

BISHOP GROSSETESTE UNIVERSITY

MINUTES OF THE MEETING OF THE
SPONSOR BOARD

WEDNESDAY 4 NOVEMBER 2015
4:00 PM IN ROOM 202, SKINNER BUILDING

Present

Professor David Head (Chair)
Mr David Babb
Mr Stephen Deville
Professor Jayne Mitchell
Mr Roger Mosey (via Skype)
The Rev'd. Canon Professor Peter Neil
Rev'd. Sally Myers

In attendance

Dr Anne K Craven, Registrar and Secretary
Dr Grahame Killey, Planning & Performance Manager
Mrs Natalie Pickles, Governance Officer & PA to University Council

1. Welcome

The Chair welcomed members to the Sponsor Board and in particular to Rev'd. Sally Myers as a new member for the current academic year.

2. Apologies

There were no apologies for absence although. The Executive Dean Research and Knowledge Exchange Professor David Rae had been invited to the meeting, but was unable to attend because of clash with a meeting he had to chair.

3. Declarations of Interest

There were no declarations of interest.

4. Membership and Terms of Reference

Members APPROVED the Sponsor Board Terms of Reference, also NOTING that:-

Action

- the Director of Enterprise had left the Strategy Programme Board (which is responsible to the Sponsor Board).
- David Rae is a member of the Programme Board and would be extended an invitation to attend the next Sponsor Board meeting.

AKC/NP

5. Minutes of the last meeting held on 9 June 2015

The minutes of the last meeting held on 9 June 2015 were RECEIVED by the Board and APPROVED as a true and accurate record. The Chair was authorised to sign them.

6. Matters arising

(i) Action points

The Board RECEIVED and NOTED the table of actions from the last meeting:

Referring to Item 5(ii) on the table, the Committee AGREED that, now Rev'd. Myers had joined the Sponsor Board, they would not look for an additional member, but would monitor attendance and review University Council representation if necessary.

It was also noted that a new Communications Oversight Group focussing on both external and internal communications had been set up with the first meeting taking place in November. It had been tasked with enhancing communication of positive developments in relation to implementation of the corporate strategy. This new group was therefore an integral part of the change management strategy.

The Programme and Planning Manager (P&PM) reported that a strategy update had taken place with staff in February and again in September which had highlighted the phenomenal amount of work that had been done. The Board NOTED the importance of communication with staff to make them aware of how much is being achieved in terms of change.

(ii) Any other matters

Under item 6 of the previous minutes, Strategy Themes: Internationalisation, it was NOTED that the Highly Trusted Sponsor licence had now been renewed.

7 (i). Strategy Themes – Overview of performance dashboard

(i) Overview of Performance – Dashboard

The P&PM referred members to the dashboard and updates on the headlines for each theme as well as to the supplementary pages with more detail showing 2014/15 achievements and priorities for 15/16.

The top level dashboard was a summary and fair reflection of progress one year in. There were still some actions that were coded amber ("performance below target and some cause for concern") where progress was being made. Particular achievements were noted in the development of the academic portfolio, recruitment and estates strategies. The following points were made in respect of some of the overarching headings under the Strategy Performance Overview:

- Change Management Programme

This strategy had an amber rating but an upward arrow in respect of improvement since the last Board meeting. It was NOTED that significant changes had been made with regard to structure, systems and processes but that some of the work undertaken by strategy working groups was not always being identified by staff as part of a managed programme of change. A priority for the current academic year was therefore to re-define the role of the the Change Management Programme Planning Group (CMPPG), with a clear set of priorities and action plans. Additionally, it was NOTED that there had been an increase in the workforce by 25% (44 new members of staff), which in itself had contributed significantly to cultural change within the institution.

Originally, £50K had been budgeted for the change management strategy theme to commission a bespoke leadership and development programme for staff which had not materialised. The VC reported that a 12 month leadership and management programme would now run this year for SLT and another for CLT. A separate SLT strand would be running due to the fact there had been considerable changes in SLT in the last year. A more detailed outline of what this will involve will be presented to CLT on 17th November.

