

BISHOP GROSSETESTE UNIVERSITY COLLEGE LINCOLN

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MINUTES OF THE MEETING OF THE  
GOVERNING BODY

THURSDAY 28<sup>th</sup> JUNE 2012  
2:00 PM IN BGFUTURES CONFERENCE SUITES 2/3

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**Present:**

Mrs Judith Babb  
Mr Haydn Beeken (Chair)  
Mr Ian Bennett  
Dr Kevin Brown  
Mr David Clements  
Mr Richard Corn  
Dr Tony Hill  
Mr Stephen Illidge  
Mr Michael Jacob  
Mr Graham Meeson  
Ms Haf Merrifield  
Mrs Jasmit Phull  
Professor Muriel Robinson  
Mr John Rowland  
Mrs Pamela Taylor  
Professor Mark Thompson  
Mrs Lucy Wood

**In attendance:**

Mr Nigel Appleton, Dean of School of Teacher Development (from item 13ii)  
Dr Sally Bentley, Dean of School of Culture, Education and Innovation  
Ms Elizabeth Clarvis, Students' Union Vice President 2011/12  
Mr Stephen Deville, Director of Resources  
Mr Rob Jones, Director of BG Enterprise  
Ms Vicky Mays, Clerk to Governors  
Mrs Emma Smeaton, Minuting Secretary  
Dr Claire Taylor, Dean of Students and Academic Engagement

**1. The University College Prayer**

The Principal led governors in the University College prayer.

**Action**

The meeting was opened by the Principal who welcomed Professor Mark Thompson to his first Governing Body meeting. Professor Thompson is from the University of Leicester and is to replace Professor John Fothergill as the Higher Education representative. It was noted that normally members would be welcoming the incoming Students' Union President, Mr Rob Thorpe and Vice President, Mr Aaron Smith; however, both were unable to attend. It was also noted that there was a newly elected student governor whose term of office starts in September 2012, Mr James Turner.

The Principal reported that following the resignation of the previous Chair of Governors, the Governance and Nominations Committee, who had met prior to the present meeting, recommended to the Governing Body that Mr Haydn Beeken, previously Vice Chair of Governors, be elected interim Chair of Governors for the next year. Members were happy to ratify this recommendation and at this point in the meeting the Principal handed over to the new Chair of Governors.

The Chair thanked governors for the confidence they had placed in him. The Chair reported that it had been a difficult time during the recent transition and gave recognition to the previous Chair. Members were reminded that any approaches from the press should be referred to the university college who had already made a public statement.

**2. Declarations of interest**

There were no declarations of interest.

**3. Apologies**

Apologies for absence were received from The Very Rev'd Philip Buckler, Professor John Forthergill, Bishop Christopher Lowson, Mrs Julie McDonald and Mrs Bridget Starling.

**4. Minutes of the last meeting held 15<sup>th</sup> March 2012**

The minutes of the meeting of the 15<sup>th</sup> March 2012 were confirmed as a true record of the meeting subject to the following amendments:

14 – Hub business plans, (iii) Enterprise

The opening sentence would be amended to:

'The Director of BG Enterprise reported that it would be more effective to change pace with the business plan for his hub as it was taking longer to produce positive results than anticipated.'

The Head of Careers role would be corrected to the Head of Careers, Employability and Enterprise.

**5. Matters arising**

There were no matters arising other than those covered on the agenda.

**6. Chaplaincy report**

Members received the Chaplaincy report from the Chaplaincy team. The Chair thanked student governor and Chaplaincy worker Ian Bennett and his co-workers, Ross Brookes and Ruth Justice for all their recent work

An update on the recent recruitment to the Chaplain's post was reported. Members noted that the applicants were shortlisted to three, with one having to pull out the day prior to interview. Of the two candidates interviewed both were deemed very appointable, however Rev'd Peter Green, currently the Chaplain at a school in Staffordshire was the successful candidate. It was reported that the University College was very excited by the appointment. Unfortunately, he could not start until January 2013, therefore interim arrangements were being made. The Principal noted that it had been very helpful to have the student chaplaincy workers on board during the interview process and thanked them for their efforts.

**7. Key items from sub-committees**

**(i) Governance & Nominations Committee  
(minutes of 15<sup>th</sup> May 2012)**

**(a) Update on Charitable Objects**

It was reported that the Deputy Principal and Clerk/Policy Officer were still trying to resolve this. It was noted that the solicitors had now made progress and were working a little faster. The new scheme was not yet ready to take to the Charity Commission due to work still needed in terms of ownership of the land.

