

**BOARD OF GOVERNORS**

**Minutes of the meeting held on**

**30 April 2014**

**At 2.00pm at Newton Park**

Present

Ms J Henderson (Chair)  
Professor R Alexander  
Mr W Archer  
Mr P Bird  
Ms N Campbell  
Professor P Davies  
Ms A Dawson  
Ms T Fisk  
Mr M Francis

Ms R Heald  
Lady T Lloyd  
Mr B Galliver  
Mr S McGall  
Professor P Martin  
Mr T Osborne  
Mr P Parker  
Professor C Slade (Vice-Chancellor)

In attendance

Mr N Borkhataria  
Ms I Cole (Deputy Clerk)  
Mr C Ellicott (Clerk)  
Dr D Newport-Peace

Professor N Sammells  
Ms A Stone  
Mr K Wright

Apologies

Revd E Mason

Mr D Pester

**13/33 MINUTES OF THE MEETING HELD ON 5 FEBRUARY 2014**

The minutes were agreed as correct.

**13/34 MATTERS ARISING**

Professor Sammells confirmed that the QAA report was now published and available on the internet.

### 13/35 CHAIR'S BUSINESS

The Chair explained that a task group would be established to assess criteria for a Chancellor for BSU. The task group would comprise the Vice-Chancellor, Mr Archer, Professor Martin, Revd Mason and Lady Lloyd.

There was a requirement for governing boards in the Higher Education sector to provide greater leadership with regard to quality assurance, the academic offer, and student experience. The Chair confirmed that guidance would be developed which would be brought to the next Board meeting in June.

### 13/36 CLERK'S BUSINESS

#### 5.1 Independent and Co-opted Members (Paper G798a)

The Clerk advised the Board of impending vacancies and said that the Nominations Committee would consider the co-option and re-co-option of Members from November 2014.

#### 5.2 Election of SU President (Paper G798b)

The Clerk informed the Board of the election of Mr Galliver to the position of President of the Students' Union for the year commencing 1 July 2014.

The Board noted the election of Mr Galliver, and his consequent co-option as a member of the Corporation for the year commencing 1 July 2014.

#### 5.3 HEFCE annual assessment of institutional risk (Paper G798c)

The Clerk informed the Board of the current risk status of BSU as determined by HEFCE.

The Board noted the risk assessment by HEFCE as indicated in Professor Atkin's letter of 24 March 2014.

### 13/37 VICE-CHANCELLOR'S REPORT (Paper G799)

The Vice-Chancellor acknowledged that the University had met several challenges over the last two years, particularly with regard to the QAA and REF 2014, and added that difficult external issues would remain in place for some time.

She confirmed that Bath Spa Global would aim to enrol 60 students for September 2014 and a further cohort in February 2015. She added that BSU's vision called for the University to expand its 1.4% international intake to 15% in 2015. The Vice-Chancellor said that the majority of interest from overseas students came from the United States, in addition to a significant component from China. She added that it would be important to achieve the correct balance of students in order that the University would not become dominated by one particular group.

The Board noted that the Students' Union was hoping to refit the current union building for the academic year 2014/15 and that a budget of just over £1.3 million had been agreed. However, the costs for renovations had come in at £1 million in excess of budget and the University had instead opted for a temporary facelift for the building at a cost of £327k. It was also confirmed that Santander would provide banking facilities on campus.

The Vice-Chancellor said that plans for the establishment of the Institute for Education at Hartham Park continued to be pursued vigorously and that a record number of PGCE Primary students had been interviewed for the 2014 intake.

Lord Putnam would open the new academic build, The Commons, on 5 June 2014. The Vice-Chancellor confirmed that GALA would launch that same day.

The Board were informed that UCU had announced a marking boycott with regard to the ongoing dispute over the 2013/14 pay award. BSU had developed contingency plans and a communications strategy to minimise the impact of this action. It was possible that a marking boycott may take place on 6 May, but it was still hoped that the proposed 2% pay offer would be accepted.

#### **13/38 NEWTON PARK DEVELOPMENTS (Paper G800)**

The Vice-Chancellor updated the Board on the progress of the academic and residential developments at Newton Park and confirmed that proceedings had been well managed. She noted that there would be a delay of one week with regard to the residential development due to adverse weather conditions, and that the widening of the Newton Park driveway would shortly commence.

The Board noted this report.

