

BISHOP GROSSETESTE UNIVERSITY COLLEGE LINCOLN

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MINUTES OF THE MEETING OF THE  
FINANCE, EMPLOYMENT & GENERAL PURPOSES COMMITTEE

TUESDAY 12<sup>th</sup> JUNE 2012  
2:00 PM IN ROOM 102, SKINNER BUILDING

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**Present**

Mr Maximilian Manin  
Professor Muriel Robinson  
Mrs Pamela Taylor (Chair)

**In attendance**

Mr Haydn Beeken, Vice Chair of Governors

Mr Nigel Appleton, Dean of School of Teacher Development (from item 9)  
Mr Stephen Deville, Director of Resources  
Mr Ian Bennett, Student Governor (for item 5 only)  
Dr Sally Bentley, Dean of School of Culture, Education & Innovation (from item 9)  
Mr Steve Illidge, SU President 2011/12 (for item 5 only)  
Mr Rob Jones, Director of Enterprise (via Skype link for his part of item 9 and item 10)  
Mr Stephen Kirby, Finance Manager (for item 6 only)  
Ms Vicky Mays, Clerk to Governors  
Ms Hâf Merrifield, Deputy Principal  
Mr Fred Robson, Head of Estates (for item 7 only)  
Ms Alison Smith, Head of Human Resources (for item 8 only)  
Mrs Emma Smeaton, Minuting Secretary  
Dr Claire Taylor, Dean of Students and Academic Engagement (from item 9)  
Mr Rob Thorpe, SU President 2012/13 (for item 5 only)  
Mr Luke Tinley, SU Development Manager (for item 5 only)

**1. Declarations of interest**

There were no declarations of interest.

**2. Apologies**

Apologies were received from Professor John Fothergill, Mr John Rowland and Mrs Lucy Wood. The Chair expressed particular thanks to Mr Haydn Beeken for attending the meeting at such short notice in the absence of other lay governors on this occasion.

**Action**

**3. Minutes of the last meeting held 21<sup>st</sup> February 2012**

The minutes of the meeting of the 21<sup>st</sup> February 2012 were confirmed as a true record of the meeting and the Chair was authorised to sign them.

**4. Matters arising**

Item 8 (iii) Naming of the new Library building

The Principal reported that the name of the new Library had been agreed as The Cornerstone Building and they were now in the process of agreeing a sign.

**5. Students' Union**

The Chair welcomed the current SU President for 2011/12, the incoming SU President for 2012/13 and Student Governor, Ian Bennett to the meeting for this item.

(i) Review

The Deputy Principal reported that at the February FE&GP Committee meeting it had been agreed that a review of the Students' Union would be conducted. She reported that there were a number of reasons the review did not start in a timely fashion which led to students being unhappy with the process and a very limited response to the consultation had been received. Members noted the summary of the consultation which offered a series of recommendations to be taken forward immediately and some issues on which further consultation and joint work was required to reach an agreed recommendation.

The Students' Union President 2011/12 reported that the Students' Union felt that the Deputy Principal's Paper reflected a lack of understanding of the students' union and its processes and if the review had been conducted over a longer period of time a lot of these issues could have been cleared up. He noted that there were parts of the Deputy Principal's document that made the Students' Union shine in a negative light. The Vice Chair of Governors noted that he had not read the document as a criticism but more of a journey and agreed that more time could have been spent on the review but now it was important to look at how to move forward.

Members noted that the recommendations in the Deputy Principal's paper represented a way of moving the situation forward, rather than a set of final decisions and agreed that they should be implemented. It was also noted that it was not possible to comment on solutions to the issues until the process was further advanced. The Students' Union President asked that the process recommendations in the Deputy Principal's paper be taken forward taking into account the solutions proposed in the paper submitted by the Students' Union. This was agreed by the Students' Union. The Chair thanked the Deputy Principal and the Students' Union for their papers and noted that the Committee look forward to seeing an update at their next meeting.

Next FE&GP

(ii) Draft budget

The Chair welcomed the Students' Union Development Manager into the meeting for this item.

