

BISHOP GROSSETESTE UNIVERSITY

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MINUTES OF THE MEETING OF THE  
SPONSOR BOARD

TUESDAY 28 OCTOBER 2014  
4:00 PM IN ROOM 202, SKINNER BUILDING

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**Present**

Mr David Babb  
Mr Stephen Deville  
Professor David Head  
Mr Roger Mosey (Chair via Skype)  
Rev. Professor Peter Neil

**In attendance**

Dr Grahame Killey, Planning & Performance Manager  
Mrs Katie Skilton, Clerk to University Council  
Ms Emma Smeaton, Governance Officer

**Action**

**1. Welcome**

The Chair welcomed members to the first formal meeting of the Strategy Sponsor Board as part of the implementation of the new BGU Strategy for 2014-19.

**2. Apologies**

Apologies for absence were received from Professor Jayne Mitchell.

**3. Declarations of interest**

There were no declarations of interest.

**4. Membership & Terms of Reference**

The Committee CONFIRMED the members for 2014/15 as:

D Babb  
S Deville  
D Head  
J Mitchell  
R Mosey (Chair)  
P Neil

Other in attendance would normally include the Clerk and the Planning & Performance Manager.

The Committee APPROVED the Terms of Reference for the Strategy Sponsor Board and NOTED the Terms of Reference for the Strategy Programme Board who met on a monthly basis, comprising of SLT members.

## **5. Governance update**

### **(i) Governance chart/overview**

The Board RECEIVED and NOTED the Governance overview chart which outlined the way the strategy would be implemented and managed.

### **(ii) Theme working groups**

Members RECEIVED the theme working groups paper NOTING that each agreed strand would be led by a member of the Senior Leadership Team.

## **6. Strategy Implementation Plan**

The Committee RECEIVED the Strategy Implementation Plan. The Planning & Performance Manager summarised the main elements within the Plan which would be a key tool for operational management of the Strategy by the Programme Board. The following was NOTED by the Committee:

- The Strategy Implementation Plan was intended to provide the Board with listed actions alongside milestones and deliverables.
- The Programme Board would be monitoring the progress of each of the activities on a monthly basis.
- The Plan was designed to link into other key areas of work within the University which included; the Ofsted inspection plan, preparation for the QAA inspection and the data improvement plan.
- Recruitment was central to the portfolio.

## **7. Strategy budget**

The papers relating to the Strategy budget were RECEIVED and the preparation of the Strategy Budget was REPORTED.

The Director of Resources summarised the key elements of Strategy related budget expenditure. It was NOTED that most of the expenditure was itemised as part of the Strategy development process. A fund of £300k – the Strategy Implementation Fund – was available for additional items approved by the Programme Board and the Sponsor Board subject to delegated approval limits. The allocation of £50k to the Change management programme was NOTED. It was also NOTED that £150k had been written into the budget for staff to deliver the new programmes in 2015/16, this sum had been brought forward. The budget would be reported on a termly basis at the next meeting as well as monthly at the Programme Board.

**Next  
meeting**

## **8. Strategy themes**

### **(i) Template for reporting to future Strategy Board meetings**

Members RECEIVED the template and the Planning & Performance Manager REPORTED that the Strategy theme leads would use it for reporting on a monthly basis to the Programme Board. The reports would form the basis for termly reports to the Sponsor Board. Members AGREED that the template was fit for purpose.

### **(ii) Strategy theme updates**

The Planning & Performance Manager provided a brief summary of the highlights so far from each of the Strategy themes:

#### **(a) Change management programme**

The Change management programme was ready to be implemented.

#### **(b) Academic portfolio**

- This group was developed in July 2014 to review the academic portfolio for 2015.
- The Portfolio implementation team had been engaged in detailed work for validation.
- Staffing was under review, including Heads of Schools, Academic Co-ordinators and Lecturers for new programmes.
- In addition to work on new programmes, recommendations had been made for existing programmes to raise the profile and recruit new students.

#### **(c) Learning, teaching, student engagement and participation**

The Learning, teaching, student engagement and participation programme was ready to be implemented.

(d) External engagement

The External engagement programme was ready to be implemented.

(e) Environment and sustainability

- The re-vamp of the old kitchen space in Constance Stewart Hall had been submitted for planning permission. The option for further development in the future was also NOTED. The plans would be taken to the University Council at its next meeting.
- The Estates review was underway and on track. The need to ensure that the University maximises its campus facilities was NOTED.
- It was REPORTED that a meeting of all three parties regarding the LK2 proposal had taken place. The Council were very keen to work with the University though unable to meet the Sport England deadlines. The Council were however confident that we could bid for money from other areas. This would progress at a slower pace but the University would continue to have dialogue.

**University  
Council**

**9. Communications**

(i) External – launch of BGU Strategy

The Vice Chancellor REPORTED on the launch of the Strategy on Robert Grosseteste Day:

- A University press release had been reported very positively by the Lincolnite and the Lincolnshire Echo.
- Around 400 copies of the Strategy had distributed with a covering letter from the Vice Chancellor.

(ii) Internal – communication with staff

The Vice Chancellor REPORTED that the implementation of the Strategy had been communicated to all staff at Staff Council on two separate occasions and included the disclosure of the changes to programmes. Staff had been given the opportunity to engage in the process and no negative feedback had been received. Individual meetings with groups of staff who were affected by the implementation of the Strategy would take place.

**10. Agenda suggestions**

- An update on each of the themes using a traffic light reporting system.

**11. Any other business**

There was no other business to discuss.

**12. Key items for the University Council**

It was AGREED that the Vice Chancellor would report to Council on the discussions at the Sponsor Board within his report.

**13. Date of next meeting**

The next meeting of the Sponsor Board would take place Tuesday 24 February at 4:00 pm.

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

*R. S. Wong*

*17/3/15*