#### **13/39 BUDGET PROPOSALS 2014/15 (Paper G801)**

The Vice-Chancellor said that drafts of the revenue budget for 2014/15 were being formulated and would be presented to the Board at the June meeting, following consultation with the Deans.

She advised the Board that the Policy and Resources committee had approved a recommendation for the University to enter into a fixed rate contract for a second £10 million borrowing facility with Lloyds Bank to mitigate against the risk of possible future interest rate rises. The 2014/15 budget for interest payable had been increased to reflect the cost implications of the fix, together with the full year effect of interest paid on an existing two £10 million borrowing facilities. Although it was extremely unlikely that the University would find itself in a default position with Lloyds Bank, it was felt that any further borrowing above this level would need to be considered very carefully.

The Vice-Chancellor added that the University had appointed Eon to develop carbon reduction initiatives and that the results of a detailed survey with recommendations would be presented to the Board in June.

She added that student rents were to rise in line with inflation.

The Board noted the report; noted that the annual revenue budget would be presented in June; and approved the proposed 2014/15 arrangements for student rents.

#### **13/40 UPDATE ON KEY PERFORMANCE INDICATORS (Paper G802)**

Dr Newport-Peace updated the Board on the University's seven key performance indicators – National Student Survey; Research income per academic staff FTE; Graduate employment; Completion rate; % Postgraduate; % International; and Student:staff ratio – as had been

approved by the Board in spring 2012 alongside the University vision and Strategic Plan. The data revealed a positive trajectory for all indicators.

BSU had benchmarked its performance against a group of six comparators, with data accessed from the Higher Education Information Database for Institutions, from which statutory reports were submitted annually by Higher Education institutions.

The Board was also informed that taught postgraduate firm acceptances had doubled from last year and that the second most successful course was 'Performing Shakespeare', which was a newly developed course at the University.

The Board noted the report.

#### **13/41 HEALTH AND SAFETY ANNUAL REPORT (Paper G803)**

The Vice-Chancellor explained that the Board was responsible for the health, safety and welfare at work of all University employees and staff, and that she was responsible to the Board for ensuring compliance with health and safety legislation. She said that there had been a decrease in the number of reported incidents from 69 in 2012 to 66 in 2013, and added that the high risk courses lay within the remit of MPA and BSAD, due to the practical nature of activities. In addition, the number of fire incidents had decreased for the third consecutive year.

It was recommended that the Chair of the Board should sign the Health and Safety Policy alongside the Vice-Chancellor on an annual basis.

The Board received the Health and Safety Annual Report.

#### **13/42 RISK MANAGEMENT (Paper G804)**

The Vice-Chancellor presented a review of changes made to the University's risk register since November 2013, and advised that there would be a new approach to risk management from 2014/15, led by the Chief Operating Officer and Dr Newport-Peace.

In June 2013 the internal auditor had concluded that full assurance could be given for the adequacy and effectiveness of BSU's risk management arrangements.

The Board received the report and noted their acceptance of the risk exposure as identified within the paper.

#### **13/43 ANY URGENT BUSINESS FROM COMMITTEES**

The Clerk informed the Board that graduation ceremonies would take place on 16, 17 and 18 July at Bath Abbey. There would be three ceremonies each day at 10am, 1pm and 4pm and governors would be invited.

He also noted that the Board meeting on 4 February 2015 would now be held on 11 February.

#### **13/44 ANY OTHER BUSINESS**

Ms Dawson thanked the Board for the support and advice she had received during her tenure as President of the Students' Union and as a member of the Governing Body. The Vice-Chancellor thanked Ms Dawson for her dedicated work during this time.

**13/45 ITEMS FOR RECEIPT**

The following items were received:

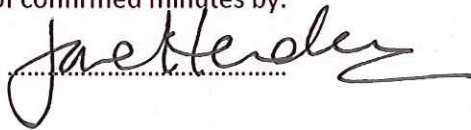
Audit Minutes	6 November 2013
Policy & Resources Minutes	6 November 2013
Academic Board Minutes	5 November 2013 and 21 January 2014

There being no further business, the meeting closed at 4.00pm.

Ina Cole  
Deputy Clerk to the  
Board of Governors  
May 2014

Signed as a record of confirmed minutes by:

Ms Jane Henderson  
Chair



Date .....

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1948  
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1950

*John F. Kennedy*