

UNIVERSITY BOARD**MINUTES OF THE MEETING HELD ON FRIDAY, 9 MAY 2014**

- Present: Mrs S Sutherland (Chair).
Mr J Andrews (Chief Operating Officer); Ms M Barron; Mr G Beards (Director of Finance & Performance); Ms S Collins; Prof R Conder; Mr J Granger; Mr D Hines; Dr J Knowles; Mr T Lee (Deputy Chair); Prof T McIntyre-Bhatty (Deputy Vice Chancellor); Dr F McMillan; Mr D McQueen; Dr P Rawlinson; Prof E Rosser; Dr R Scullion; Dr C Shaw; Mr M Simpson (Students' Union at Bournemouth University, President); Mr R Spragg; Ms C Troy; Prof J Vinney (Vice Chancellor).
- In Attendance: Mr I Jones, (Head of Regional Community Partnerships)(Item 1); Mr G Rayment (Corporate Governance & Committee Manager); Ms C Schendel-Wilson (SUBU President Elect); Ms D Wakely (Clerk to the University Board).
- Apologies: Mr C Appleton; Mr J Clark.

Declarations of Interest

Prof McIntyre-Bhatty and Mr Beards are Directors of the University's subsidiary company BU Innovations Ltd. Mr Lee is a Director of BU Enterprise Ltd and Mr Andrews and Prof Conder are Directors of BU Residences Ltd.

The Chair welcomed SUBU President Elect, Ms Schendel-Wilson.

1 BOARD BRIEFING: COMMUNITY ENGAGEMENT

- 1.1 The Chair welcomed Mr Jones, Head of Regional Community Partnerships, who provided a brief overview of his work and the University's activities in the field of community engagement.
- 1.2 Mr Jones explained that approximately 52 separate projects were being, or had been, undertaken and that they fell into three broad categories – residents/populations, civic and community & organisations. Extensive work had been undertaken with the local community, local councils and other agencies to improve the reputation and standing of the University and its students. This included the introduction of Student Wardens and working with councils to address issues around noise and student behaviour. Students were encouraged to engage in community volunteering activities, some of which also brought additional public relations opportunities for the University. The University's Festival of Learning had also helped to open doors with the local community.
- 1.3 Mr Jones updated Members on examples of community partnership projects, including the development of a greater strategic partnership with AFC Bournemouth. He also informed the Board of the Terrace Mount THAT group student competition to design the 'Sky Bar' of the new Hilton Hotel under construction in Bournemouth (the prize being an internship). Looking ahead, work would continue to build further strategic collaborations within the wider region and to facilitate a more joined-up approach across all of the University's Schools and Services.
- 1.4 Members asked how priorities were identified and success measured. Mr Jones explained that this was decided in close consultation with Schools and the Students' Union and that efforts were made to work towards ensuring that these decisions took account of the University's key strategic themes and communication goals.

[Confidential minute].

- 1.5 The Board **noted** the presentation and thanked Mr Jones.

2 MINUTES OF THE PREVIOUS MEETING

2.1 Minutes of the University Board Meeting, 7 February 2014

The Minutes were approved as an accurate record subject to the correction of “£[confidential]” to “£[confidential]” in paragraph 5.1.1.

2.2 Matters Arising and Actions Register

- 2.2.1 The Actions Register was **noted**. The VC explained that Action 29, Revised IP Policy, would be completed during the 2014/15 academic cycle. Revised financial plans (Action 64) were included on the agenda at Items 4.1 and 4.2 (below). No nominations for Pro Chancellors had been received (Action 60) and consideration was still being given to identifying possible candidates. The VC confirmed that sufficient Pro Chancellors were in place for the annual awards ceremonies and that Board Members were still welcome to submit nominations. Candidates for the role did not necessarily need to be from the Dorset area but should ideally have a national or international profile, be relevant to students and bring diversity to the role.

