

BISHOP GROSSETESTE UNIVERSITY

MINUTES OF THE MEETING OF THE
UNIVERSITY COUNCIL

WEDNESDAY 19 NOVEMBER 2014
1:45 PM IN HARDY TEACHING ROOM 2

Council members present:

Mr David Babb
Dr Kevin Brown
Mr David Clements
Mr Richard Corn
Bishop David Court
Ms Angela Crowe
Mr Jack Downey
Mrs Sandra Gratrack
Professor David Head
Dr Tony Hill
Mr Stephen Lawrence
AVM Gavin Mackay
Mr Graham Meeson
Professor Jayne Mitchell
Mr Roger Mosey (Chair)
Rev'd Sally Myers
Rev Canon Professor Peter Neil
Mrs Jasmit Phull
Mr Christopher Robertson
Dr Jim Smith
Mrs Bridget Starling

In attendance:

Mr Jamie Caress, Students' Union Vice President 2014/15
Mr Stephen Deville, Director of Resources
Mr Rob Jones, Director of Enterprise
Dr Grahame Killey, Planning and Performance Manager (for item 12)
Mrs Katie Skilton, Clerk to the University Council
Ms Emma Smeaton, Governance Officer & PA to the University Council

1. Welcome

The Chair welcomed members to the meeting and in particular welcomed the Right Reverend Dr David Court, Bishop of Grimsby to his first Council meeting. The Bishop would be attendance for future meetings on behalf of the Bishop of Lincoln.

Congratulations were recorded to the Vice Chancellor who was recently installed as a Canon in Lincoln Cathedral. The Chair noted that it was a great honour to have the University recognised in this way and it took the institution back to the first two Principals of the original College, both of whom were Canons of the Cathedral. Congratulations were also recorded to Air Vice Marshall Gavin Mackay on being appointed the High Sheriff of Lincolnshire from March 2015, having attended a nomination ceremony at London High Court the previous week and to the Director of Resources, Stephen Deville on achieving his MBA from the Institute of Education, London.

2. The University Prayer

Rev. Professor Peter Neil led the University Prayer.

3. Declarations of interest

There were no declarations of interest.

4. Apologies

Apologies for absence were received from The Very Reverend Philip Buckler and Professor Mark Thompson.

5. Minutes of the meeting held on 30 September 2014

The minutes of the last meeting held on 30 September 2014 were APPROVED as a true record of the meeting and the Chair was authorised to sign them. Lay members also APPROVED the restricted minutes from the last meeting.

6. Matters arising**(i) Action points**

The action table from the last meeting was RECEIVED and the progress against each was NOTED.

(ii) Any other matters

There were no other matters raised.

7. Vice Chancellor's report

The Vice Chancellor presented his report, NOTING that this would be the last report referring specifically to the data issue. Council were reassured that data would remain a priority and the new Registrar and Secretary would take the issue forward upon her arrival at the beginning of December. Sections of the report were highlighted and the following points NOTED:

- £580k would be retrieved from HEFCE following the resubmission of the data returns.
- Recruitment for the Executive Dean, Research and Knowledge Exchange post was unsuccessful for the second time. The short list would be revisited and the option of head hunting rather than re-advertisement would also be considered. The Remuneration Committee has asked the Chair of FE&GP Committee to bring up pay differentials across the institution at the FE&GP Committee.
- It was AGREED that the Strategy had been well thought through and the University would need to hold its nerve whilst monitoring against indicators.
- Following discussions surrounding the preparations for the Higher Education Review and Ofsted, it was suggested that consideration should be given to appointing an external body to act as a critical friend, performing a mock audit on the institution but allowing enough time to put measures in place in time for the real inspection.
- Recruitment figures for new programmes would come to the next meeting following the closing date of 15 December. Expressions of interest had been encouraging.
- The Vice Chancellor would provide members with a monthly written update on recruitment and the work he and the Deputy Vice Chancellor were doing to raise standards.

Vice
Chancellor

Vice
Chancellor

Vice
Chancellor

8. Chair's items

Council APPROVED the proposal for the Chair of the FE&GP Committee, David Babb to become a member of the Remuneration Committee with immediate effect.

9. Students' Union

(i) President's report

The Students' Union President presented his report NOTING that the bylaws and constitution would be brought to the next meeting. The necessity to encourage female students to run for Exec roles was HIGHLIGHTED and the Vice Chancellor praised the Student Reps for showing leadership within the Cathedrals Group. Council NOTED the excellent lunchtime presentation on the Students' Union given by the President and Vice President.