**(b) Governor recruitment**

An update on this would be given under the Governance and Nominations meeting of the 28<sup>th</sup> June item.

**(c) Effectiveness Review**

Members noted that the Clerk would be writing a report to bring to the Governing Body.

Clerk

Governance & Nominations Committee  
(meeting of 28<sup>th</sup> June 2012)

(a) Nomination of Chair

As discussed at the beginning of the meeting the Governance and Nominations Committee had recommended that Mr Haydn Beeken be elected as interim Chair of Governors for the next year. This was endorsed by the Governing Body.

(b) Nomination of Vice Chair

Governors were asked to consider whether they would be interested in the role of Vice Chair of Governors. The Chair asked for anyone interested to contact him regarding the role.

(c) Sub-committee membership

It was noted that due to the resignation of the previous Chair of Governors and other governors, sub-committee membership gaps had appeared in sub-committee membership; therefore the Governance and Nominations Committee had suggested some movements in membership. The Chair would speak to those involved before notifying the Governing Body of the membership changes. It was reported that Bishop Christopher Lowson had agreed to become a member of the Selection Committee.

(d) Governor recruitment

The Chair reported that the University College were in the process of appointing new governors and would be approaching professionals in the Lincoln area to determine levels of interest as well as advertising for the vacancies. Members were asked to let the Clerk know of anyone they might consider for a governor role and an information pack would be provided. It was also noted that the Clerk was to update the skills matrix to identify obvious gaps. Governors were happy for the Committee to go ahead with this process, noting that if there were more people than vacancies some could be appointed for a later start date.

(ii) FE&GP Committee  
(minutes of 12<sup>th</sup> June 2012)

(a) Students' Union review

The Chair of the FE&GP Committee reported that the first stage of the Students' Union review had not worked as well as hoped and it had been agreed that further work would be undertaken.

(b) Draft budget

This would be discussed later in the meeting; however, it was reported that the FE&GP Committee were keen to recommend the relatively conservative budget to the Governing Body.

(c) Financial forecasts

It was reported that the Committee had agreed the financial forecasts.

(d) Capital developments

The Committee noted the huge amount of work being successfully managed by such a small team.

(e) Staff report

It was reported that a staff relocation allowance of up to £3K had been agreed by members.

(f) Risk management

It was noted that the key risks had been received and it was agreed that the issue of retention would be added to these.

(iii) Audit Committee  
(meeting of 14<sup>th</sup> June 2012)

(a) Risk Register

The Chair of the Audit Committee reported that they had been updated on the six major risks with no real issues occurring at present.

(b) Student data

A report was received about improvements to student data and development of the student system and an update on how this went would be presented to the Audit Committee at their next meeting.

(iv) Remuneration Committee  
(minutes available to lay governors only)

(a) Principal's job description and salary review

It was reported that the Selection Committee had agreed on a process for the appointment of a new Principal. The Deputy Principal would manage this. A date for the Principal's appraisal review had been agreed and would be taken to the Remuneration Committee when complete.

**8. Academic Board**

(i) Minutes of the meeting of 22<sup>nd</sup> March 2012

Members received the minutes of the Academic Board meeting held on the 22<sup>nd</sup> March 2012. It was noted that the Principal and Dean of Students and Academic Engagement had recently attended a Quality Assurance Agency Conference which highlighted how academic quality and standards were monitored by the Governing Body of an institution. Members agreed that the Academic Board minutes were an excellent way of doing this.

Dr Kevin Brown highlighted that it was now clear that BG would not be validating any of the ministerial courses given recent national changes. The principal confirmed that the local courses would be validated by the Cambridge Institute this year and then by the University of Durham who would validate all ministerial courses nationally from the year after.

(ii) Key item. The item for this meeting is the annual report on the academic health of the institution.

Members had received the annual report on the academic health of the institution for the academic year 2010-11 self-evaluation document prepared by the Dean of Students and Academic Engagement and a copy of the executive summary was tabled at the meeting. The Dean of Students and Academic Engagement noted that this had been deferred from the last Governing Body meeting and positive comments from some governors had been received.

Members noted that the executive summary provided a very top level overview of where the University College were in terms of academic health. The report brought together all the top level documentation, taking through highlighted areas and included an action plan. It was reported that overall external examiners had been satisfied and their needs responded to appropriately. The Chair requested that an update on quality data be on the agenda for the next meeting.

