

MINUTES

BOARD OF GOVERNORS, BG-135

Date: Tuesday 26 November 2024

Time: 14:30

Location: CA105/6, Catalyst, Leek Rd

Members		
Gemma Brierley	External Member	P
Jonathan Chapman	External Member	P
Mohit Dhingra	External Member	A
Kevin Gould	External Member	P
Professor Chris Headleand	Staff Governor (academic staff)	P
Colin Hughes (Chair)	External Member	P
Professor Martin Jones	Vice Chancellor	P
Baljinder Kuller	External Member	P
Joseph Knight	Student Governor (vice president of Student Union)	P
Kim Newell Chebator	External Member	P
Precious Ogbein	Student Governor (president of Student Union)	P
Martin Pugh	External Member	P
Josie Morris	External Member	P
Juliet Oosthuysen	External Member	A
Marta Vizcaya Echano	Staff Governor (professional services staff)	A
In attendance		
Ian Blachford	Chief Operating Officer and Clerk to the Board of Governors	IA
Professor Annabel Kiernan	Pro Vice Chancellor - Education	IA
Sally McGill	Chief Financial Officer	IA
Professor Raheel Nawaz	Pro Vice Chancellor – Digital Transformation	A
Sue Boyce	Assistant Clerk to the Board of Governors (<i>minutes</i>)	IA

P = Present; A = Apologies; Ab = Absent; L = Late; IA = In Attendance; T = via Teams

[REDACTED]

[REDACTED]

1 MEETING MANAGEMENT	
2952	Apologies for Absence were received from Mohit Dhingra, Juliet Oosthuysen, Raheel Nawaz and Marta Vizcaya Echano.
2953	There were no new Declarations of Interest .
2954	Minutes of the last meeting of the Board of Governors, 2 October 2024 BG/135/01 [BG134] were confirmed as a true and accurate record.
2955	Matters arising:
2 STRATEGIC OVERVIEW	
2956	<p>The Strategic Developments Report BG/135/03 was introduced for discussion by the Vice Chancellor Martin Jones who outlined that the recent Budget appears to have been purposefully light on higher education to allow for the announcement on 4th November of an inflationary increase in the full-time undergraduate tuition fee cap for English HE providers. The fee will rise by 3.1% in 2025/26 to £9,535, ending a long fee freeze that started in 2017. There will also be a 3.1% increase in the maximum maintenance loan. Both increases are based on inflation projections.</p> <p>There were no comments and the report was noted.</p>
2957	<p>The Annual Quality and Standards and Student Success Report 2024-25 (inc Degree Outcomes Statement) BG/135/04 was introduced by Pro Vice Chancellor Academic, Annabel Kiernan. The report provided a holistic picture of the University's performance in the previous academic year and Annabel Kiernan provided a presentation of the main summary findings from the report, noting the area of assurance that the Board needed to consider.</p> <p>Members and attendees commented as follows:</p> <ul style="list-style-type: none"> • Discussion ensued on the University's ability to satisfy OfS requirements as in recent times some aspects of these had become an area for concern for the governors. Annabel Kiernan mentioned that some actions in the report are part of ongoing improvement efforts, while others are future milestones. Martin Jones noted that the objective of the TOM is alignment between professional services and academic services, and the need for the services to support the schools in their academic endeavours. • Chris Headleand commended the activities outlined in the report and highlighted the success of the early interventions, noting that this current proactive approach is more dynamic. Annabel Kiernan agreed, stating that the University now better oversight, providing more assurance, in a more timely manner. • Discussion ensued on the delivery of apprenticeships and Annabel Kiernan reassured governors that the data is included in the SAR and quality improvement plan, later in the agenda. She added that the outcomes for apprenticeships are all above the benchmark, and that this was more a focus of OfSted rather than the OfS. <p>There were no further comments and the report was noted.</p>
3 SUB-COMMITTEE BRIEFING SHEETS AND REFERRED ITEMS	
2958	<p>BRIEFING SHEET - Remuneration Committee, 10 October 2024 BG/135/05</p> <p>The contents of the Briefing Sheet from Remuneration Committee were noted and the following matters were considered.</p> <p>APPROVAL</p> <p>a) Minute 07 - Committee Terms of Reference 2024-25 BG/135/06 : The Committee Terms of Reference were approved.</p>