Next
meeting

- (ii) Accounts for year ended 31 July 2014

The BGSU accounts for the year ended 31 July 2014 were RECEIVED and APPROVED. The Audit Committee had recognised the presentation of the accounts to comply with the institutions own financial returns. It was NOTED that this would be undertaken for future reporting.

10. BG (Lincoln) Ltd.

- (i) Minutes of the AGM meeting and the Board of Directors meeting held on 27 October 2014

The minutes of the last meeting of the Board of Directors and the Annual General Meeting held on 27 October 2014 were RECEIVED. The additional loan facility of a further £250k, in addition to the previously approved £500K to the Limited Company was APPROVED by the Council.

- (ii) Accounts for year ended 31 July 2014

The BG (Lincoln) Ltd. accounts for the year ended 31 July 2014 were RECEIVED

11. HEFCE annual return

- (i) Annual Monitoring Statement

The Annual Monitoring Statement completed by the relevant heads from with the University which was due to be submitted to HEFCE in the beginning of December was RECEIVED and APPROVED subject to 'Recruitment of students' replacing one of the three significant challenges selected in question 23. The Deputy Vice Chancellor would decide which of the current selected three options would be replaced by the 'Recruitment of students' option.

- (ii) Financial return

Council RECEIVED and APPROVED the financial statements for the year ended 31 July 2014.

12. KPIs

The Planning and Performance Manager introduced the Key Performance Indicator dashboard NOTING that it would be the last time the KPIs were presented in the current format. It was REPORTED that he would link the business plans for 2015-16, with KPIs and risks together, working with the new Registrar and Secretary. Council NOTED the current state of progress:

- The finances were good and staff costs had fallen as a proportion of overall costs.

**Deputy Vice
Chancellor**

**Planning &
Performance
Manager**

- The RAG rating for Recruitment had been amended from amber/red to amber/green as, although recruitment had met the Universities expectations, this should still remain under scrutiny.
- The historical costs surplus was noted as both a positive and a negative. The institution should be spending the money to enhance the student experience for the students that are currently here.

13. Student Disciplinary Procedure

Council RECEIVED the Student Disciplinary Procedure that had been substantially updated as part of a suite of policies by the Clerk, Governance & Compliance Manager. It was NOTED that extensive consultation had already taken place for the creation of the new procedure and that it had been written to compliment the OIA's Draft Good Practice Framework for complaints and academic appeals. The procedure was APPROVED subject to a few minor amendments.

Clerk,
Governance
&
Compliance
Manager

14. Key items from sub-committees

(i) Audit Committee

The minutes of the meetings of 30 September and 11 November 2014 were RECEIVED and the Chair of the Committee highlighted the following areas:

- External audit management letter;
- Internal audit programme;
- Money Laundering and Fraud Policies;
- Annual assurance return;
- Audit Committee annual report, which was tabled for information.

(ii) FE&GP Committee

The minutes of the meeting of 28 October 2014 were RECEIVED and the FE&GP Committee Chair highlighted the following:

- Recommendation of the accounts;
- Recommendation of the loan facility to BG (Lincoln) Ltd.;
- Pensions liability;
- Recruitment of staff and salaries;
- The link between the Remuneration Committee and the FE&GP Committee;
- Student recruitment.

(iii) Governance & Nominations Committee

The minutes of the meeting of 15 October 2014 were RECEIVED and Jasmit Phull who was Acting Chair at the last meeting highlighted the following:

- Schedule of delegation;
- Effectiveness review;

- Council member working lunches;
- Leadership Foundation Governor Development Programme 2014/15;
- The organising of a Council member event with MASHIEN.

(iv) Sponsor Board

The minutes of the meeting of the first meeting of the Sponsor Board held on 28 October 2014 were RECEIVED.

15. Senate

The minutes of the last meeting of Senate held on 7 October 2014 were RECEIVED and the Vice Chancellor highlighted key areas.

16. Chaplain's report

The Chaplain's report was RECEIVED and the Vice Chancellor NOTED that the recent incident which involved the death of a student had further demonstrated how valuable the Chaplain was during this period, providing the link to students, staff and the family.

17. Agenda suggestions for future meetings

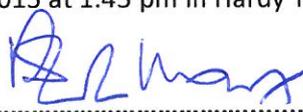
Members were asked to suggest any items to be included on the agenda for the next meeting in March aside from the usual business via the Clerk.

18. Any other business

There was no other business to discuss.

19. Date of next meeting

The next meeting of the University Council would take place on Tuesday 17 March 2015 at 1:45 pm in Hardy Teaching Room 1.

Signed  Date 17/3/15