

BISHOP GROSSETESTE UNIVERSITY COLLEGE LINCOLN

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MINUTES OF THE MEETING OF THE  
GOVERNING BODY

THURSDAY 15<sup>th</sup> MARCH 2012  
2:00 PM IN THE ELIOT ROOM

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**Present:**

Mrs Judith Babb  
Mr Ian Bennett  
The Very Rev'd Philip Buckler  
Mr David Clements  
Mr Richard Corn  
Professor John Fothergill  
Dr Tony Hill  
Mr Stephen Illidge  
Mr Michael Jacob  
Mr Maximilian Manin (Chair)  
Mr Graham Meeson  
Ms Hâf Merrifield  
Mrs Jasmit Phull  
Professor Muriel Robinson  
Mrs Bridget Starling  
Mrs Pamela Taylor

**In attendance:**

Mr Nigel Appleton, Dean of School of Teacher Development  
Dr Sally Bentley, Dean of School of Culture, Education and Innovation  
Mr Stephen Deville, Director of Resources  
Rev'd Carolyn James, Chaplain (up to the Chaplain's Report)  
Mr Rob Jones, Director of BG Enterprise  
Ms Vicky Mays, Clerk to Governors  
Mrs Emma Smeaton, Minuting Secretary  
Dr Claire Taylor, Dean of Students and Academic Engagement

**Observers:**

Ms Rachael Burnett, support staff  
Ms Elizabeth Hopkins, academic staff  
Mr Aaron Smith, Students' Union Vice President 2012/13  
Mr Rob Thorpe, Students' Union President 2012/13

The Chair welcomed members and those in attendance to the meeting as well as observers for the first time at a Governing Body meeting.

**1. The University College Prayer**

Rev'd Carolyn James, the University College Chaplain led governors in the University College prayer.

**2. Declarations of interest**

Michael Jacob declared a conflict of interest under item 14 (i) Hub business plans; Academic Engagement and Students. It was noted that under his role as Deputy Head at the Lincoln Minster School he too was involved in the bid for international project.

**3. Apologies**

Apologies for absence were received from Mr Haydn Beeken, Dr Kevin Brown, Ms Elizabeth Clarvis, Bishop Christopher Lowson, Mrs Julie McDonald, Mr John Rowland and Mrs Lucy Wood.

**4. Chaplain's report**

(i) Governors noted that this was the Chaplain's last report to the Governing Body as Chaplain of the University College. The report contained a description of the range of activities that had taken place over the past few months and also included a reflection on her seven years as Chaplain. The Chair thanked the Chaplain for her report and reflection and expressed his thanks on behalf of the Governing Body for all that she had contributed to BG over the past seven years. The Chaplain in response wished the Governing Body all the very best for the future.

**5. Minutes of the last meeting held 17<sup>th</sup> November 2011**

The minutes of the meeting of the 17<sup>th</sup> November 2011 were confirmed as a true record of the meeting subject to the following corrections:

Present

It was noted that Mr David Clements, Mr Michael Jacob and Mrs Julie McDonald had been omitted from the 'Present' list and had been in attendance at the last meeting.

Principal's business (i) Report

The opening sentence of the Future estates development paragraph incorrectly referred to the Director of Resources, this would be corrected to the Director of Enterprise.

## **6. Matters arising**

There were no matters arising other than those covered on the agenda.

## **7. Chair's items**

### **(i) Governor appointments**

The Chair noted that Haydn Beeken, the current Vice Chair of Governors had only one more year left to serve before he reached the end of his second term. It was therefore agreed to appoint a new Vice Chair in place for the next academic year to provide a handover period.

The Chair thanked all governors for taking part in the recent effectiveness survey as 100% response rate was recorded. The results of this would be brought back in due course.

## **8. Students' Union**

### **(i) President's report**

The Students' Union President presented his report to governors and noted that the 2012/13 Student's Union President and Student's Union Vice President Voice were present at the meeting as observers. The 25% increase in student voters for the recent elections was noted. It was also reported that the Students' Union were working closely with the Hubs regarding events and had a very good relationship with the NUS, who were providing positive support around developing the Union.

### **(ii) Governance update**

Members noted that the FE&GP Committee had recently accepted advice from the Deputy Principal to review the processes of the Students' Union and to investigate other models of governance. It was noted that the review was a genuinely open process which was already moving quickly and involved current students. It was expected that the review would conclude briskly and report in the summer term. The Chair thanked all involved for the work going on behind the scenes.