	<p>b) Minute 13 - Annual Statement of Senior Postholder Remuneration 2023-24 BG/135/07: The Annual Statement of Senior Postholder Remuneration was approved for uploading on the University's website.</p>
2959	<p>BRIEFING SHEET - Nominations and Governance Committee, 10 October 2024 BG/135/08</p> <p>The contents of the Briefing Sheet from Remuneration Committee were noted and the following matters were considered.</p> <p>APPROVAL</p> <p>a) Minute 720 - Committee Terms of Reference 2024-25 BG/135/09: The Committee Terms of Reference were approved.</p> <p>b) Minute 724 – Committee Terms of Office Renewal Schedule and Vacancies BG/135/10: The Renewal Schedule was approved it was noted that there were a number of vacancies that would need to be addressed shortly. This would be addressed as part of the overall Board composition, early in the New Year.</p> <p>INFORMATON</p> <p>a) Minute 723 – Review of the Performance of the Chair of the Board BG/135/11: The review was approved.</p>
2960	<p>BRIEFING SHEET - Audit and Risk Committee, 30 Oct 2024 BG/135/12</p> <p>The contents of the Briefing Sheet from Remuneration Committee were considered. The contents of the Minutes of Extra Meeting of the Audit and Risk Committee, 18 November 2024 BG/135/13 were also noted.</p> <p>APPROVAL</p> <p>a) Minute 2031- Terms of Reference of the Audit and Risk Committee BG/135/14: The Terms of Reference were approved.</p> <p>b) Minute 2034 - Internal Audit Annual Report (KPMG) BG/135/15: The report was approved.</p> <p>c) Minute 2035 - Annual Report of the Audit and Risk Committee BG/135/16: The report was approved.</p> <p>d) Minute 2037 - Strategic Plan: University-level Risk Registers BG/135/17 (HLRRs on SHAREPOINT) : The risk registers were approved.</p> <p>e) Minute 2038 - Strategic Plan: University Risk Appetites BG/135/18: The risk appetites were approved.</p> <p>f) Minute 2036 - BDO External Audit Report: These were considered elsewhere on the agenda.</p> <p>INFORMATION</p> <p>None</p>
2961	<p>BRIEFING SHEET - Strategy and Performance Committee, 6 Nov 2024 BG/135/19</p> <p>The contents of the Briefing Sheet from Strategy and Performance Committee were noted and the following matters were considered.</p> <p>APPROVAL</p> <p>a) Minute 438 – Committee Terms of Reference BG/135/20: The Terms of Reference were approved.</p> <p>INFORMATON</p> <p>a) Minute 441 – KPI Scorecard BG/135/21: The Scorecard was noted.</p>
2962	<p>BRIEFING SHEET - Sustainability and Resources Committee, 13 Nov 2024 BG/135/22</p> <p>The contents of the Briefing Sheet from Sustainability and Resources Committee were noted and the following matters were considered.</p> <p>APPROVAL</p> <p>a) Minute 699 - Committee Terms of Reference BG/135/23: The Terms of Reference were approved.</p> <p>b) Minute 707 - Annual Report & Draft Financial Statements to y/e 31 July 2024 BG/135/24: These were considered as a main agenda item elsewhere on the agenda.</p> <p>c) Minute 707 – BDO External Audit Report: These were considered elsewhere on the agenda.</p> <p>d) Minute 707– Draft Financial Outturn 2023/24 BG/135/25: These were considered elsewhere on the agenda.</p> <p>INFORMATION</p> <p>a) Minute 701 - Building Conditions Survey BG/135/26: The survey was noted.</p> <p>Members and attendees commented as follows:</p> <ul style="list-style-type: none"> Kim Newell Chebator inquired about the £20K loss on the Clarice Cliff project and whether similar issues could affect the Student Village project. Sally McGill responded that the refurbishment was inadvertently delayed until

