
UNIVERSITY COUNCIL

MINUTES OF THE MEETING HELD ON
 THURSDAY 22 NOVEMBER 2018 AT 11AM IN CONSTANCE STEWART HALL ROOM 14/15
 REDACTED

Council Members Present:

Mr Bob Walder (Chair)
 Revd Canon Professor Peter Neil
 Professor David Head
 Mr David Babb
 The Revd David Dadswell
 The Rt Rev Dr Nigel Peyton
 The Revd Dr Sally Myers
 Mrs Jackie Croft
 Mr Richard Hallsworth
 Mr Craig Ferguson
 Miss Bethanne Robinson
 AVM Gavin Mackay
 Dr Sacha Mason
 Mr Alan Stacey

In attendance:

Mr Stephen Deville, Chief Operating Officer
 Ms Stephanie Gilluly, Interim Registrar and Clerk to Council
 Mr Josh Blanchard, Students' Union Vice-President
 Mr Barrie Shipley, Director of Finance (*item 5.3 and item 13*)
 Mrs Emily Hughes, Partnership Development Manager (*item 5.1*)
 Professor Scott Fleming, Executive Dean: Research, Knowledge Exchange and External Engagement (*item 5.2*)
 Dr Andrew Jackson, Head of Research (*item 5.2*)
 Mr Graham Meeson, Acting Head of School: Humanities (*item 5.4*)
 Revd Dr Peter Green, Dean of Chapel and Chaplain (*item 10*)
 Mr Jonathan Batty, Director of Marketing, Recruitment and Communications (*item 11*)
 Mr Phil Davis, Head of Student Support (*item 14*)
 Ms Leanne Chancellor, Executive Assistant to University Council (minuting secretary)

1. Welcome

1.1 The Chair welcomed all present to the second University Council meeting of 2018-19.

The Chair thanked all of the members that had completed various works on behalf of University Council since the last meeting.

The Chair welcomed to the meeting Miss Bethanne Robinson, University Council Student Representative.

Action

Row

2. The University Prayer

- 2.1 The Vice-Chancellor, Revd Canon Professor Peter Neil led the University Prayer.

3. Apologies

- 3.1 Apologies for absence were RECEIVED from:

- Dr Stephen Critchley
- Mr Stephen Lawrence

4. Declarations of Interest

- 4.1 No declarations of interest were received.

5. Presentations/Workshops

5.1 Apprenticeships

- 5.1.1 Council RECEIVED:

- A presentation from Mrs Emily Hughes, Partnership Development Manager.

- 5.1.2 The Partnership Development Manager provided members with an update on the Apprenticeships at BGU and noted:

- Three apprenticeship pathways were being delivered to BGU staff as part of a pilot programme:
 - Two apprentices on Intermediate Team Leading;
 - Three apprentices on Advanced Management;
 - Four apprentices on Higher Business and Professional Administration;
- Three apprentices have or will be undertaking international visits through the Erasmus programme;
- BGU are believed to be the first Students' Union in the country to have apprentices within the President and Vice President roles;
- External quality assurance of apprenticeship provision is split between the OfS and Ofsted.

Currently our apprenticeships fall under the remit of Ofsted (Level 2-5), but moving forward, BGU will be focusing on Higher Apprenticeships (Level 4 – 6), which will then fall under the remit of the OfS;

- BGU will expecting Ofsted for an initial monitoring visit within the first 24 month of delivery and a full inspection within 24 months of the monitoring report being published;

- Next Steps – a group of staff including the Executive Deans, Heads of School, Programme Leaders and the Partnership Development Team will be working towards developing an apprenticeship strategy and driving forward related actions. These may include:
 - Developing external facing provision within core areas meeting local LEP needs and priority areas;
 - Further develop opportunities for BGU levy utilisation and delivery to internal staff to support CPD and workforce development.

