

UNIVERSITY OF GLOUCESTERSHIRE

UNIVERSITY COUNCIL

Minutes of the meeting held on 26 June 2018 at 4.30 pm, in FW015, Fullwood House, Park Campus

Membership:

Ms Johanna Anderson	✓
Ms Emily Andrews	✓
Mr Peter Bungard (until C.18.92)	✓
Mr Matthew Burgess (until C.18.90)	✓
Professor Julian Crampton (Chair)	✓
Mr Paul Davies	✓
Ms Nicola de longh	✓
Mr Chris Fung	✓
Ms Vicki Hatton	✓
Mr Dai Jones	✓
Mr Martin Jones	A
Mr Stephen Marston	✓
Mr Allen Mawby	✓
Mr Stephen Maycock	✓
Mrs Karen Morgan	✓
Professor Andrew Parker	✓
Ms Mehjabeen Patrick	✓
Mrs Pam Sissons	✓
The Rt Revd Robert Springett	✓
Mr Angus Taylor	✓

Board Apprentices:

Mr Prince Kamalaneson	✓
Ms Christine Walwyn	✓

In attendance:

Ms Madi Azizi	Incoming President of the Students' Union
Mrs Ruth Davies	Director (Human Resources)
Ms Danielle Fitzgerald (for C.18.86)	Director (Communications, Marketing and Student Recruitment)
Professor David James	Dean (Academic Development)
Ms Maisie Jerrim	Incoming Education Officer of the Students' Union
Ms Jess Lawson (for C.18.90 and 91)	Head of Planning
Dr Richard O'Doherty (until C.18.92)	Deputy Vice-Chancellor
Mr Stewart Dove (for C.18.84)	Director (Student Support)
Mrs Camille Stallard	Director (Finance and Planning)
Mr Duncan White	Executive Director (Estates Strategy)
Dr Matthew Andrews (Officer)	University Secretary and Registrar
Mrs Penny Gravestock (Minutes)	Assistant Secretary to Council

C.18.73 Prayer

The Rt Revd Robert Springett opened the meeting with a prayer.

C.18.74 Welcome and Apologies

C.18.74.1 Received: apologies for absence from Mr Martin Jones.

C.18.74.2 Noted: that Ms Madi Azizi and Ms Maisie Jerrim were observing the meeting prior to joining Council from 27 June 2018 as the new Student Members.

C.18.75 Business of the Agenda

Resolved: it was agreed that item C.18.86 would be taken at the start of the meeting, and that item C.18.82 regarding the INTO Joint Venture would be taken after consideration of the University's financial forecasts. There were no requests to unstar any item and it was noted that papers C/62/18 and C/63/18 would therefore be taken as approved as stated.

C.18.76 Declarations of Interest

Noted: there were no declarations of interest.

C.18.77 Minutes of the meeting held on 15 May 2018

Resolved: the minutes were agreed as an accurate record of the meeting held on 15 May 2018, subject to noting that the attendance list incorrectly showed Mr Prince Kamalaneson as sending his apologies for absence, where it should have reflected Ms Christine Walwyn's absence.

C.18.78 Matters Arising (C/46/18)

C.18.78.1 [C.18.56.4] *Matters Arising: Student Retention and Outcomes*

Noted: that a paper about student retention would be considered under agenda item C.18.85.

C.18.78.2 [C.18.59] *Students' Union Report*

Noted: that the report from the Students Union included figures mapped against the Key Performance Indicators (KPIs) and would be considered under agenda item C.18.81.

C.18.78.3 [C.18.61.4] *INTO Pathway JV: Financial and Operating Performance Update*

This item was discussed under Confidential Business.

C.18.78.4 [C.18.41.4] *Financial and Operating Performance Report and Budget Update.*

This item was discussed under Confidential Business.

C.18.79 Chair's Business

Noted: that there had been no decisions made by circulation nor any exercise of delegation since the last meeting, but that the Company Seal had been used on 25 June 2018 for a number of sub-contractor warranties between the University, Vinci Construction UK Limited, and the following firms:

- a. Stannah Lifts Limited;
- b. Neptune Building Services Ltd;
- c. Green Piling Limited;
- d. The Window Glass Company (Bristol) Limited;
- e. Blues Electrical Limited;
- f. Stewart Milne Timber Systems Limited.