## **9. Principal's business**

### **(i) Principal's report**

The Principal presented her report to the Governing Body which had been previously circulated. The following points were highlighted:

## A. Major strategic issues since November

Handouts from the presentation on an update on external higher education policy, that took place prior to the Governing Body meeting, were circulated. It was noted that 'new providers' referred to those already in the sector but had not been HE providers up until now. It was noted that these providers were not independent and would still need validating.

It was reported that HEFCE had top sliced all providers to create 20,000 places to redistribute to those charging £7,500k or below. In total 35,000 places had been taken out. Members noted that although BG had ended up where it started after putting in a bid this should be regarded as a very positive result as many institutions had ended up in a worse position. The HEFCE rules for September 2013 were yet to be published.

## B. Key areas under consideration at SLT

### 2. Estates developments

It was reported that work on the new Reception area was scheduled for later in the year subject to planning permission and further work to refresh the current Reception area, making it an attractive informal learning space would be complete for September.

Members noted that a local development company had invited BG to enter into a partnership with them where they would develop Crosstrend House, the building near BBC Radio Lincolnshire on Newport, into 60 plus rooms for student accommodation and block lease the building to us. Solicitors were currently looking into the legal side of this contract which was for a 21 year lease. The Director of Resources also noted that following the development which already had planning permission there was a further possibility to pitch the roof, providing 13 more rooms. This was likely to take place in a second phase and planning permission for this had not yet been obtained. It was noted that both BG and the developers were very keen for the same level of pastoral care to be provided at Crosstrend House. It was confirmed that it would be run on the same basis as on site student accommodation and senior wardens would be appointed.

The Governing Body gave their formal approval to sell 7 Riseholme Road and use the money from the sale to fund other projects.

#### D. Income generation

Members noted that credit to Jean MacIntyre in the School of Culture, Education and Innovation should be noted for the recent successful Heritage Lottery Fund application. It was also noted that the new University College Fundraiser, Paul Stephenson was now in post.

### **10. Recruitment of a new Chaplain**

Members received an update paper on the current situation and thoughts as to the future strategic direction of the Chaplaincy post. The Principal reported a very disappointing first recruitment round which led to no appointment. Following a good advert and lots of interest there were only six applicants with the most promising candidate pulling out, leaving only three candidates for the interview process. Thanks were noted to the Student Chaplaincy Workers for engaging with the applicants.

It was noted that following advice from HR, the Bishop and the Cathedral team the University College were effectively head hunting for the vacancy. The key potential change to the advertised appointment was that it could now be for a Dean of Chapel. This would still require good pastoral skills and engagement with students and staff as happens now. It was reported that the rationale behind the new post title was to ensure that someone of quality is sought and the idea of combining with the Cathedral was to attract someone who would like the extra dimension of ministry work, giving them the option of being involved on a broader campus. Engaging with the Cathedral would ensure credibility and a theological community to engage with, something which the Cathedral were very use to doing. Members were assured that the Chapel would remain at the heart of the ethos and a new title suggests someone that is at the heart of the institution. It was also reported that a new title would not mean that the post holder would become part of the Senior Leadership Team. This would create more of a distraction to their role as the SLT deal with many non-relevant matters.

### **11. Key Performance Indicators**

The Deputy Principal reported on the KPI dashboard circulated with the agenda. Members noted that the shaded grey arrows were numbers that were only reported on once a year, therefore there were no changes to report. It was reported that BG had arrived at an agreement for a baseline for research and work was ongoing to make further progress in this area. Progress was noted on public awareness of BG, with more marketing work ongoing. It was noted that the ethos sub-committee would shortly be re-established. The Chair noted that the format of reporting the KPIs was extremely clear and helpful and thanked the Deputy Principal for her work on this.

## 12. Student recruitment

Governors received an update paper on student recruitment for 2012 entry prepared by the Dean of Students and Academic Engagement on behalf of the SLT recruitment sub-group. In conclusion members noted that the budget assumption of a 15% drop in enrolments was looking over cautious at this point with grounds for optimism regarding the eventual position. However it was also noted that a great deal of work was still required and the University College could not afford to be complacent.