3 CONTEXT SETTING AND UPDATE REPORTS

3.1 VC's BU Update Report

- 3.1.1 The VC presented his report and highlighted key points. The University's Fair Access Agreement had now been submitted to the Office for Fair Access (OFFA) and he thanked Members for their comments on the draft. [Confidential minute].
- 3.1.2 Members noted the cuts to the funding council grants for the Higher Education Academy (HEA) and whether this might impact upon the Key Performance Indicator on the percentage of academic staff with teaching qualifications or HEA Fellowships. It was noted, however, that alternative funding schemes for the HEA, such as member subscriptions, would be available in order to maintain the organisation.
- 3.1.3 The Estates Development Framework was progressing well, with the demolition of Finance House completed ready for construction of the new International College and planning approval having been received in respect of Fusion Building 1.
- 3.1.4 The national pay negotiations for 2014/15 had effectively been completed with UCU having accepted the final offer of 2% on all pay points from August 2014. Discussions also continued to progress well on embedding fusion into job descriptions and developing a career framework for academic staff.
- 3.1.5 The Board noted the continuing focus on equality and in particular relation to STEM noted the University's submission for an Athena Swan Bronze Award.
- 3.1.6 Members noted the latest position in respect of student applications and recruitment, [Confidential minute].
- 3.1.7 Members **noted** the report.

3.2 Students' Union at Bournemouth University (SUBU) Update Report

- 3.2.1 The Chair invited the SUBU President to present the key highlights of his report, having thanked him for the previous evening's presentation to Members on the Students' Union's activities over the previous year and future plans.
- 3.2.2 Mr Simpson informed the Board that work was continuing on developing the SUBU Strategy and KPIs. He gave a brief overview of the Students' Union's commercial activities and the proposed launch of a loyalty scheme. Plans were underway to recruit a member of staff to lead on Raising & Giving (RAG) activities, in particular to ensure that issues of student safety and due diligence were effectively managed, for example in connection with overseas volunteering.
- 3.2.3 Members enquired about SUBU's views on the provision of Additional Learning Needs support, in light of the briefing paper which had been circulated following the previous meeting. Mr Simpson felt that the University's provision was good but that there was a need to educate other support services on when and how to refer students to the additional learning needs service.
- 3.2.4 Members also asked about student involvement in research and knowledge exchange activities. The VC explained that there were a wide variety of measures in place, including the creation of a number of academic societies which engaged both students and staff. Dr Scullion added that the Media School would be holding a student conference on 23rd May in which they would be invited to present their research findings, with the best being published in an on-line academic journal. Board members were welcome to attend and details would be circulated by e-mail.

<p>ACTION: Circulate details of Media School student conference to Members.</p>
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<p>ACTION BY: Dr Scullion</p>

- 3.2.5 Members **noted** the report.

3.3 **Chair's Report**

3.3.1 Chair's Action and Use of the University Seal

The report was **noted**.

3.3.2 Any other matters.

There were no other Chair's items to report.

4 **STRATEGIC MATTERS**

4.1 **BU Future Size and Shape**

4.1.1 [Confidential minutes].

4.2 **REVIEW OF FIVE-YEAR FINANCIAL PLAN**

4.2.1 [Confidential minutes].

4.3 **Key Performance Indicators (KPIs)**

4.3.1 The VC presented the KPI report and highlighted significant changes since the previous

report. KPI 1 (Academic Strength) had increased by 2% as a result of improvements in 4 of the component PIs. Staff to student ratios (SSRs) had been updated to reflect the latest staff establishment (both with and without vacant posts) and had increased by 0.2 since the previous report. Members noted that PI7 (UG students engaged in exchange and mobility in their programme) showed very low performance (0 to 2%) compared to the BU 2018 target of 20%. The DVC explained that this target had been revised from 25% but remained an aspirational target which was not likely to be met until the end of the plan period. Even then, it was acknowledged that this was an aggregate target and that it may not be met in every School.

- 4.3.2 Members also noted that the Academic Strength KPI for the Media School was comparatively low, but did not appear to have a proportionate corresponding impact on the KPI for student satisfaction. It was suggested that this may be because the Media School employed many staff from professional backgrounds who may not impact on the academic strength KPI in the same way as staff with more traditional academic backgrounds. Members also asked, in respect of PI 14 (proportion of academic staff who hold at least 1 recognised professional affiliation), whether the University provided financial support for such affiliations. The VC explained that there was no precedent for the University to pay these costs which were considered a fundamental part of the academics' roles in most specialisms.
- 4.3.3 Members **noted** the report.