5.1.3 Council raised the following questions/comments, which were responded to appropriately:

- Were all BGU's apprentices internal?
- Were BGU looking to recruit externally for the current programmes – would the institution be reviewing it to open it up to more programmes?
- Was there any competition with current NVQ's?
- What percentage of the Apprenticeship levy was the institution able to claw back and is it being utilised effectively?
- Members noted that apprenticeships were desirable – did the Partnership Development Manager feel that BGU was ahead of the game, or should there be more done?
- Where did this stand of learning stand within BGU's Strategy?

5.1.4 The Vice-Chancellor noted the Partnership Development Manager's other role within her job description regarding establishing new partnerships with external organisations.

5.2 Update on Research Excellence Framework (REF) and Knowledge Exchange Framework (KEF), including the Research Assurance Statement

5.2.1 Council RECEIVED:

- A presentation from Professor Scott Fleming, Executive Dean: Research, Knowledge Exchange and External Engagement, and Dr Andrew Jackson, Head of Research.

5.2.2 The Head of Research provided members with an update on the KEF and noted:

- KEF is a new metric to sit alongside the TEF and the REF, designed to focus university attention on knowledge transfer and commercial outcomes;
- KEF will be led by Research England, which will take on the research and innovation activity currently carried out by HEFCE, and will work alongside the Office for Students (OfS);

- KEF 'types' will be based on the balance of each university's knowledge exchange activities, typically:
 - Intellectual property and patents;
 - Consultancy and external partnerships;
 - Community and public engagement;
 - Skills and CPD;
 - Local growth.
- Identification of KEF types will be informed by the Annual HE Business and Community Interaction Return;
- KEF type and strategy will influence the institution's eligibility and capability to secure KEF-related funding.

5.2.3 The Executive Dean: Research, Knowledge Exchange and External Engagement provided members with an update on the Research Implementation Plan and noted:

- The current Research and Knowledge Exchange (RKE) audit would provide baseline data to evaluate the current position in preparation for REF2021;
- Members of staff would be asked to rate their own outputs and an external quality review would inform planning;
- Impact Case Studies were being developed through University-wide workshops;
- The 'rules of engagement' would be finalised when Guidance on Submissions and Panel Criteria and Working Methods are published in Spring 2019;
- Staff selection:
 - 'Category A Eligible' staff are defined as being academic staff with a contract of employment of 0.2 full-time equivalent or greater whose primary employment function is to undertake either 'research only' or 'teaching and research'.
 - 'Category A submitted' describes Category A Eligible staff with significant responsibility for research on the census date. The definition of 'significant responsibility for research' is to be defined at an institutional level in consultation with stakeholders. HEFCE have suggested that institutions may wish to consider criteria such as proportion of time spent on research and PhD supervision.
- Research outputs:
 - A minimum of one and a maximum of five outputs may be returned for each 1.0 FTE Category A submitted staff, with the average number of outputs submitted being 2.5.
 - Portability: Outputs may be submitted by both the institution employing the staff member on the census date

and the institution where the staff member was employed when the output was demonstrably generated.

- Open Access: After 1 April 2018, outputs will only be eligible for REF submission if they are available via an open access portal such as BGRO no later than three months after acceptance for publication.

- Impact:

- Each Unit of Assessment (UoA) submission would require one case study, plus one further case study depending on the number of FTEs being returned. In total, a submission of up to 20 FTEs would require two, a submission of up to 35 would require three, a submission of up to 50 would require four, etc.

- Codes of Practice:

- Institutions are required to develop Codes of Practice in consultation with HEFCE and the REF Equality and Diversity Advisory Panel. Wide consultation within the University was also a requirement.

5.2.4 Council raised the following questions/comments, which were responded to appropriately:

- To what extent is REF informing the University's recruitment strategy?
- Was it an expectation/requirement of existing academic staff to perform in the REF, and was it included in their contracts?

5.2.5 The Executive Dean: Research, Knowledge Exchange and External Engagement noted the University Research Integrity Statement 2017/18 (Concordat) and noted that there had been no incidents of research misconduct raised or investigated at BGU. No breaches of policy or complaints of process had been raised.

5.3 Discussion on Capital Purchase: Land on Riseholme Road

5.3.1 Council RECEIVED:

- An update from the Chief Operating Officer and Mr Barrie Shipley, Director of Finance.