## 13. Update on current Higher Education policy issues

### (i) Higher Education in general

These issues were covered during the Principal's lunchtime presentation to governors. It was noted that the relevant papers would be put onto the governor's area of the BG website.

VM

### (ii) Specific issues related to Teacher Education

The Dean of School of Teacher Development presented a paper to governors outlining the developments in Teacher Education, what the University College has done so far and what they plan to do. The developments outlined were:

- The shift of the 'centre of gravity' of teacher education to schools:
  - Teaching Schools;
  - School-led provision of ITE and CPD;
  - School led research and development;
  - School to school support;
- Growth of academies, free schools, University Training Schools, University Technical Colleges, federations, alliances, chains, clusters;
- DfE priorities:
  - Phonics;
  - Mathematics;
  - Special Educational Needs and Disability (SEND);
  - Behaviour management;
  - Modern languages;
  - Mathematics, chemistry, physics;
  - Music
  - ICT;
- Subject specialism in primary to receive targeted allocations, especially in priority subjects;

- Allocations of small cohorts (fewer than 10) under threat from 2013, unless provision is school-led;
- Changing routes: Troops to Teaching (T2T), Assessment Only (AO), Graduate Teacher Programme (GTP);
- New Ofsted framework;
- New professional standards for teachers;
- Accreditation and requirements;
- Changes to funding of ITE and CPD.

#### 14. Hub business plans

It was noted that the business plans presented were not the full versions as these would be brought to the summer meeting of the Governing Body, however SLT members needed to know that governors were happy with the principles. It was also noted that last year's business plans were on the governor area of the website complete with annotations noting the direction of travel. Each Hub Leader presented their business plan which included a review of activity to date and proposed new developments. The following points were highlighted from within each report.

##### (i) Academic Engagements and Students

The Dean of Students and Academic Engagement noted that the SLT had agreed to the increase in Library opening hours. It was also noted that it was a strong possibility that all places for the 2012 entry would be filled due to the high number of applications although this had caused some pressure on the Admissions team.

##### (ii) School of Culture, Education and Innovation

The Dean of School of Culture, Education and Innovation noted that the three Deans had worked very closely on their business plans, working together to improve certain areas such as research, e-learning and careers, therefore their business plans were much more aligned. The four highlighted objectives in the plan were noted.

Next GB

(iii) Enterprise

The Director of BG Enterprise reported that it would be more effective to change pace with the business plan for his hub as it was taking longer to produce positive results than anticipated. Therefore a four year plan rather than a two year plan was proposed, governors agreed that the Director of Enterprise would engage more with governors on this at the June Governing Body meeting. He also reported that the new Fundraiser and the Head of Careers, Employability and Enterprise were now in post. Governors noted that 12 out of the 15 units in BGFutures had been let, with four applications for the remaining units. Some of the units had been let to ex BG students. Governors were reminded that the incubation units were for start up businesses and one month's notice of vacating the unit was required from BG or the business. No business could stay for more than two years and after the first year discussions would begin regarding the transition out of BGFutures.

The Director of Enterprise also noted the overtime reduction and improved tax efficiency in BG Retail for conferencing and events. Judith Babb, who had recently stayed in Longdales House reported a very positive experience and recommended the guest house to fellow governors.

(iv) Resources

The Director of Resources highlighted the cost of quality and availability of information for others during the period of running the department on reduced staffing and in hindsight cover for maternity leave should have been brought in. It was noted that this aspect should now start to improve and the team would be at full strength and better placed for 2012-13.

(v) Strategy and Performance

The Deputy Principal highlighted the positive impact already felt regarding the external PR support and had proposed in the budget that we continue with these activities. It was noted that posters at bus stops and on buses had been seen and noticed by local governors.

(vi) School of Teacher Development

The Dean of School of Teacher Development noted that the restructuring of the School had been delayed to due to the recent changes in Teacher Education as highlighted previously under item 13 (ii). The School were now very much into the process which had included a review of the staffing within the School. All restructuring would be in place by September 2012.

Next GB

## 15. Diversity and Equality presentation

The Deputy Principal circulated a paper highlighting points from the Equality Act 2010, the University College's general duty, the public sector equality duty and compliance at BG. It was noted that this would also be put on the governor area of the webpage. Members also noted the recent training for staff and a follow up training module for all those who did not attend the training to complete online. VM

## 16. Academic Board

### (i) Minutes

A revised version of the minutes of the meeting held on 25<sup>th</sup> January 2012 were circulated to members, noting that there had been minor grammatical changes to the previously circulated version due to the Principal being offsite at the time of circulation.

