

Board of Governors

Minutes of the one-hundredth meeting of the Board of Governors, held on Wednesday 6th July 2016 at 5pm in the Council Room, Wulfruna Building, City Campus Wulfruna.

Present:

Dr Simon Walford, Chair & Independent Governor
Ms Kathy Gee, Deputy Chair & Independent Governor
Professor Geoff Layer, Vice-Chancellor
Mr Jas Bains, Independent Governor (until end of item 1599(c))
Ms Kim Carr, Independent Governor
Professor Martin Chambers, Independent Governor
Mr Geoff Thompson, Independent Governor (until end of item 1605(b))
Mr David Bourne, Non-Teaching Staff Representative Governor
Dr Aidan Byrne, Teaching Staff Representative Governor
Ms Gaby Steinke, Academic Board Nominee Governor
Dr John Pymm, Academic Board Nominee Governor
Miss Nicole Berroa, Student Governor

In attendance:

Mrs Clare McCauley, Interim University Secretary
Ms Ann Gough, Chief Executive, Students' Union
Dr Anthea Gregory, Deputy Vice-Chancellor Academic
Mr Andy Holding, Finance Director
Professor Ian Oakes, Deputy Vice-Chancellor Research and External Engagement
Mrs Jackie Dunne, Deputy Vice Chancellor Access to Life-long Learning
Mrs Claire Shaw, Head of Alumni and Development (until end of item 1594)
Mr Jon Elsmore, Dean of Students (until end of item 1593)
Mr Kunal Swani, Employer Liaison Manager (until end of item 1593)
Miss Gemma Towns, Head of Corporate Governance and Clerk to the Board
Ms Natalia Hill, PA to the University Secretary (minute-taker)

Apologies:

Mr Ben Reid, Independent Governor
Professor Gill Nicholls, Nominated Member
Miss Habiba Amjad, Student Governor and Students' Union President
Mr Anthony Collins, Independent Governor
Mr Ninder Johal, Independent Governor
Mr Mike Priddy, Independent Governor

1590 Welcome, Apologies and Declaration of Interests

The Chair welcomed Mrs Ann Gough and Miss Berroa to the meeting and congratulated Miss Berroa on being elected as the Students' Union Academic Vice-President.

The chair also welcomed Mr Elsmore and Mr Swani from the Office of the Dean of Students and Ms Shaw from External Relations.

Apologies had been received from Mr Ben Reid, Professor Gill Nicholls, Mr Anthony Collins, Mr Ninder Johal, Mr Mike Priddy and Miss Habiba Amjad

There were no interests to declare.

1591 Minutes of the Previous Meetings and Matters Arising

(a) Minutes

- i. The minutes of the ninety-seventh meeting, held on 16th March 2016 were agreed as a true record.
- ii. The minutes of the ninety-eighth meeting, held on 12th May 2016 were agreed as a true record.
- iii. The minutes of the ninety-ninth meeting, held on 8th June 2016 were agreed as a true record.

(b) Matters Arising

There were no matters arising.

1592 Membership

(a) Mr Mike Priddy

It was resolved that Mr Priddy be re-appointed to the Board of Governors as an Independent Governor and Chair of Audit Committee for second term of office of three years, from 1st August 2016 effective until 31st July 2019.

(b) Miss Habiba Amjad

It was resolved that Miss Amjad be appointed as a student nominee governor for a one year period of office from 6th July 2016 until 30th June 2017.

(c) Ms Mandy Thorn

It was resolved that Ms Thorn be appointed as an Independent Governor for a three year period of office from 6th July 2016 until 31st July 2019.

(d) **Mr Anthony Collins**

It was resolved that Mr Collins be appointed as a Deputy Chair of the Audit Committee to run commensurate with his term of office on the Board of Governors, until 30th November 2018.

(e) **Mr Ninder Johal**

It was resolved that Mr Johal be appointed to Nominations Committee to run commensurate with his term of office on the Board, until 30th November 2018.

(f) **Mr Geoff Thompson**

It was resolved that Mr Thompson be appointed to the Joint Equality and Diversity Committee to run commensurate with his term of office on the Board, until 31st August 2018.

