



## Minutes of the meeting of the Board of Governors held on 9<sup>th</sup> July 2019

### 18/39 Attendance

#### 39.1 Present

Mr J Bateman OBE (Chair)  
 Mr J Bothamley CBE  
 Mr R Dudley  
 Professor D Green CBE (Vice Chancellor)  
 Mrs A Hooper  
 Mr D Iddon  
 Mr N Khan  
 Dr S Pittaway  
 Mr M Scriven  
 Mrs S Speck

#### 39.2 In Attendance

Mr R Bonham	Director of Finance & Resources
Mrs J Britton	Director of Communications & Participation
Mrs A Cope	Director of Human Resources
Professor S Greer	Deputy Vice Chancellor
Ms H Johnstone	Head of Governance and Regulatory Affairs
Mr R Renton	Pro Vice Chancellor Students
Ms J Bailey	Executive Assistant

#### 39.3 Apologies or Absent

Professor G Agyemang  
 Mr C Arntzen  
 Ms D Beech  
 Mrs C Di Nunzio  
 Mrs D Gant  
 Mr H Lonsdale  
 Dr D McDougall  
 Mr Z Padda  
 Rev'd Dr A Pettersen  
 Miss M Price  
 Mr I Smith  
 Mr M Harris

### 18/40 Declarations of Interest

40.1 There were no declarations of interest.

### 18/41 Minutes

- 41.1 The minutes of the meeting held on the 21<sup>st</sup> May 2019 [BG18/51] were confirmed as a correct record subject to the amendment below.

Amended Minute 30.3.2 –

The Board discussed in depth the University's approach to Unconditional Offers and noted that all students who accepted an Unconditional Offer could change their mind and re-enter the UCAS Admissions process. The Board noted that a pilot scheme had been run for 2018/19 entry with very satisfactory results and the scheme had been offered more broadly in 2019/20.

- 41.2 Matters arising

41.2.1 Access and Participation Plan (minute 18/33)

The University's submission was submitted on 1 July 2019. No feedback has been received as yet. Members noted the significance of the Access and Participation Plan and the whole University approach, which had been taken, as in previous years. The APP was well received by the Board, who passed their gratitude on to all involved in its production.

**18/42 Chair's Business**

- 42.1 Teaching Awards in June 2019 had been an excellent occasion organised by the Students' Union, show casing the excellent work of a range of academic staff in the University, as nominated by students.
- 42.2 The Chair reported that the CUC was co-ordinating a response from its members to the OfS on Unconditional offers.
- 42.3 The Chair shared the EAUC Global Climate Emergency Letter with the Board. Members approved the signing of the letter, which was being supported by Universities across the world and would be presented to key ministers at the Higher Education Sustainability Initiative Global Event in New York.
- 42.4 Members noted that Mrs Di Nunzio had stood down from the Board with immediate effect for personal reasons. The Board noted that the Clerk would communicate their thanks to Mrs Di Nunzio for her contribution during her time on the Board.
- 42.5 The Board also noted that Mr Padda's second term of office was due to end but he has been unable to attend his last meeting. The Clerk would contact Mr Padda to express the Board's thanks for his contribution over the past eight years.

**18/43 Vice Chancellor's Report [BG18/52]**

The Vice Chancellor presented his written report to the Board and drew members' attention to the following:

- 43.1 Members noted that the University was in the top 10% of UK Universities in the National Student Survey for the first time and comfortably above both the national average and the University's own 'benchmark, which weights the University's result by 'student characteristics'. Participation in the survey from Worcester's final year students was 78%, ahead of the national average of 72% participation. Nine courses achieved 100% satisfaction and Law, whose first cohort graduate this summer, has entered as Number 1 University Law School in the UK at 96% satisfaction. Members

noted that courses with high levels of satisfaction in the NSS were paired with those performing less well in order to share good practice.

- 43.2 The Three Counties Medical School is progressing well and the GMC has advised that the University's application can proceed to stage 4 of the approval process. Members noted that the refurbishment of space for the new Medical School, utilising space previously occupied by Art, would take place in summer 2020/21. The new Medical School is well supported by the local NHS Trusts.
- 43.3 Members noted the range of work that has taken place over the past period in relation to educating and training the expanding health workforce. This includes discussions with the LEP focussing on the importance of Meditech and human health. The University has also been developing its Nursing Apprenticeship route in both Worcestershire and Dudley.
- 43.4 **[NOT FOR PUBLICATION]**
- 43.5 **[NOT FOR PUBLICATION]**
- 43.6 The Town House trial at St John's Campus is well underway and is anticipated to be ready for a visit in Autumn 2019. The Inclusive Cricket Education Centre at Severn Campus is underway in collaboration with England and Wales Cricket Board. Architects have been appointed and other contractor tenders are out. The World Series Physical Disability Cricket Tournament is being held in Worcestershire in August 2019, which will bring in an additional £70,000 income at the traditional quiet time of the year as well as benefit the University's reputation in this area..
- 43.7 Members were pleased to note that the University had been shortlisted for Green Institution of the Year 2019.
- 43.8 The Board received the report.