It was agreed that the key item scheduled to be considered in detail at the present meeting would be carried forward to the next meeting of the Governing Body so that it could be given the time it required. The annual report on the academic health of the institution would therefore be carried forward to the June agenda. However, if members wished to discuss the matter prior to this they could either contact the Chair of Governors or the Dean of Students and Academic Engagement outside the meeting. VM/CT

### (ii) Honorary Graduates and University College Fellows

The Principal reported that all three Honorary Graduates for 2012 were now confirmed. It was noted that we were still in the process of seeking University College Fellows and governors were reminded that any ideas were very welcome.

## 17. Key items from sub-committees

### (i) Governance & Nominations Committee

- (a) Recommendation to the Governing Body regarding the renaming of the University College if University title became achievable

It was proposed that should it become achievable to be referred to as a 'University' rather than a 'University College' the words 'College' and 'Lincoln' be dropped from the title, becoming 'Bishop Grosseteste University'. Members agreed to the proposal and agreed that an extended consultation would not be appropriate due to the speed which would be necessary to make a decision should the opportunity for university title arise. It was noted that this needed to be carefully communicated to staff and students.

(b) Honorary Awards 2012 update

This was reported above under item 16 (ii).

(c) Update on the effectiveness review and next steps

Governors noted the Governor Survey responses from governors, the SLT, staff and students. It was reported that following the survey the nature of the Governing Body would be considered and key areas reviewed such as whether the Governing Body would meet more frequently and the sub-committees less often. A report would be presented to governors regarding this as a later date. It was also reported that the Governing Body structure had been explained at Staff Council and would be done for Student Council if required. The introduction of observer status at Governing Body meetings was also now in place.

VM

(ii) Audit Committee

(a) Review of student accommodation

It was reported that the ratio of residents to kitchens was too high and plans to extend and remodel the existing halls were in place. Members noted that this was based on numbers versus places.

(b) Review of reimbursement of expenses to staff and students

It was noted that systems were in place and understood. Budget holders had also been reminded of their responsibility to ensure that staff did not use their own credit cards to purchase goods on behalf of the University College for claim back under the expenses system.

(iii) FE&GP Committee

(a) Estates update

It was reported that BGfutures had been shortlisted for a RICS Regional Award (East Midlands) under the Community Building category. The main vehicle entrance and relocation of Reception work was noted as having progressed to the tendering stage. The proposal relating to Crosstrend House, as reported previously under item 9 (i) was again highlighted as a very positive development and recommended to the Governing Body by the FE&GP Committee. Governors were happy to support the proposal. It was also reported that the costings originally seen for work on Nelson and Wickham had risen by £1.5 million and it had therefore been agreed to do a review of the Estates Strategy once student numbers for 2012 were confirmed.

(b) Risk register and management

It was noted that the TDA risk was reported under the national higher education policy updates presentation given by the Principal at the pre-meeting lunch and relevant papers would be put on to the governor area of the website.

(c) Mid year financial updates

Members noted that context explaining the figures for the Enterprise Hub were circulated by the Director of Enterprise with his business plan under item 14 (iii) of the agenda and looked to be very positive.

**18. Agenda suggestions for future meetings**

No agenda suggestions were put forward.

**19. Any other business**

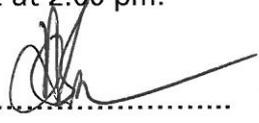
It was reported that UCEA correspondence had recently been received regarding the pay policy, asking if the University College wished to join the national negotiations. This decision was usually taken to the FE&GP Committee and reported back to the Governing Body; however papers had to be returned by the 26<sup>th</sup> March. This would be included as an agenda item at the next SLT meeting on Monday 19<sup>th</sup> March and it was therefore agreed that governors would take part in an e-mail consultation following the SLT meeting, using the 'respond to all' function by Friday 23<sup>rd</sup> March.

**All  
governors**

20. Date of next meeting

The next meeting of the Governing Body would take place on Thursday 28<sup>th</sup> June 2012 at 2:00 pm.

Signed .....



Date .....

20-9-12