Members received the draft budget for 2012/13 and the Students' Union Development Manager highlighted the slight increase in income for next year and the large surplus for 2012/13 pending staffing changes. The Chair noted that the photocopier budget had decreased to nothing. The Students' Union Development Manager reported that this was due to the photocopier being paid for this year. It was therefore suggested that the photocopier should still be budgeted for in the event of a replacement being required. Members noted that the increase in the merchandise budget was to allow for the printing of new merchandise with the new name.

The Committee thanked the Students' Union Development Manager for all his work and input at governor meetings as it would be his last meeting before he left the University College on the 22<sup>nd</sup> June. The representatives of the Students' Union and the Student Governor left the meeting at this point.

6. Finance

(i) Draft budgets

The Director of Resources talked members through the draft budget for 2012/13. It was agreed that it would be helpful to have a set of recruitment figures to accompany the budget for future meetings. The Committee were happy to recommend the draft budget to the Governing Body, meanwhile it was noted that some of the staffing had already moved forward.

SD

(ii) Financial forecasts

The Director of Resources noted that HEFCE required the submission of the financial forecasts by the 20<sup>th</sup> June but were happy to accept them in a draft form subject to approval at Governing Body on the 28<sup>th</sup> June.

Members received the financial forecasts and having discussed the recommendation that the BA fee should be held at £7500 until 2013/14 agreed that it would be sensible to do so. The Committee were therefore happy to recommend this to the Governing Body but noted that a broader discussion about the university college's approach to fee setting would be appropriate during the next financial year.

The Director of Resources also highlighted the paper which showed the cash flow impact of the new fees system for a typical three year undergraduate student. Members agreed that this made retention a higher risk It was also agreed that the Director of Resources would create a bar chart to demonstrate this.

SD

## 7. Estates & University College Services

The Head of Estates was welcomed into the meeting for this item.

(i) Building works update

The Head of Estates talked members through the building works update they had previously received and noted that major works to upgrade the incoming gas supply to the campus were currently underway. It was also reported that tenders for the Reprographics move had been received, with the lowest quote of £120K including VAT coming in from Taylor Pearson. A pre-start meeting was scheduled for Friday 15<sup>th</sup> June.

Major capital developments:

- Library

It was noted that the new Library/Student Support and Learning Support building had been handed over and was now occupied. Work to refurbish the old Library building was progressing.

- Student accommodation

The Committee noted that the Head of Estates would be meeting with bathroom designers the following day to look at bathroom pods for the new accommodation building that would be built off-site as much as possible to minimise disruption. The Director of Resources noted that he had the up to date drawings of the new accommodation block available for members to see at the end of the meeting and also noted that the pre-planning agreement had been very encouraging.

- Reception

The Head of Estates reported that tendering for the new Reception area would be going out over the next few days

The Chair thanked the Head of Estates for his report and congratulated him and his team on managing so many projects successfully.

(ii) Health & Safety annual report

The Head of Estates reported that the Health and Safety Committee had their last meeting a few weeks prior and noted the following:

- An annual report had been produced but it had not yet been through the Committee so would come to FE&GP Committee at their next meeting.
- An in depth audit of the Drama Department had taken place.
- Risk assessments of departments had been carried out under the health and safety banner. It was noted that risk assessment training could be improved upon.
- Reports of accidents had gone up significantly, this was mostly a result of minor injuries on the summer sports programme and the fact that people were following procedures and reporting more.
- The reporting of incidents had risen; most of these were noise reporting incidents. The number of reported intruders on campus had also risen, however the reporting of theft had decreased. Members noted the two incidents of near fire misses and minuted their thanks to Porter, Steve Honey and Head of Library Services, Emma Sansby for their persistence regarding the smouldering incident on the new Library building site.

Next FE&GP

## 8. Employment

The Head of HR attended the meeting for this item.

(i) HR

- Staff report

The Head of HR talked members through the report which they had received with the agenda. It was noted that whilst turnover was low this would rise next year as the report only went up to April. A healthy staff turnover was noted. It was reported that the HR department were in the process of developing an annual contract for associate tutors that would mean they received 12 regular payments, implementing a more structured and streamlined process of appointing. The Chair thanked the Head of HR for her report.

- Other HR issues

Regarding staff development it was reported that appraisal training and driver training had taken place and customer service training would be organised in the near future.