5.3.2 **Restricted due to confidentiality and commercial sensitivity**

5.3.3 **Restricted due to confidentiality and commercial sensitivity**

5.3.4 **Restricted due to confidentiality and commercial sensitivity**

5.3.5 **Restricted due to confidentiality and commercial sensitivity**

5.3.6 **Restricted due to confidentiality and commercial sensitivity**

5.3.7 **Restricted due to confidentiality and commercial sensitivity.**

5.4 Acting Head of School: Humanities Presentation

5.4.1 Council RECEIVED:

- A presentation from Mr Graham Meeson, Acting Head of School: Humanities.

5.4.2 The Acting Head of School: Humanities provided members with an insight to the School team and the core priorities for the School.

6. Minutes of the Last Meeting Held on 26 September 2018

6.1 The minutes of 26 September 2018 were CONFIRMED as a true and accurate record, and the Chair was authorised to sign them.

7. Matters Arising

7.1 Action Points

Council RECEIVED and NOTED progress on the action points from 26 September 2018 meeting.

Council was CONTENT for the action points to be closed.

7.2 Any Other Matters

No other matters arising were discussed that were not covered under substantive agenda items.

8. To Receive the Vice-Chancellor's Report

8.1 Council RECEIVED and NOTED the Vice Chancellor's Report.

8.2 In the Vice-Chancellor's Report, the Vice-Chancellor highlighted the following areas to Council:

- Review of fees and the uncertainty within the Sector;
- The concerns and uncertainty within the Sector regarding pensions and the Teacher's Pension;
- REF, TEF and KEF;
- Noted that the new Quality Code was being issued in December 2018;
- The continuing work with the portfolio review.

9. To Receive the Students' Union President's Report

9.1 Council RECEIVED and NOTED the Students' Union President's Report, which was presented by the Students' Union President for 2018/19.

9.2 Council was pleased to hear that the Students' Union Executive Team were more diverse than last year.

10. To Receive the Chaplain's Report

10.1 Council RECEIVED and NOTED the Chaplain's Report, which was presented by the Dean of Chapel and Chaplain.

10.2 The Dean of Chapel and Chaplain noted in addition to his report, that the level of student engagement for Chaplaincy events had been the highest ever.

10.3 The Dean of Chapel and Chaplain noted that he had now recruited a full complement of Student Chaplaincy Workers.

11. To Receive an Update on Student Recruitment

11.1 Council RECEIVED and NOTED the update on student recruitment for 2018 and 2019 entry, which was presented by the Director of Marketing, Recruitment and Communications.

11.2 The Director of Marketing, Recruitment and Communications highlighted from his report the following:

- Student Recruitment Cycle – 2019 applications and enquires.

11.3 Council DISCUSSED the student recruitment report and RAISED questions around internationalisation and whether there had been any evidence of BGU widening the catchment area.

12. BG (Lincoln) Ltd**12.1 To note the minutes of the Board of Directors meeting and minutes of the AGM held on 16 October 2018**

Council RECEIVED and NOTED the BG (Lincoln) Ltd minutes of the Board of Directors meeting and the AGM held on 16 October 2018.

12.2 To note BG (Lincoln) Ltd Accounts 2017/18

Council RECEIVED and NOTED the BG (Lincoln) Ltd accounts 2017/18.

13. To Receive and Consider the University Annual Financial Statements

13.1 Council RECEIVED and NOTED the University Annual Financial Statements, which were presented by the Chief Operating Officer and Mr Barrie Shipley, Director of Finance.

13.2 The Chief Operating Officer noted that the University Annual Financial Statements had been received and reviewed at the Finance, Employment and General Purposes Committee (FE&GP) at its meeting on 7 November 2018.

13.3 The Director of Finance reported that the auditors, Mazars LLP, had reported a clean audit and the only minor recommendation received was the reviewing of fixed assets registers and disposal procedures.

13.4 Council was CONTENT to APPROVE the following, as part of the Office for Students (OfS) Annual Accountability Return:

- The Financial Statements (to be signed by the Chair);
- The Summary Variances and financial commentary.