C.18.80 Vice-Chancellor's Report (C/47/18)

C.18.80.1 Received and noted: a paper updating Council on major developments affecting the University since the previous meeting in May 2018. The following were highlighted:

- a. the University's success at the recent THELMA awards, where the Growth Hub initiative had won an award, and the Rethinking Enhancement project was shortlisted;
- b. the analysis of data from the Longitudinal Education Outcomes (LEO) database, and the University's pushing forward of its 'Our Future Plan' work to ensure high quality engagement across all schools;
- c. the work started to review the Postgraduate Strategy;
- d. the continued engagement in plans to create an Institute of Technology in Swindon;
- e. the University's improved position in the Guardian's league table;
- f. the continued support from Richard Graham (the Member of Parliament for Gloucester) for the proposal to develop a University Technical College (UTC) in Gloucester specialising in health, despite the decision by the Department for Education to not accept any more submissions to establish any UTCs;
- g. the statement of leadership behaviours expected across the institution as part of the Gloucestershire Leader development programme.

C.18.80.2 Considered:

- a. the approach for the inclusion of self-employed students in the LEO dataset;
- b. support through the Your Future Plan programme for students wishing to set up their own businesses;
- c. a query as to whether there was any evidence that institutions were moving away from offering courses where subsequent employment had traditionally low salaries. It was noted that no trend had been seen but there was a long data lag. This led to a discussion about what universities were for, and the public perception of higher education being expensive and that therefore a well-paid job was necessary to make the expense worthwhile;
- d. the variance seen in take up of Your Future Plan activities between different schools. Council discussed opportunities to make activity more mandatory, but it was emphasised that the most powerful driver would be the advocacy of students. It was noted that activities such as these were not required, but were an opportunity for students to get

- better value for money from their time at the University. It was reported that current activity was not monitored centrally, so options to capture that data were being considered;
- e. a suggestion that a more external element should be included in the Gloucestershire Leader development.

C.18.81 Students' Union Update (C/48/18)

Received and noted: the regular update from the Students' Union (SU). The new President and Education Officer introduced themselves and highlighted their priorities for the coming year. The following key elements of the report were noted:

- a. that many of the key activities outlined in the Operating Plan would continue into the next academic year;
- b. the creation of an action plan to address the attainment gap;
- c. the success of the feedback tool during the year;
- d. the outcomes of the Gnomies and the Sports Awards. A request was made that feedback could be given to nominees so that they could understand why they had been nominated.

C.18.82 CONFIDENTIAL: INTO Pathway Joint Venture (C/49/18)

This item was discussed under Confidential Business.

C.18.83 Oxstalls Masterplan Update (C/50/18)

C.18.83.1 Received and noted: the final report for the academic year, updating members on progress with the Oxstalls development. The Executive Director (Estates Strategy) highlighted:

- a. the approval of the Section 73 application to break the link between occupation of the Business School building and completion of the highways junction;
- b. the increased costs for the highways work;
- c. the improved position for the first phase of the Blackfriars development;
- d. the mitigation plan being developed in case the Sports Hall was not ready in time for the start of the autumn term.

C.18.83.2 Considered: the opportunity to continue to develop communication between the University and Hartpury College following the agreement at Blackfriars.

C.18.84 Student Wellbeing Strategy (C/51/18)

C.18.84.1 Received: a paper outlining the general findings from the University consultation process related to the Student Wellbeing Strategy, and the updated Strategy document. It was reported that three new themes had been added due to discussions from the consultation: Financial Wellbeing, Academic Wellbeing, and Personal Development.

C.18.84.2 Considered:

- a. recent media reports concerning the support for students at the University of Bristol, and the decision there regarding next of kin notification. The Director (Student Support) reported that the University was looking at the best way to address the issue, noting that it was not *in loco parentis* and that it could be difficult to identify the best time to make contact with the next of kin in a crisis, so the emphasis was on how students were supported;
- b. concerns raised that the work outlined in the plan could be affected by budgetary constraints, and that staff wellbeing was necessary to underpin student support;
- c. how success would be measured. It was noted that a new Oversight Group would develop the process to capture the work achieved;
- d. the success of the consultation process;
- e. the importance of encouraging students to take ownership of their wellbeing, with the support of the University;
- f. the role of eating spaces in developing a sense of community;
- g. the importance of the role of Personal Tutors and the need to ensure that all were skilled and engaged in University initiatives such as Your Future Plan.

C.18.84.3 Resolved: Council noted the progress made, and discussed and approved the Student Wellbeing Strategy to enable developments to the associated action planning in readiness for 2018/19.