The DVC confirmed that the change management group consisted of all levels of staff. Additionally, an academic forum had been set up.

The Sponsor Board AGREED that it was extremely important for the institution to have a coherent approach to change, but also that an immense amount has been achieved to bring about change in the institution. It was RECOMMENDED that this discussion be reported to University Council.

PN

- Learning, Teaching, Student Engagement and Participation

The P&PM reported that positive feedback had been received from staff and student with regard to the work that had been completed in Constance Stewart Hall, but Creative Spaces Group's scoping of work still to be carried out in other areas meant that the "Creative Learning and Teaching Spaces" element of these strategy themes was still work in progress.

The VC reported that BGU were partners with the Lincolnshire Enterprise Partnership (LEP), Boston College and New College Stamford in a collaborative bid to the British Council aimed at bringing healthcare professionals from China and the UK together to look at management skills and experiences. This could be a way to establish BGU with partners in China and would also cement the Institutions relationship with health and social care providers and with LEP.

- External Engagement

In respect of Employability & Entrepreneurship a new group had been established, in particular to consider a customer relationship management system.

SD reported that the BG Futures 2 project was dependent on land purchase, and he was in the process of finalising the estates strategy in terms of what is needed to accommodate the growth in student numbers. Planning permission would need to be submitted and therefore greater certainty would be required as to what the development uses would be for the site in question.

It was AGREED that a proposal for the land should be put forward to SLT and Council by Christmas, and that a mixed residential and teaching space (not too specific) would probably be acceptable to the planners. It was NOTED that the University Council had already approved the go ahead of up to a £1.5million spend on the development. However, SD confirmed this funding requirement had probably already increased to about £2m.

SD

- Environment & Sustainability

BGU should be in a position to start Phase 2 of the CSH development next summer, but a discussion is required with regard to strategy around noise and maintaining utilisation of teaching space while the building work is carried out.

8. Strategy budget

(i) Expenditure update for 2014-2015

The Board RECEIVED the Strategy Budget update presented by the P&PM and noted the key points:

- The total approved for expenditure in the 2014-2015 academic year was £315,833 (£160,000 from allocated activity lines in the Strategy Budget and £155,833 from the Strategy Implementation Fund)
- Final expenditure was £248,910 (£160,000 from allocated activity lines in the Strategy Budget and £88,910 from the Strategy Implementation Fund)

SD reported that going forward to 2015-2016, expenditure would be built into business planning as part of day-to-day business. The Corporate Leadership Team (CLT) would be reporting the first quarterly results as to where they are against their business plan. As they moved through the year underspends would be highlighted and would provide the opportunity to look at re-allocating expenditure to other strategic items that had previously been held back.

9. Agenda suggestions

- David Rae and Ruth Sayers to be invited to attend the next Strategy Board to brief members on strategy implementation and issues for their respective areas of responsibility and to answer questions.

AKC/NP

10. Any other business

There was no other business to discuss.

11. Key items for University Council

- Change management: progress made and the establishment of a Communications Oversight Group to enhance communication of positive developments.
- Research: the new Executive Dean for Research and Knowledge Exchange; risk concerning the partnership with the University of Leicester in respect of research progress role / research degree awarding powers and the review; research Clusters (to be included in VC update).
- Academic portfolio: establishment of the Portfolio Management Group to take the place of the Portfolio Implementation Team; the award of 120 Higher and Degree Apprenticeship places; student enrolments and projections (to be included in University Council papers).
- Internationalisation: Tier 4 licence renewal; measures to generate international student recruitment.
- Student engagement and participation: measures to strengthen student engagement; the importance of including ITT students in the forthcoming National Student Survey.
- External engagement – employability and enterprise: implications for employability of a diversified curriculum; planning permission for an additional site, and the increased cost of developing it.
- Environment and sustainability: implications of Phase 2 of the Constance Stewart Hall development for teaching.
- Strategy budget: incorporation into business plans.

12. Date of next meeting

The next meeting of the Sponsor Board is scheduled for Thursday 25 February 2016 at 10.00am in the Skinner Annex Conference Room.

Signed  Date 25/02/16