



University  
of Worcester

BOARD OF GOVERNORS

Minutes of the meeting held on the 6<sup>th</sup> July 2015

**14/47 Attendance**

**47.1 Present**

|                    |                 |
|--------------------|-----------------|
| Mr J Pallett       | Chair           |
| Mr C Arntzen       |                 |
| Mr J Bateman       |                 |
| Mrs M Chamberlain  |                 |
| Professor M Clarke |                 |
| Mr D Dale          |                 |
| Mrs O Fielding     |                 |
| Professor D Green  | Vice Chancellor |
| Mrs A Hooper       |                 |
| Mr W Hudson        |                 |
| Mr D Iddon         |                 |
| Mrs A Leonetti     |                 |
| Dr D McDougall     |                 |
| Mr M Newitt        |                 |
| Mr T Patrickson    |                 |
| Dr A Pettersen     |                 |
| Mrs S Speck        |                 |
| Mrs J Swan         |                 |
| Dr R Woolley       |                 |

**47.2 In Attendance**

|                   |  |
|-------------------|--|
| Mr R Bonham       | Director of Finance & Resources                        |
| Dr H Forland      | Pro Vice Chancellor (International)                    |
| Professor S Greer | Pro Vice Chancellor (Academic)                         |
| Ms H Johnstone    | Assistant University Secretary                         |
| Dr C O'Malley     | Pro Vice Chancellor (Business & Development)           |
| Mr H Pathirana    | Vice President: Student Activities, Students' Union    |
| Mr J Ryan         | University Secretary & Clerk to the Board of Governors |

**47.3 Apologies**

Mr L Arnold  
Mr Z Padda  
Mrs C Richardson

**47.4 Declarations of Interest**

There were no declarations of interest.

**47.5 Papers to be received without discussion**

The following papers were received without discussion

Agenda item 7 – Report from Personnel Committee [BG14/44]  
Agenda item 11 – Internal Student Survey [BG14/48]

## **14/48 Minutes**

- 48.1 The open minutes of the meeting held on the 11<sup>th</sup> May 2015 [BG14/49] were confirmed as a correct record.
- 48.2 Matters arising not covered elsewhere on the agenda
- 48.2.1 Access Agreement [minute 14/43]

The Clerk reported that the Access Agreement for 2016/17 had been approved by OFFA.

## **14/49 Vice Chancellor's Business**

- 49.1 The Vice Chancellor reported that one of the University's students, Joel Richards, had been amongst the victims of the recent shooting in Tunisia. Joel's untimely death had had a significant impact on both his fellow students and staff and counselling has been made available for those who felt it would assist them. The University will be holding a memorial event for those who knew Joel on the 10<sup>th</sup> July. There had been significant media interest in the story which had been ably dealt with by the Communications team and colleagues in the Institute of Sport and Exercise Science.
- 49.2 The current Comprehensive Spending Review may result in cuts to funding for HEIs in England but it is unlikely that these will occur before April 2016. It is anticipated that the cuts will be significant and will follow the cuts to funding for support for disabled students which have been postponed for one year. Members were reminded that three years ago the university had been in receipt of approximately £16m in funding and this figure now stood at £6m. The University's finances will continue to be monitored to ensure that they are protected from any future significant cuts.
- 49.3 The emphasis of government policy in relation to teacher education has changed since the election to teacher shortages rather than where teachers should be trained. The number of PGCE places has slightly increased and the University is applying for additional numbers for 2016/17.
- 49.4 There has been a slight increase in numbers for nursing and midwifery students. In addition there will be an additional 20 non-commissioned places via the Gloucestershire NHS Trust. The University's paramedicine course continues to be popular with just under twice as many applicants as places and the Institute of Health and Society continues to grow its CPD provision.
- 49.5 The recent DHLE survey which looks at the employment of graduates within 6 months of graduation shows a slight improvement, with 70% of graduates in employment. There is still an issue with Early Years jobs not being counted as graduate employment.
- 49.6 The Vice Chancellor reported that he had delivered a presentation to the Worcestershire Cricket Club on the proposed International Centre for Inclusive Sport which had been well received. It is anticipated that the support will lead to a successful funding campaign.
- 49.7 The Pro Vice Chancellor (Academic) reported on recent academic developments. Members noted that work had started on refreshing the curriculum and that new subjects, Maths and Law, were already proving popular. During 2015/16 a portfolio review will be undertaken which will be a significant piece of work; there will be a particular focus on streamlining the course offer whilst maintaining the choice that students currently enjoy. A suite of Integrated Masters courses are being developed across the Institutes many of which will offer an additional professionally accredited qualification.
- 49.8 The Pro Vice Chancellor (International) reported that work was underway to start recruiting students in the US and Norway. Norway is responsible for 80% of the non-EU undergraduate market and the US is responsible for 75% of the post- undergraduate non-EU market. The International department is also beginning to recruit from Turkey where there is a particular interest in psychology and nutrition courses. In addition a partnership is being entered into with Oxford International Education Group with a view to opening an International Foundation College at the University from 2017. Recruitment from China is positive with some good size groups joining the University in the future.