- C.18.85 Student Retention: causes of low retention and solutions (C/52/18)**
- C.18.85.1 Received: the three reports from the Heads of School for Health and Social Care, Business, and Sport and Exercise, for assurance that issues concerning student retention had been investigated and were being addressed. The University Registrar and Secretary emphasised that, although there had been a deterioration in retention figures, the University was still achieving better than sector benchmarks.
- C.18.85.2 Considered: the opportunity for Council to receive updates on the statistics. It was noted that a report would be presented at the March 2019 meeting and that it would also be reflected in the regular reporting of the associated performance indicator in the Operating Plan which would be presented to Council in November 2018 and February 2019. Members encouraged a better consistency between reports.
- C.18.86 CONFIDENTIAL: Marketing and Communications Strategy 2018-2022 – Update (C/53/18)**
This item was discussed under Confidential Business.
- C.18.87 CONFIDENTIAL: Financial and Operating Performance Report (C/54/18)**
This item was discussed under Confidential Business.
- C.18.88 CONFIDENTIAL: 2018/19 Budget (C/55/18)**
This item was discussed under Confidential Business.
- C.18.89 CONFIDENTIAL: OfS Financial Forecast (C/56/18)**
This item was discussed under Confidential Business.
- C.18.90 2017/18 Operating Plan and Institutional KPIs – Late Year Update (C/57/18)**
- C.18.90.1 Received and noted: a progress report for actions and KPIs for the 2017/18 Operating Plan as approved by Council in June 2017. Council noted the qualitative assessment of progress against the actions in each priority area and the associated Red-Amber-Green rating.
- C.18.90.2 Noted: the latest status update. Council congratulated the team on the clarity of the presentation.
- C.18.91 Draft 2018/19 Operating Plan and Key Performance Indicators (KPIs) (C/58/18)**
- C.18.91.1 Received: a draft of the University's Operating Plan and supporting institutional KPIs for 2018/19. The Plan was structured to identify the priority areas being taken forward in support of the four Goals and six Enablers in the Strategic Plan 2017-2022.
- C.18.92.2 Resolved: Council approved the 2018/19 Operating Plan and KPIs.
- C.18.92 Risk Management Update (C/59/18)**
- C.18.92.1 Received: an updated version of a report that had been presented to Audit Committee on 8 June 2018, noting inclusion of additional points of narrative by the risk owners for risk 4 (Finance) and risk 6 (Recruitment) and highlighting that risk trajectories had risen for those areas and were now flagged as 'red'.
- C.18.92.2 Noted: the contents of the paper.
- C.18.93 Council and Committee Terms of Reference: annual review (C/60/18)**
- C.18.93.1 Noted: that Council reviewed the terms of reference and membership documents of itself and its Committees at the June meeting each year. It was noted that each Committee had reviewed its own terms of reference and any proposals for change had been recommended for approval by the Governance and Nominations Committee.
- C.18.93.2 Resolved: Council:
- a. considered its Terms of Reference, agreed the recommendation made by the Governance and Nominations Committee but made no further changes;
 - b. considered and approved the Terms of Reference documents for its committees (including recommendations for change made by individual committees);

- c. approved the recommendation that Ms Julie Atherton should be co-opted to Finance and General Purposes Committee for a further one year term from 1 September 2018 to 31 August 2019;
- d. noted that changes may be suggested for the Remuneration and Human Resources Committee following consideration of the new CUC Higher Education Senior Staff Remuneration Code at the meeting in October 2018.

C.18.94 Council Schedule of Business (C/61/18)

Considered: the Schedule of Business, and made no further changes to those that had been mentioned elsewhere during the meeting.

C.18.95 CONFIDENTIAL: Appointment of External Auditors* (C/62/18)

This was considered under Confidential Business.

C.18.96 Approval of Scheme of Delegation and Statement of Primary Responsibilities for 2018/19* (C/63/18)

Resolved: Council approved the recommended changes to the Scheme of Delegations and confirmed the Statement of Primary Responsibilities for 2018/19.

C.18.97 Minutes from Council Committees and Academic Board*

Noted: the minutes from the following meetings would be available from <https://inonet.glos.ac.uk/departments/registry/committees/Pages/default.aspx>

- a. Academic Board, 16 May 2018;
- b. Governance and Nominations Committee, 6 June 2018;
- c. Audit Committee, 8 June 2018;
- d. Finance and General Purposes Committee, 12 June 2018;
- e. Remuneration and Human Resources Committee, 13 June 2018.

C.18.98 Any Other Business

No other business was raised.

C.18.99 Date of Next Meeting

The next full meeting would be held on Tuesday, 2 October 2018 at 3.15 pm to be followed by a dinner that evening (location to be confirmed). However, members were asked to give their availability for an additional meeting to be held in the week beginning 10 September 2018 to finalise the financial forecasts. *[Post note: this meeting has now been confirmed for 9.15 am on Monday, 10 September 2018.]*

After the meeting, there was the opportunity for all members of Council (with the exception of the Vice-Chancellor) to meet without any officers from the University being present.