5 OPERATIONAL MATTERS

5.1 'Park & Stride' Business Case

- 5.1.1 The COO presented this business case to the Board for approval on the recommendation of the FRC. The new parking facility would replace the parking spaces lost as a result of the construction of Fusion Building 1. Approval was sought to the value of £[Confidential minute] (including VAT) for the construction, which did not include any costs of the land acquisition. In addition, rent under the operating lease would exceed £[Confidential minute] and would require explicit Board approval. This parking solution formed part of the Estates Development Framework and was affordable within the Estates Capital Plan.
- 5.1.2 The Board **approved** the Business Case to a total value of £[Confidential minute] (including VAT) and **approved** [Confidential minute].

5.2 Digital Vision and Web 2014 Business Case

- 5.2.1 The COO presented the Business Case for the University's Digital Vision and Web 2014 for approval on the recommendation of the FRC. This project formed part of the Strategic Marketing Plan 2013-18 and the approach had been agreed with IT Services. It was recommended that the University procure an open source platform to deliver the digital vision. The total value of the Business Case was £[Confidential minute] (including VAT) which was included in the envelope approved by the Board for IT capital investment.
- 5.2.2 The Board **approved** the business case to a value of £[Confidential minute] (including VAT).

5.3 Approval of UK/EU Undergraduate Fees

- 5.3.1 The DVC presented this report and recommendations that the UK/EU Undergraduate fees for 2015/16 entrants remain unchanged at £6,000 for standard foundation courses and £9,000 for all other Undergraduate programmes, subject to acceptance of the University's Fair Access Agreement (expected at the end of July).

5.3.2 The Board **approved** the proposed fees (unchanged) for 2015/16.

5.4 **SUBU By-Laws**

5.4.1 The SUBU President presented the revised SUBU By-laws for approval on the recommendation of the Audit, Risk & Governance Committee (ARG). The By-Laws were presented following an extensive review to bring them in line with the new SUBU Constitution which had been approved by the Board in 2011. The document had been prepared in close consultation with the University's legal team and had been approved by the SUBU's own Executive and Board of Trustees. Any future amendments would be assessed by the Clerk to the Board and a decision taken on whether they were purely operational matters for SUBU or whether the amendments required further University Board approval as provided for in the SUBU constitution.

5.4.2 The Board **approved** the SUBU By-Laws as amended.

5.5 **St Aldhelm's Update**

5.5.1 The COO thanked Members for their responses to the written resolution which had been passed in early April approving the Exit Report and authorising the Nominated Officer (Mr Andrews) to take the necessary steps for the University to withdraw from membership and sponsorship of St Aldhelm's Academy as appropriate. He had subsequently written to the Education Funding Agency (EFA) with a deadline of the end of June for a final decision after which the University would withdraw, having reiterated the University's willingness to continue to work with the Academy in a widening participation context.

6 **COMMITTEE REPORTS**

6.1 **Remuneration Committee (6 February 2014)**

Following on from the verbal report presented at the previous Board meeting, Mr Lee informed members that further consideration had been given to the issue of publication of Committee minutes. Remuneration Committee minutes would not be routinely published, but may be made available in accordance with requests made under the Freedom of Information Act, redacted as appropriate.

6.2 **Finance & Resources Committee (28 March 2014)**

The minutes were **noted**.

6.2.1 Management Accounts

The management accounts were **noted**.

6.2.2 Terms of Reference

The revised Terms of Reference for the Finance & Resources Committee were **approved**.

6.3 **Audit, Risk & Governance Committee (11 April 2014)**

The minutes were **noted**.

6.3.1 Risk Register

The Risk Register was **noted**.

6.3.2 Terms of Reference

The revised Terms of Reference for the Audit, Risk & Governance Committee were **approved**.

6.4 **Honorary Awards Task Group (12 March 2014)**

6.4.1 Approval of nominations for 2014

The nominations for candidates to receive honorary awards at the 2014 graduation ceremonies were **approved** and invitation letters would be sent under the Chair's signature shortly following the meeting.

6.5 **Development Funding Committee**

The minutes were **noted**.

6.6 **Senate**

The minutes were **noted**.

7 ANY OTHER BUSINESS

7.1 The Chair thanked the outgoing SUBU President Mr Simpson for his outstanding contribution to the work of the Board and reminded Members that the SUBU Annual Review event would take place on 4th June.

8 DATE OF NEXT MEETING

The next meeting of the Board will take place on **Friday, 11th July 2014**. This will be preceded by a Board dinner on the evening of **Thursday, 10th July 2014**.