14. Prevent Annual Report

14.1 Council RECEIVED and NOTED the Prevent Annual Return, Prevent Policy and Risk Assessment, which were presented by Mr Phil Davis, Head of Student Support.

14.2 Council was CONTENT to APPROVE the following documents:

- The Prevent Data Return and Annual Accountability Statement (to be signed by the Chair, for submission to the OfS by 3 December 2018);
- The Prevent Policy
- The Prevent Risk Registers.

15. To note Miss Alice Hynes' Governance Review

15.1 Council RECEIVED and NOTED Miss Alice Hynes' Governance Review Report and NOTED that the report had been reviewed by the Governance and Nominations Committee at its meeting on 10 October 2018.

15.2 The Chair noted that from the Governance Review Report the following issues/comments were raised:

1. To review the future student membership of University Council, which had previously been proposed to decrease from two members to one.

Council DISCUSSED this issue and AGREED to reconsider the student membership and increase the number from one to two elected student members.

2. Revisiting the wording in the proposed Instruments and Articles around the nominee for the Bishop.

The Chief Operating Officer noted that he had been advised by BGU's solicitor, Martineau Shakespeare, of the following:

"The Bishop will still be listed as a Company Director at Companies House and as a trustee on the Charity Commission website. The alternate will have all of the powers of a company director at meetings, but only if the Bishop is not there, i.e. they cannot both attend and act as directors.

Alternative Directors have to be registered at Companies House in the usual way. The position in relation to the Charity Commission is not as clear, because it is not usual for charitable companies to provide for the power to appoint an alternate Director.

However, the appointee should be listed on your website in addition to the Bishop, making it clear that he/she is acting as an alternate."

Council DISCUSSED this and were CONTENT with the wording proposed.

16. Instruments and Articles

16.1 Council RECEIVED and NOTED the revised draft Instrument and Articles, which were presented by the Chief Operating Officer, following the discussion and agreements in agenda item 15.

16.2 The Chief Operating Officer highlighted the following seven amendments in the Instrument and Articles:

1. The amendment to the student members (*page 2*);
2. The removal of the Deputy Vice-Chancellor (*page 7 – point 7.1a*);
3. (i) The inclusion of The Bishop, *who may nominate a representative for one or more meetings of the University Council (page 10 – point 11.1a)*;
(ii) The inclusion of The Vice-Chancellor of the University (*page 10 – point 11.1b*);
(iii) The amendment to the name of Diocesan Council to read the Bishop's Council of Diocesan Trustees (*page 10 – point 11.1c*);
4. The inclusion of two representatives of the Students elected by the Students (*page 11 – 11.1f*);
5. The inclusion of the Bishop's appointee (*page 11 – 11.2*);
6. The inclusion of the Bishop's appointee (*page 11 – 11.3*);
7. The removal of the Deputy Vice-Chancellor (*page 12 – 12.3*).

17. Approval of the Articles of Association for Incorporation

17.1 The Articles of Association of the proposed new company, including the updated Instrument and Articles of the University, was presented by the Chief Operating Officer.

17.2 Council was CONTENT to APPROVE the Articles of Association, which will now be submitted to the Privy Council and Charity Commission for formal approval.

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18. Key Items from Subcommittees

18.1 Governance and Nominations

18.1.1 Council RECEIVED and NOTED the minutes of the Governance and Nominations Committee meeting held on 10 October 2018.

18.1.2 The Chair NOTED the key items from the meeting:

- The Terms of Reference for the Governance and Nominations Committee had been accepted for 2018/19;
- The recommendation for University Council member recruitment to commence;
- The Committee's assurance that they are monitoring the review of the website with regards to the Governance area;
- The recommendation to increase the size of University Council and look to recruit members with skills in HE student engagement, teaching/management/governance in FE/alternative education and other resource management

Council was CONTENT to APPROVE the Governance Office to start the recruitment process.

- The recommendation for Dr Stephen Critchley to form membership on the Committee.