**Next GB**

## 9. Chair's business

The Chair noted the upcoming graduation day on Wednesday 18<sup>th</sup> July and encouraged governors to attend even if it was just for one ceremony as this was always a joyous occasion.

It was reported that an application for full University status could now be made and it was noted that a celebration for this would be organised for the next academic year.

The Chair reported that the Olympic torch team had recently stayed on campus during their visit to Lincoln and excellent feedback had been reported received by them. A note of thanks was recorded to the BG Enterprise team for all the work they had done prior to and during the visit.

## 10. Principal's report

Members received the report and the Principal highlighted key points which included the following:

- University title; members agreed that BG's application would be submitted immediately and consideration would be given to the title of the new head of institution. It was noted that we were in the process of looking at a date for a celebration event in the Cathedral and would report back to governors with further details of this. Members agreed that the nature of a university was not just based on numbers and there would be other issues to look at to ensure BG lived up to its new name.
- Fees for 2013-14; Governors agreed to hold the £7.5k fee as recommended by the FE&GP Committee until the 2013-14 intake and would then go back to the process of setting the fee.
- Partnerships; It was noted that the Lincolnshire Co-operative Society were very keen to have their logo badged on the BG futures building.
- Estates development; Members commended the work on Wickham halls of residence.
- Staffing changes; The Principal reported that the Dean of Students and Academic Engagement was to take up a new Vice Principal post at St Mary's University College in London and noted how much BG would miss her. It was noted that Dr Jenny Rees was to step in as interim Dean for two terms so that the new head of institution could be involved in the process of appointing the new Dean.

## 11. Key performance indicators

The Deputy Principal highlighted the two issues of substance from the key performance indicator dashboard that governors had received, These were the reputation and influence indicators and the awareness of BG and media profile indicator. In terms of recruitment members noted that the University College were cautiously optimistic about meeting targets for September and were on track to fill places with a slight increase in firm acceptances. It was agreed that the key performance indicator dashboard provided a good set of information and highlighted the challenging area regarding research. Members agreed that with BG entering University status more work was needed in this area.

## 12. Students' Union

### (i) President's report

The Students' Union President presented his report to the Governing Body and highlighted the correct address for their new website as being [www.BGstudentsunion.org](http://www.BGstudentsunion.org).

## 13. Strategic planning

### (i) RESERVED BUSINESS

*Staff and students governors left the meeting for this item.*

### (ii) Hub business plans

Members noted that the format of the business plans had been previously agreed by governors but the Senior Leadership Team were happy to agree on an alternative format if required. The importance of keeping the pace of change going was emphasised.

#### (a) School of Culture, Education and Innovation

The Dean of School of Culture, Education and Innovation reported on the four main objectives linked to the Corporate Plan, noting the interest in the new areas of the curriculum. It was also noted that they were currently in talks with Lincolnshire Police regarding a Foundation Degree for Police Officers.



(b) Academic Engagement and Students

The Dean of Students and Academic Engagement reported on the four headline bullet points for her business plan, noting that the three Schools had completed their plans jointly. It was noted that the business plan was responsive and that a key appointment had been made in the area of Research. The work in India was also highlighted to members.

(c) Strategy and Performance

The Deputy Principal reported on the Strategy and Performance hub plan noting that the mechanisms were in place to keep the institution moving on through the transition of a head of institution. It was agreed that the wording of the first bullet point would be re-drafted to describe taking the Students' Union review forward rather than implementing it.

(d) Resources

The Director of Resources reported on his hub business plan noting that the Resources hub was about providing services and support and providing system and process developments to the other hubs. Members noted the plans for student accommodation and the new website. It was noted that the focus of the business plan was the major developments and plans for the student accommodation were available for governors to see following the meeting. The Chair encouraged members to visit the new Library building if they hadn't already done so and it was reported that the lease for Crosstrend House was ready for signing, a 21 year lease with 10 year breaks. Crosstrend House was now in its final stages and would provide an additional 76 rooms. It was also reported that it had been agreed with the partnership developers that BG would have first refusal to buy the property if the developers ever decided to sell. The opportunity to badge the building was also highlighted. Members noted that pictures of a completed room were shown at the last Open Day and very positive feedback had been received.

(e) School of Teacher Development

The Dean of School of Teacher Development reported on the bullet points highlighted from his business plan and noted that since the plan had been written Mr Gove had announced plans for teacher education for the next few years. It was reported that allocations had been preserved for the next two years and it was expected that some would continue but would be negotiated with schools. The plan ensured that BG's position in the teacher education field would be preserved whilst moving forward. Members noted that BG needed to be in a position to provide teacher education training to schools and developing services to academies.