A report from the Head of HR was tabled recommending to the Committee that BG had a relocation package in place with a limit of £2K and conditions that it should be claimed within the first 12 months of employment, with some of the money being recouped if the individual left the institution within two years. Members agreed that this could be offered for moves which facilitated new employees being nearer to campus and were happy to support the proposal but agreed that the limit should be increased to £3K.

The Head of HR reported on the plans for auto enrolment of pensions and noted that she was currently working on the staff survey for 2012. It was also reported that the academic unions had rejected pay increase offers at their executive meeting the prior weekend. The Chair thanked the Head of HR and her team for their work during the year.

## 9. Business Plans

The Dean of Students and Academic Engagement, the Dean of School of Culture, Education and Innovation and the Dean of School of TD joined the meeting at this point. The Director of BG Enterprise joined the meeting virtually via Skype.

### Academic Engagement Hub Business Plan 2012-13

The Dean of Students and Academic Engagement reported on the issues with the student records system and the appointment of people in the Student Data team, noting that she was confident the right people were now in place to get caught up on this.

She also highlighted the proposal for increased investment to develop the university college's research capacity. The underlying strategy had been developed with the two Deans of School. The Committee noted the importance of developing research in the context of University title.

#### School of Culture, Education and Innovation (SCEI) Business Plan 2012-13

The Dean of SCEI reported that her business plan built upon last year's business plan which had been fully and properly implemented. It was noted that there was a strong push on e-learning and the strengthening of education related staffing. The refreshed Theology and Music courses for 2012 and new Psychology and Tourism & Enterprise subjects planned for 2013 were highlighted. It was noted that the University of Lincoln also offered Psychology but that the emphasis of the proposed BG programme would be different and that there appeared to be a high level of demand for this subject. The Dean was asked to outline the market research which had been undertaken before starting these programmes and she explained the processes for assessing demand.

#### School of Teacher Development Business Plan 2012-13

The Dean of School of Teacher Development reported that his strategic objectives were much the same. He reported on Ofsted readiness and noted that a period of two days' notice would be given prior to an inspection. It was also noted that six appointments had been made for the next academic year, four of whom had Doctorates.

#### Strategy and Performance Business Plan 2012-13

The Deputy Principal noted that work with the Students' Union, discussed earlier in the meeting, would be an important feature of her hub's plan, which would also include supporting the institution through the period of transition to a new head of institution and, hopefully, securing University title.

#### Resources Hub Business Plan 2012-13

The Director of Resources highlighted areas of his report noting the very clear success indicators. It was noted that the scope of the estates developments had not really been reflected so it was agreed that some thought on the inclusion of this would be given.

SD

#### Enterprise Hub Business Plan 2012-13

*Item considered under reserved business.*

### **10. Plans for the Limited Company**

*Item considered under reserved business.*

**11. Risk Management**

Members received a summary of institutional top risks and agreed to the added risk around data. This had not yet been rated and more work and discussion was required. In relation to student recruitment there was more concern about under recruiting rather than over recruiting but there was reasonable confidence that places could be filled. Specific measures to identify additional PGCE primary recruits were reported including additional advertising, some possible opportunities to reconsider rejected applications and the possibility of a January start cohort.

The Committee agreed that it would be better to over recruit slightly and pay any financial penalty rather than to under recruit and lose numbers for future years and as extra numbers had been allocated it was important to meet these.

It was also agreed that the change of leadership of the institution would be added to the risk table.

**12. Agenda suggestions**

- Extra detail to explain the implications for cash flow of the new SLC timetable regarding cash flow;
- Recruitment figures;
- Progress on major works;
- Recruitment of staff;
- Update on the University title.

**13. Any other business**

Members agreed that the Governance and Nominations Committee would be asked to consider whether the FE&GP Committee had enough members and whether an additional governor should be appointed to the Committee.

G&N  
Committee

**14. Key items for the Governing Body**

It was agreed that all major items covered on the agenda would be taken to the Governing Body for consideration/approval.

**15. Date of next meeting**

The next meeting of the Finance, Employment & General Purposes Committee would take place on Wednesday 7<sup>th</sup> November 2012 at 2:00 pm.

Signed .....  ..... Date ..... 22.11.12 .....