	<ul style="list-style-type: none"> Our research governance processes and performance are reviewed through an annual Statement of Research Integrity, for which Board of Governors approval is sought. This annual statement demonstrates our compliance with the Concordat to Support Research Integrity (2019). It outlines the actions taken to support and improve our research activity and strengthen a culture of research integrity in line with the Concordat expectations. The statement provides an overview of our key research governance policies and procedures, support for academic staff in understanding research integrity expectations, the actions taken to strengthen research ethics and a review of misconduct investigations. This statement will be published online following approval by the Board of Governors. Key activities within 2023/24 include the approval of a revised 'Code of Conduct for Research and Research Integrity', introduction of a Policy in the use of Human Tissue and work to enhance training and development offer around research integrity and research ethics. No formal investigations into research misconduct have been reported. The statement has been approved by Research, Innovation and Enterprise Committee and Academic Board. Governor endorsement is now sought. <p>There were no comments and the statement was approved.</p>
2968	<p>The Tuition Fee Policy 2025/2026 BG/135/33 was introduced for approval by the Chief Financial Officer and Deputy Chief Executive, Sally McGill.</p> <ul style="list-style-type: none"> This paper sets out the recommendations for 2026/27 tuition fees for Home Undergraduate and Postgraduate students, as part of the normal calendar of business. Exceptionally this paper also covers the change in the maximum fee caps for 2025/26 for Home Undergraduate students, which were announced recently. For the academic year 2025/26: <ul style="list-style-type: none"> Applying the revised maximum fee caps for Undergraduate courses for new entrants and current students Applying the new lower fee cap for the Foundation year of a degree in a classroom based subject <p>For the academic year 2026/27:</p> <ul style="list-style-type: none"> Applying the maximum fee caps for Undergraduate courses for new entrants and current students Applying the maximum fee cap for the Foundation year of a degree in a classroom based subject Charging the Postgraduate Taught fees proposed in this paper Applying the alumni discounts proposed Applying the Postgraduate Research fees proposed in this paper <p>There were no comments and the report was noted.</p>
2969	<p>The Draft Prevent Annual Report 2023-24 BG/135/34 was introduced for approval by the Chief Operating Officer, Ian Blachford.</p> <ul style="list-style-type: none"> Under the Counter Terrorism and Security Act (2015), the University is required to demonstrate to the OfS its commitment to fulfilling its obligations in relation to the Prevent Duty. The Prevent annual report has been drafted following previous templates and approved by the University's Prevent Strategy Group and University Executive Board. The annual report sets out the work undertaken by the University during the last academic year. This is the eighth annual Prevent report submitted by the University to the regulator (previously HEFCE, now OfS). All previous reports have resulted in HEFCE/OfS confirming that the submissions adequately demonstrated sufficient evidence of due regard to the Prevent Duty/was not of higher risk of non-compliance with regard to Prevent. <p>There were no comments and the Prevent Annual Report was approved.</p>
2970	<p>Annual Report: Equality Diversity and Inclusion 2023-24 BG/135/35 was introduced for approval by the Chief Operating Officer, Ian Blachford.</p> <ul style="list-style-type: none"> The annual report provides an update on how the University has been delivering its commitment to equality, diversity and inclusion. Once approved the annual report will be published on the University's website. Key highlights of the report include: <ul style="list-style-type: none"> The Data Integrity Project has produced positive results in eliminating some of the data gaps. We now hold 100% for our governors profile data on age, gender, ethnicity, disability and sexuality. We have reduced data gaps for staff and student ethnicity, religion and sexuality data Ethnic minority staff numbers in July 2024 were at 15.92% and is 2.87% higher than reported in last year's report. The Gender Pay Gap has slightly increased from 7.80% in 2023 to 8.08% in 2024. This may be due to the reduced number of staff of 241 from the number reported in 2023 report. The Ethnicity Pay Gap is currently at 1.21% and is higher than the -1.91% reported last year, but we can see this as positive as we have employed more ethnic minorities from 2023 to 2024 The Disability Pay Gap is 4.18%, lower than 5.29% reported in 2023. We also have had more staff disclose their disability data which is positive The Sexuality Pay Gap is at 10.04% and is lower than the 17.89% reported in 2023. We also have had more staff disclosing their sexuality data which is positive.

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5 FOR INFORMATION

2974	<p>The Students' Union Report BG/135/38 was introduced by the President of the Student's Union, Precious Ogbein for information.</p> <p>The report was noted.</p>
2975	The Calendar of Corporate Events BG/135/39 was noted for information.

6 ADDITIONAL MATTERS

2976	<p>Any additional matters</p> <p>None</p>
2977	Next meeting: Weds 26 March 2025 (CA105/6, Catalyst, Leek Rd)