The Chair thanked the hub leaders for their business plans, the work that had gone into them and for presenting them to the Governing Body.

(iii) University College budget

Members received the 2012-13 budget and financial forecasts with a covering note prepared by the Director of Resources. It was reported that they were the same set that had been through the FE&GP Committee at their last meeting. Governors noted the cautious approach to student recruitment for 2013-14, predicting slightly better numbers for 2014-15. A 3% increase in fees had been assumed from 2014-15. The forecasted number of students withdrawing before 50% of their fee was paid had also been predicted in the forecast. The Director of Resources reported that liquidity days would fall from 241 to 67 at one point but this would not be an unmanageable position. It was agreed that overall the figures provided a level of comfort and governors were happy to endorse the budget and the capital spends, accepting the forecast as presented to the Governing Body. The formal proposal to accept the investment in student accommodation was proposed by Mrs Pamela Taylor and seconded by Dr Tony Hill.

(iv) Students' Union budget

Members received the Students' Union budget for 2012-13 proposed by the present SU President. It was noted that the incoming sabbatical was also involved in drawing up the budget. Acceptance of the draft budget was proposed by Mrs Pamela Taylor and seconded by Dr Kevin Brown.

#### 14. Appointment of Principal

The Chair reported that the Selection Committee had met earlier that day and had worked through a project plan to ensure the announcement of the new head of institution by Christmas 2012. The Deputy Principal had been appointed as project manager, ensuring that the process would enhance BG. The Selection Committee had agreed to employ recruitment consultants but would make clear that the mode would be relatively constrained, with the consultants acting as the implementers of the process which the Selection Committee had endorsed. Members noted that the budget for the recruitment consultants was £40-50K. The Governing Body gave their endorsement for the Selection Committee to carry on the process, aiming to appoint consultants by the end of July.

The Chair reported that the Selection Committee had also discussed the key aspects of the person specification of the post and had reached the conclusion on a set of desirable requirements. It was noted that it would no longer necessarily be a requirement of the head of institution to live on campus but they would be required to live within an appropriate distance to the campus in order to be a key player in Lincoln and Lincolnshire. The Selection Committee would look at the reward package and would bring this back to the Governing Body at a later date. Members also noted the significance of the requirement for the successful candidate to be a member of the Church of England and that evidence of this would be needed. It was reported that an external HE member would also be involved in the process, with student engagement further down the line. Members noted that as BG would still have to use the title 'Principal' for the time being, the language would be refined to reflect any future change in title.

Selection  
Committee

#### 15. Agenda suggestions for future meetings

- Update on quality data;
- The appointment of the new head of institution;
- Progress on business plans.

Student governor, Ian Bennett noted the importance of continuing with the student life presentations at governor lunches. Members agreed that these presentations provided a great insight into life as a student and would continue to arrange these as appropriate.

#### 16. Any other business

Members wished the Director of Enterprise well in his 3 Peaks Challenge that he would be taking part in for charity the following weekend.

The Chair thanked the student body members of the Governing Body, Stephen Illidge, Elizabeth Clarvis and Ian Bennett for their involvement and engagement with the governors and wished them all well for their future.

The Chair also noted that the present meeting would be the last for Mr Michael Jacob, who had added great value to the Governing Body and would be sadly missed. There would, however, still be opportunities to work with him in the future as he would continue to be involved with BG through Project India and the All Saints Trust. It was also the last meeting for Professor John Fothergill whose invaluable participation was also noted.

The departure of Dr Claire Taylor who would be leaving BG to commence her new role as Vice Principal at St Mary's University College in London was highlighted. Her invaluable work for BG was reflected in the post to which she was going to and governors agreed that she went with their best wishes and noted what was BG's loss was St Mary's gain.

The Principal expressed her thanks to governors and in particular to Mr Haydn Beeken and Mrs Pamela Taylor for their continued support in the weeks following the change of Chair of Governors. Governors were again reminded to contact the Principal's office if they were able to attend any of the graduation ceremonies on the 18<sup>th</sup> July but hadn't already done so.

**17. Date of next meeting**

The next meeting of the Governing Body would take place on Thursday 20<sup>th</sup> September 2012. This would also be the day of the annual joint staff and governors development session, timings would be as follows:

Joint development session: 9:00 for 9:30 am  
Lunch: 1:00-2:00 pm  
Governing Body meeting: 2:00-5:00 pm

Signed .....  ..... Date ..... 20-9-12 .....