(g) **Miss Nicole Berroa**

It was resolved that Miss Berroa be appointed as the second student governor for a one year term of office, effective from 6th July 2016 until 30th June 2017.

The Resignation of Ms Paula Clark as an Independent Governor was noted with gratitude for the considerable contribution she has made to the work of the Board.

1593 Destination of Leavers of Higher Education (DLHE)

Mr Elsmore and Mr Swani presented the results of the Destination of Leavers of Higher Education survey conducted by Higher Education Statistics Agency (HESA). Mr Swani described the context and scale of the University of Wolverhampton's achievement of 96.3% for those leaving Undergraduate studies and 98.4% for those leaving Postgraduate studies. This year's response rate was 84.1%, well above the HESA set target of 80%.

The Board queried why performance differed amongst the individual schools. This was mostly attributed to the availability of jobs in specific occupation areas.

Mr Elsmore advised that HESA was consulting on the high level principles regarding what information needs to be gathered about post study outcomes for those leaving higher education in the future in order both to align with the 2015's Small Business, Enterprise and Employment (SBEE) Act and to make the data collection exercise itself more cost effective.

1594 Annual Fundraising Report

Ms Shaw presented to the Board the annual fundraising activity report. Ms Shaw advised the Board that the University was on track to meet fundraising targets for this year and thanked the governors for their work in championing the University.

1595 Students' Union

(a) Students' Union Report

Mrs Gough presented to the Board the Students' Union report and highlighted that one of the key priorities for the Students' Union going forward is Student Voice. Mrs Gough was pleased to report that proactive training and the development of preventative agenda had reduced the number of crisis contacts. The Students' Union had undertaken a survey to understand the University's student body better in order to be able to respond to their needs.

There was a discussion regarding the partnership agreement between the University and the Students' Union and how it has helped to align expectations and ensure an effective sustainable relationship.

(b) Students' Union Bye-Law Changes

It was resolved that the changes to the Students' Union Bye-Laws be approved.

The Board received an update on the outgoing Students' Union Executive Office Team.

1597 Vice-Chancellor's Update

(a) Vice-Chancellor's Report

Professor Layer presented the report and assured the Board that the University reacted quickly to the result of the EU referendum and contacted existing EU students and applicants to reassure them. Professor Layer advised that the University would need to review any impact.

(b) HEFCE Institutional risk letter

The Board received the HEFCE Institutional risk letter.

(c) **HEFCE Prevent Letter**

The Board received the Prevent letter from HEFCE which outlined two issues. Professor Layer advised the Board that the first issue was sector-wide and HEFCE would provide further guidance. With regards to the second issue, the University was working to address this.

(d) **Student Recruitment Update**

Dr Gregory presented the update and advised the Board that the University was on track to reach its recruitment target. Although UCAS applications were currently slightly down on last year, direct applications had increased. Part-time applications were positive, particularly in comparison to the sector. International recruitment was slightly above target, with better undergraduate growth than postgraduate. Dr Gregory commented on the significant increase in Home/EU Postgraduate market due to the availability of Postgraduate Loans.

The Board queried why almost half of the student population were recruited each year. Dr Gregory advised that intake had grown and many postgraduate and TNE courses are only one year long, but recognised that retention needed to be addressed further.

(e) **Naming of MI Building**

It was resolved that the naming of the MI Building be approved, subject to the consent of Alan Turin's family.

1598 White Paper/University's response to the Teaching Excellence Framework (TEF) consultation

Professor Layer presented the University's draft response to the second TEF consultation. Mrs Gough commented that the response from the Students' Union was similar.

A discussion took place around the metrics and the impact across the sector particularly for Universities, like Wolverhampton, with a diverse student population and a widening participation agenda.

1599 Financial Matters

(a) Quarter 3 Outturn and Cashflow Report

The Quarter 3 Outturn and Cashflow Report was received by the Board.

(b) Budget 2016/17

Mr Holding advised the Board that the sharp rise in pay expenditure was largely due to new posts being established and a mechanism for monitoring staff numbers was being developed..

It was resolved that the Budget 2016/17 be approved.

(c) Fees 2017/18

Mr Holding informed the Board that due to Competition and Markets Authority requirements, fees need to be approved earlier in the academic cycle.

