

BISHOP GROSSETESTE UNIVERSITY

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MINUTES OF THE MEETING OF THE  
UNIVERSITY COUNCIL

TUESDAY 30 SEPTEMBER 2014  
1:45 PM IN HARDY TEACHING ROOM 1

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**Council members present:**

Dr Kevin Brown  
The Very Rev'd Philip Buckler  
Mr Jamie Caress  
Mr Richard Corn  
Ms Angela Crowe  
Mr Jack Downey  
Mrs Sandra Gratrack  
Professor David Head  
Mr Stephen Lawrence  
AVM Gavin Mackay  
Mr Graham Meeson  
Professor Jayne Mitchell  
Mr Roger Mosey (Chair)  
Rev'd Sally Myers  
Rev 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  
Dr Ruth Sayers, Dean of School of Culture, Education & Innovation  
Mrs Katie Skilton, Clerk to the University Council  
Ms Emma Smeaton, Governance Officer & PA to the University Council

## 1. Welcome

The Chair welcomed members and noted that it was the first formal meeting for Mr Stephen Lawrence, replacing Mrs Lucy Wood; Mr Christopher Robertson, Students' Union President for 2014/15; Mr Jamie Caress in his new capacity as Students' Union Vice President Voice and; Mr Jack Downey, new Student Council member. Dr Grahame Killey, Planning & Performance Manager was also in attendance to speak on the KPIs and Risk item.

## 2. The University Prayer

Rev. Professor Peter Neil led the University Prayer.

## 3. Apologies

Apologies for absence were received from Mr David Babb, Mr David Clements, Dr Tony Hill, Bishop Christopher Lowson and Professor Mark Thompson.

## 4. Declarations of interest

There were no declarations of interest.

## 5. Election of Vice Chair

The Chair REPORTED that the current Vice Chair of Council, Dr Tony Hill had expressed a desire to continue with the role for the next academic year. Members were invited to nominate themselves if they wished to be considered for the position. No expressions of interest were received, therefore it was CONFIRMED that the Council were content to re-elect Dr Tony Hill for the position of Vice Chair for 2014/15.

## 6. Minutes of the meeting held on 25 June 2014

The minutes of the last meeting held on 25 June 2014 were APPROVED as a true record of the meeting and the Chair was authorised to sign them.

## 7. Matters arising

### (i) Action points

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

### (ii) Annual return of FRS8 forms

The Chair thanked members who had responded to the request for the completion and return of the financial interest and related party disclosure forms (FRS8) relating to the academic year 2013/14. There were copies available at the meeting for anyone who was yet to complete them.

All members

(iii) Update of Council member contact details

The Chair thanked members who had completed and returned the members contact details form and noted that there were copies of the form available at the meeting for members who required one for completion.

All members

(iv) New online Council member area

It was REPORTED that the Council member secure area no longer existed within the new University website. A specific area on SharePoint was almost ready to go live for members and would be managed by the Clerk and PA to the University Council. In the following weeks Council members would receive an email with a link to the new area and a user's guide. If members had any requests for information that they wished to be available in the new area they were asked to contact the Clerk or the PA to University Council following the meeting.

KS

(v) Any other matters

There were no other matters to discuss.

**8. Vice Chancellor's business**

(i) Report

The Vice Chancellor presented his report, highlighting Data, Recruitment 2014/15 and Implementation of the Strategy. The following was NOTED:

Data

- The acting Chair of the last Audit Committee meeting REPORTED on the discussions that had taken place earlier in the day. The Council noted that the appointment of the new Registrar / Secretary ensured that the appropriate management cover would be in place.

Implementation of the Strategy

- The decision had been taken to cease the music and visual arts undergraduate programmes.
- The Portfolio Review Team would continue to work as a Portfolio Implementation Team to produce a managed academic portfolio.

(ii) Recruitment 2014/15

- The portfolio next year would be much more robust, although it was NOTED that it would take time to build up.

- 52 ABB category students were recruited and 40 referrals had been received for next year.
- NSS, employment and retention statistics were all publicised at Open Days.

## 9. Chair's business

The Chair formally recorded the Council's thanks to Mrs Jasmit Phull for the organisation of the Bollywood event which raised £2,024.60 for the Foundation Fund.

It was NOTED that discussions on an effective review of the Council, a recommendation by the Committee of University Chairs and the Leadership Foundation for Higher Education of the University Council, would take place though the Governance and Nominations Committee.

It was NOTED that the new Bishop of Grimsby would be attending future Council meetings on behalf of Bishop Christopher Lawson should he be unavailable.

## 10. KPIs and Risk

### (i) Key performance indicators

Members RECEIVED the KPI dashboard NOTING the following:

- Recruitment was steady.
- There was an improvement in student satisfaction rates.
- Positive feedback had been received from the marketing team regarding media profile.

### (ii) Risk register

Members RECEIVED the risk register and the Planning and Performance Manager NOTED the colour ranking for each risk had remained consistent since the implementation of the Strategy.

The Planning and Performance Manager REPORTED that improvements on the reporting system for KPIs and risk would be taken to the Audit Committee at their next meeting.

**Audit  
Committee**

## 11. Students' Union President's report

The Students' Union President presented his report to Council NOTING the new website for international engagement and activity.

**12. Key items from sub-committees**

Audit Committee – 30 September 2014

The Acting Chair of the Audit Committee gave a verbal update of the key items for Council. The following was REPORTED:

- As part of the internal audit cycle Uniac's annual report had been received by the Committee and the University had been reported as effective in all five areas.
- The programme for 2014/15 was agreed by the Committee.
- The Committee had received an update on data and were content with the sustained effort by the University. The HEFCE Board decision regarding the funds recovered would give the official outcome later in the month.

**13. BG (Lincoln) Ltd.**

Members RECEIVED the BG (Lincoln) Ltd. AGM and Board meeting agendas for 27 October 2014 and NOTED that the minutes of these meetings would come to Council at its next meeting in November.

**Next  
meeting**

**14. Chaplain's report**

The Council RECEIVED the Chaplain's report. It was RECOMMENDED that the report to Council would, in future, be shorter in length and would cover only key issues. It was NOTED that the University was extremely fortunate to have Rev'd Peter Green in post as the institutions Chaplain.

**VC**

**15. Agenda suggestions for future meetings**

- Fundraising development and alumni

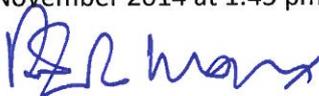
**16. Any other business**

There was no other business to discuss.

**17. Date of next meeting**

The next meeting of the University Council would take place on Wednesday 19 November 2014 at 1:45 pm in Hardy Teaching Room 1.

Signed ..... Date .....



19/11/14