#### **18/44 Students' Union Business [BG18/53]**

- 44.1. The SU Officers were unable to attend due to NUS training, so the Student Union Report was presented by Ross Renton who noted that the responses in the NSS in relation to the Students' Union placed them substantially above their benchmark.
- 44.2 The Students' Union reported student cases supported by the Help and Advice Service within the Students' Union had increased by 41% on the previous year. This is thought to be partly due to a systematic approach to promoting the service to students. Support has been provided in relation to academic cases (mitigating circumstances and academic integrity processes), student housing issues and student money issues.
- 44.3 Students are raising significantly more money for charities year on year raising £35,057 in 2018/19, just short of double the amount raised in 2017/18. Colours Ball took place recently and highlighted the achievements of sporting students.
- 44.4 The Board applauded the SU for their exemplary work. Members raised queries in relation to recent publicity about essay mills and noted the Private Members Bill which was going through parliament to make essay mills illegal.

44.5 The Board received the report.

## **18/45 Formal Approval Items**

45.1 **University Budget** [BG18/54]  
***[NOT FOR PUBLICATION]***

45.2 **Risk Management**

45.2.1 **Risk Register** [BG18/55]

The Board received the new Risk Register, noting that it had previously been considered by Audit Committee who recommended it for approval. Members noted that the risk register captured the primary risks facing the University, as opposed to all possible risks and that the register would be updated twice a year starting in March 2020. The Board approved the new Risk Register

45.2.2 **Risk Management Policy** [BG18/56]

The Board considered revisions to the Risk Management Policy which reflected the new Risk Register. It was noted that the amendments had been considered by Audit Committee and were recommended for approval. The Board approved the amendments to the Policy.

45.3 **Schedule of Delegation and University Seal**

45.3.1 **Revised Schedule of Delegation** [BG18/57]

Members noted that the proposed revisions reflects changes to the structure of the academic departments and changes to job titles, as well as the Guidance on the use of the Seal [see minute 45.3.2]. Members discussed the levels of approval for contracts, noting that Board delegates authority to the Vice Chancellor and Chief Executive for the approval of contracts below £1m. The Board approved the revisions to the Schedule of Delegation.

45.3.2 **Guidance Note on the use of the University Seal** [BG18/58]

Members received and approved a Guidance Note on the use of the University Seal. The Guidance Note articulates when it is appropriate to use the University Seal and the signatories.

45.4 **Catering Contract** [BG18/59]

Members considered a recommendation to award the University's catering contract, noting that exceptionally this was being presented to the Board due to the total value of the contract over its lifetime exceeding £1m. Members noted that the tender process had been long and rigorous. Members approved the award of the contract.

## **18/46 Report Items**

46.1 **Annual Report on Major University Partnerships** (BG18/60)

The Deputy Vice Chancellor presented the annual report. It was noted that the approach to the report would be reviewed over the coming year. Members noted that a list of all collaborative

courses delivered at partner institutions was available on the University website.  
<https://www.worc.ac.uk/about/partner-institutions/> The Board received the report.

#### 46.2 Annual Report on Subsidiary Companies [BG18/61]

The Board received the annual report on the University's subsidiary companies. Members noted that UW Enterprises Ltd would become dormant from 2019/20. Members approved a recommendation to appoint an additional Non-executive member to the Worcester Wolves Ltd Board who would have a focus on sponsorship. The Board received the report.

#### 46.3 Annual Review of the Sustainability Policy [BG18/62]

The Board considered the Annual Review of the Sustainability Policy and approved the amendments. It was noted that a new Sustainability Strategy was being developed which would be presented to the Board in 2019/20.

### **18/47 Reports from Sub-Committees**

#### 47.1 Report from HR Committee [BG18/63]

In addition to receiving the report from the Committee, the Board received an update from the Director of HR on the national pay negotiations and noted the possibility of strike action in November 2019. The Board also noted the increase in pension costs from the 1<sup>st</sup> September 2019 of £1.4m. The Board received the report.

#### 47.2 Finance and Development Committee [BG18/64]

The Committee Chair presented the report noting the detailed discussion at the Committee regarding the draft Budget for 2019/20. Members' attention was also drawn to the Financial Update and Capital Development Programme Reports which were transmitted to the Board for information. The Board received the report.

#### 47.3 Audit Committee [BG18/65]

The Committee Chair presented the report noting that initial discussion had been held with the new internal auditors, KPMG, regarding the Internal Audit Plan. Members also noted the outcome of the two most recent internal audits on Student Fees and Compliance with CMA both which had given a substantial level of assurance. The Board received the report.

### **18/48 Strategic Discussion – Student Mental Health and Wellbeing**

48.1 The Board received a presentation from the Pro Vice Chancellor Students, Director of Student Services and the Head of Counselling on Student Mental Health and Wellbeing and the various initiatives offered through Student Life. A small group of current and former students attended the meeting and shared with the Board their own experiences and the support they received.

### **18/49 Any Other Business**

49.1 There was no other business.

**18/50 Date of Next Meeting**

Monday 30 September 2019 10am to 3pm at The Hive.

Signed:.....

John Bateman, Chair

Date: .....