**14/50 Report from Finance & Development Committee [BG14/42]**

- 50.1 The Clerk presented the open report from the Committee. Members noted that the report on student recruitment showed a 26% increase in conditional firm acceptance of offers on the 2014 position. The Board was also pleased to note the significant increase in applications from EU countries.
- 50.2. The Committee reported that it had considered the Director of Finance and Resource's report which showed a forecast surplus of between £3.8m and £4.0m for 2014/15, as previously predicted.
- 50.3. The Board noted that the Committee recommended the draft budget for 2015/16 for approval. The budget forecast a surplus of £3.1m and a cash balance as at 31<sup>st</sup> July 2015, which would comfortably achieve the bank covenants. The Board approved the draft budget for 2015/16.
- 50.4 The Board noted the headline information that would be included in the Six Year Financial Forecasts to be submitted to HEFCE.
- 50.5 The Board received the report.

**14/51 Report from Audit Committee [BG14/43]**

- 51.1 The Board received the report of the Committee noting that the Committee had approved the External Audit Plan. Members also noted the reports on the various internal audits and the Eco-Campus Audit.
- 51.2. In particular members noted that an HEFCE Assurance Audit would be carried out in November 2015.
- 51.3 The Board received the report.

**14/52 Report from Personnel Committee [BG14/44]**

- 52.1 The report was received without discussion.

**14/53 Report from Remunerations Committee [BG14/45]**

- 53.1 The Clerk presented the report which proposed changes to the terms of reference and conduct of the Remunerations Committee.
- 53.2 It was proposed that there should be two sub-groups of the Remunerations Committee. Remunerations Committee A would consider and decide the remuneration of staff on PVC1 and PVC2 salary scales, and advise and agree the parameters and processes for the remuneration of other senior staff on the University of Worcester salary spine. The Vice Chancellor would be a member of Remunerations Committee A.
- 53.3 Remunerations Committee B would consider and agree the remuneration of Board appointees, currently the Vice Chancellor and Chief Executive and the Clerk to the Board). The Vice Chancellor would not a member of Remunerations Committee B.
- 53.4 The Board approved the recommendation.

**14/54 Counter-terrorism and Security Act 2015 [BG14/46]**

- 54.1 The Clerk presented a report on the new Counter-Terrorism and Security Act 2015. Within the Act higher education institutions are identified as one of the 7 specified authorities which are required to "have due regard to the need to prevent people from being drawn into terrorism". It is anticipated that HEFCE will be delegated the authority to monitor compliance with the Act and that responsibility will fall on Boards of Governors to provide assurance.

54.2 The report identified a number of actions that would be required in order for the University to be fully compliant with the Act. The report had also been presented to the University Executive and further reports would be made to the Board through the Audit Committee. It was anticipated that the future University Secretary would have responsibility for this area.

54.3 The Board received the report.

**14/55 CUC Code of Governance [BG14/47]**

55.1 The Clerk presented a report on the new CUC Code of Governance. The report reviewed the University's and Board of Governors' current practice in the context of the Code and recommended formal adoption of the Code.

55.2 Members noted that the Board was due to carry out an effectiveness review and it may be beneficial to carry out this exercise through looking at the various 'should' and 'could' requirements of the Code. Arrangements are being made for a special meeting of the Board, facilitated by a representative of the Leadership Foundation, specifically to look at the Board's effectiveness.

55.3 The Board adopted the new Code.

**14/56 Internal Student Survey [BG14/48]**

56.1 The report was received without discussion.

**14/57 Any Other Business**

57.1 Members asked that the monthly report on capital developments, previously presented by the Pro Vice Chancellor (Capital Developments), or similar, be re-instated.

**14/58 Date of Next Meeting**

58.1 Monday 12<sup>th</sup> October 2015

..... (Chair)

..... (Date)