The Board was pleased to note that the proposed increases to Postgraduate fees were closely aligned to inflation.

It was resolved that the Fees for 2017/18 be approved.

(d) Five Year Forecast

Mr Holding delivered a presentation on the reasons for the five year forecast and method of preparation. Mr Holding explained that some assumptions had been made regarding funding and tuition fees, income and interest. Expenditure assumptions included developments in pay, interest and depreciation. Mr Holding discussed some issues that could negatively impact the financial forecast including the general economic impact of leaving the EU, loss of EU grants, increases in staffing, further pension contribution increases and interest and inflation rates. The forecast, once finalised, will be distributed to the Board. **(Action: Mr Holding)**

There was a robust discussion on how the University deals with non-budgeted, surpluses on the income and expenditure account by re-investing in areas of student experience, research, teaching and growing areas of activity. The emphasis of the Board is to seek to sustain accurate forecasting and strategic spending commitments, recognising that substantial changes in the financial regimen for the University in recent years and the added uncertainty of the impact of Brexit make this a considerable challenge.

1600 Risk Appetite Statement

It was resolved that the Risk Appetite Statement be approved.

1601 Confidential Item

Confidential Minute

1602 Policies

(a) **Data Protection Policy**

It was resolved that the Data Protection Policy be approved.

(b) **Freedom of Information Policy**

It was resolved that the Freedom of Information Policy be approved.

(c) **Staff Interests Policy**

It was resolved that the Staff Interests Policy be approved.

(d) **Governor Interests Policy**

It was resolved that the Governor Interests Policy be approved.

(e) **Charitable and Political Donations Policy**

It was resolved that the Charitable and Political Donations Policy be approved.

(f) **Anti-Bribery Policy**

It was resolved that the Anti-Bribery Policy be approved, subject to an amendment to the approval limit for receiving gifts which should be reduced from £140 to £50.

1603 Academic Board Minutes

(a) **Academic Board Minutes 24th May 2016**

The minutes were taken as read.

(b) **Academic Board Minutes 13th June 2016**

The minutes were taken as read.

It was resolved that the change to Bye-Law 5 be approved.

1604 Sub-Committee Minutes

(a) **Nominations Committee 12th May 2016**

The minutes were taken as read.

(b) Report from Remunerations Committee 12th May 2016

The minutes were taken as read.

(c) Planning and Resources Committee 12th May 2016

The minutes were taken as read.

(d) Equality and Diversity Committee 6th June 2016

The minutes were taken as read.

(e) Governors' Estates Sub-Committee 7th June 2016

The minutes were taken as read.

(f) Audit Committee 9th June 2016

The minutes were taken as read.

(g) University of Wolverhampton Science Pak Ltd 9th June 2016

The minutes were taken as read.

(h) Wholly Owned Subsidiary Companies 9th June 2016

The minutes were taken as read

(i) Planning and Resources Committee 16th June 2016

The minutes were taken as read.

1605 Governance Matters

(a) Chair's actions

The Chair's actions taken on 5th April 2016, 15th April 2016 and 3rd June 2016 were received for information.

(b) Sealing Register

The Board confirmed the affixing of the common seal of the corporation to numbers set out against items 409 to 416 inclusive of the sealing record.

(c) Revised Delegation Schedule

It was resolved that the delegation schedule and fast track process for the 2016/17 academic year be approved.

(d) HEFCE Revised Operating Model for Quality Assessment

The Board received the update containing a summary of the Revised Operating Model for Quality Assessment. This will now require the governing body to gain more robust assurances of the academic activities of the University. It was discussed that the Deputy Vice-Chancellor Academic would chair the working group that would consider proposals and recommend a course of action to the Board. **(Action: Miss Towns)**

It was resolved that the creation of a working group which would include at least two governors/nominated members be approved. Such members to be selected by the Chair of the Board.

1606 Any Other Business

(a) Chancellor's Dinner

The Board was reminded that the Chancellor's Dinner will take place on Friday 23rd September 2016.

The Chair announced to the Board that Miss Towns, Clerk to the Board, would soon be leaving the University and thanked her for her contribution and wished her well.

Meeting closed: 7:45pm

Next meeting: Governor Away Day Friday 21st October 2016