

AGENDA

BOARD OF GOVERNORS

Date:	Wednesday 20 November 2019	Time:	1500 (refreshments from 1445)
Location:	Boardroom (University House), Leek Road, Stoke-on-Trent campus		

Notes:

1. Items marked with an asterisk (starred items) are for information only or regarded as noncontentious. Starred items will not be discussed and will be assumed to have been noted or approved unless a request to unstar a named item is received from a Board member in advance, or at the commencement, of the meeting.
2. Items classified as Confidential, and their subsequent minutes, will be redacted before publication of the agenda and minutes on the University's public website.

Know Your Business (1500 - 1530) – National Cyber Security Centre Board Toolkit

A presentation from Andrew Proctor, Pro Chancellor – Digital, regarding the Board's responsibilities around cyber security.

		Lead	Pgs
1 MEETING MANAGEMENT			
1.1	Apologies for Absence	Clerk	
1.2	Declarations of Interest	Clerk	
1.3	Minutes of the last meeting of the Board of Governors, 25 September 2019 BG/115/01	Clerk	4-9
1.4	Matters arising: <ul style="list-style-type: none"> • Arising from 25 Sept 2019 BofG Know Your Business (Staffordshire 5G Connected Region) – to note that work was currently under development on this, led by the LEP. • Minute 2551 Access and Participation Plan 2020-21 to 2024-25 – to note that a response had been received from the OfS on 8 November 2019 and a verbal update would be provided at the meeting from the PVC – SE. • Minute 2567 DIL – to note that a report on in-year activities for DIL was provided to Sustainability and Resources Committee on 5 November 2019, and was on the agenda for information. • Minute 2571 OfS Analysis of Degree Classifications Over Time – to note that the information had been sent to the OfS by the due date but that no response had yet been received. • Minute 2572 Apprenticeships – to note that a full report on the apprenticeships provision appeared elsewhere on the agenda (item 3.1). 	Clerk	
2 STRATEGIC OVERVIEW			
2.1	Strategic Developments and Organisational Performance BG/115/02	VC	10-14
3 SUB-COMMITTEE BRIEFING SHEETS AND REFERRED ITEMS			
3.1	Remuneration Committee, 08 Oct 2019 BG/115/03 For approval <ol style="list-style-type: none"> Minute 7 - Committee Terms of Reference BG/115/04 For information <ol style="list-style-type: none"> *Minute 14 - Annual Statement of Senior Postholder Remuneration 2018-19* BG/115/05 *Minute 15 - Remuneration of Senior Postholders Policy* BG/115/06 	Clerk	15-16 17-20 21-25 26-29
3.2	Nominations and Governance Committee, 08 Oct 2019 BG/115/07 For approval	Clerk	30-31

		Lead	Pgs
	i. Minute 543 - Committee Terms of Reference BG/115/08 ii. Arising from Minute 544 - Chair's Face-to-Face Meetings with Board: a) Annual two-way review for the Chair with each member of the Board; b) Initial one-year term of office for new governors; c) Board performance review for 2020 BG/115/09 iii. Arising from Minute 547 - Independent Governor Vacancy/Term of Office – Renewal: a) Renewal of Terms for two independent governors; b) Appointment process for new staff governors BG/115/09 For information iv. *Minute 544 - Chair's Face-to-Face Meetings with Board* BG/115/10 v. *Minute 545 - Appointment of Staff Governor (<i>see briefing sheet</i>)* vi. *Minute 546 - Remuneration of Governors* BG/115/11		32-35 36-37 36-37 38-43 44-44
3.3	Strategy and Performance Committee, 22 Oct 2019 BG/115/12 For approval i. Minute 111 - Committee Terms of Reference BG/115/13 For information ii. *Minute 113 - Evaluating Delivery of the University Strategic Plan (Innovative and Applied Learning)* BG/115/14 iii. Minute 114 – KPI Report (<i>see item 3.2</i>) iv. *Minute 118 - Summary of Changes to Academic Regulations 2018-19* BG/115/15 v. *Minute 119 - League Table Performance Report* BG/115/16	Clerk	46-47 48-51 52-60 61-63 64-75
3.4	Audit and Risk Committee, 29 Oct 2019 BG/115/17 For approval i. Minute 1646 - Committee Terms of Reference BG/115/18 ii. Minute 1648 - RSM Internal Audit Annual Report 2018-19 BG/115/19 iii. Minute 1649 - Annual Report of the Audit & Risk Committee 2018-19 BG/115/20 iv. Minute 1652 - University-Level Risk Registers BG/115/21	Clerk COO COO COO	76-77 78-82 83-98 99-105 106-149
3.5	Sustainability and Resources Committee, 05 Nov 2019 BG/115/22 For approval i. Minute 234 - Committee Terms of Reference BG/115/23 ii. Minute 235 - Catalyst Contract - Award Approval BG/115/24 iii. Minute 241 (i and ii) - Financial Statements for y/e 31 July 2019 (Draft Annual Review and Financial Statements 2018/19; KPMG audit highlights memorandum and management letter) BG/115/25 and 26 (<i>available separately on SharePoint</i>) iv. Minute 241 (iii) - OfS Annual Accountability Return 2019: Financial Commentary and Annual Assurance Return BG/115/27 (<i>available separately on SharePoint</i>) For information v. *Minute 236 - Estates Projects Update* BG/115/28 vi. *Minute 237 - DIL Update* BG/115/29 vii. *Minute 240 - Student Numbers and Projected Financial Impact: In-Year Update* BG/115/30 viii. *Minute 242 - Students' Union Accounts 2018-19* BG/115/31 ix. *Minute 243 - Management Accounts (to 30 Sept 2019)* BG/115/32 x. *Minute 244 - Financial impact of Collaborative Academic Partnerships (CAPs)* BG/115/33	Clerk DVC CFO CFO	150-151 152-156 157-158 SharePoint SharePoint 159-164 165-171 172-176 177-198 199-210 211-217
3 FOR DISCUSSION AND/OR APPROVAL (marked below accordingly)			
3.1	Apprenticeships Performance and Monitoring (DISCUSSION) BG/115/34	PVC–SE & PVC–P&E	218-228
3.2	Connected University Strategy – Review of Key Performance Indicators (APPROVAL) BG/115/35	VC	229-237
3.3	Fee Policy 2021/2022 (APPROVAL) BG/115/36	DVC	238-243
3.4	Federation House (APPROVAL) BG/115/37 (<i>to follow</i>)	DVC	

		Lead	Pgs
3.5	Annual Quality and Standards and Student Success Report 2018-19 (APPROVAL) BG/115/38 (supporting annex C available separately on SharePoint)	P – SE	244-269
3.6	Prevent Annual Report 2018-19 (APPROVAL) BG/115/39	COO	270-280
4 FOR INFORMATION			
4.1	Students' Union Report BG/115/40	P – SU	281-282
4.2	OfS Request for Further Information: Unconditional Offers BG/115/41	P - SE	283-287
4.3	OfS Compliance with Regulatory Deadlines BG/115/42	VC	288-295
4.4	*Draft Academic Board Minutes: 23 Oct 2019 (Unconfirmed)* BG/115/43	VC	296-314
5 ADDITIONAL MATTERS			
5.1	How have we made a positive impact on our students today?	Clerk	
5.2	Any additional matters		
5.3	Next meeting: Wednesday 01 April 2020 (Boardroom, University House)		