seal.

Schedule of meetings and business 2022/23

027.2223 The scheduled for the year was noted.

Date of next meeting

028.2223 The next meeting of the Committee would be held at 13:30 on 03 February 2023 on campus.

Other business

029.2223 No other business was raised.

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

Signed: _____ Date: _____