Council was CONTENT to APPROVE this recommendation;

- The recommendation for Mr Bob Walder to stand as Chair for a second term, which will be discussed at University Council in March 2019;
- The recommendation for Mrs Wendy Cundy to form membership on the Remuneration Committee.

Council NOTED that this was APPROVED by members at the last University Council meeting on 26 September 2018.

Governance
Office

Governance
Office

18.2 Finance, Employment and General Purposes Committee (FE&GP)

18.2.1 Council RECEIVED and NOTED the minutes of the FE&GP Committee meeting held on 7 November 2018.

18.2.2 The Chair of the FE&GP Committee NOTED the key items from the meeting:

- The Terms of Reference for the FE&GP Committee had been accepted for 2018/19;
- The work in progress on the Performance and Appraisal process;
- The discussions and recommendations on the land development.

18.3 Joint FE&GP and Audit Committee

18.3.1 Council RECEIVED and NOTED the minutes of the joint FE&GP and Audit Committee meeting held on 7 November 2018.

18.3.2 The Chair of the FE&GP Committee NOTED the key items from the meeting:

- The BG (Lincoln) Ltd accounts for 2017/18, which were discussed in agenda item 12 of this meeting;
- The audited financial statements, which were discussed in agenda item 13 of this meeting.

18.4 Audit Committee

18.4.1 Council RECEIVED and NOTED the minutes of the Audit Committee meeting held on 26 September 2018.

The Chair of Audit NOTED that the Terms of Reference for the Audit Committee had been accepted for 2018/19 at this meeting.

18.5 Audit Committee

18.5.1 Council RECEIVED and NOTED the minutes of the Audit Committee meeting held on 7 November 2018.

18.5.2 The Chair of the Audit Committee NOTED the key items from the meeting:

- The discussion on the Gender Pay Gap;
- The discussion on the Land Purchase, which was discussed in agenda item 5.3 of this meeting;
- The Audit Committee Annual Accountability Return.
 - Council was CONTENT to APPROVE the Chair of the Audit Committee to sign this report for submission to the OfS.

18.6 Selection Committee

18.6.1 Council RECEIVED and NOTED the minutes of the Selection Committee held on 26 September 2018.

18.6.2 The Vice-Chancellor provided an update to members on the Deputy Vice-Chancellor recruitment and highlighted the following:

- Eight candidates were shortlisted from the application stage;
- Six of those candidates attended the DVC Assessment Day;
- Four candidates were asked to return for interview;
- Three candidates have confirmed for the interviews scheduled on 27 November 2018.

The Vice-Chancellor noted that following the interviews, a Selection Committee was scheduled on 27 November 2018 at 4pm to ratify the decision of the interview panel.

The Vice-Chancellor noted that an announcement would be circulated to members on the final decision.

18.7 Remuneration Committee

18.7.1 Council RECEIVED and NOTED the minutes of the Remuneration Committee held on 6 November 2018.

18.7.2 The Chair NOTED the key items from the meeting, on behalf of the Chair of the Remuneration Committee:

- The Terms of Reference for the Remuneration Committee had been accepted for 2018/19;
- The adoption of the CUC Code and associated BGU Policy;
- The proposed timeline for the Annual Remuneration Report and Statement;
- The discussion regarding the 2% increase of salary to Senior Officers.

19. Senate

19.1 Council RECEIVED and NOTED the minutes of the Senate meeting held on 17 October 2018.

**20. Joint University Council/Senate Meeting to receive:
The Academic Health of the Institution Report 2017/18**

20.1 The following members of Senate were invited to join the meeting:

- Professor S Fleming, Executive Dean: Research, Knowledge Exchange and External Engagement;
- Dr R Boast, Executive Dean: Learning, Teaching and Student Engagement;
- Mrs K Fisher, Head of Quality and Regulatory Compliance;
- Dr A Jackson, Head of Research;
- Dr N Gee, Head of School: Teacher Development;
- Professor C Atkin, Professor of Higher Education, School of Teacher Development;
- Dr G Basten, Head of School: Social Sciences;
- Mr G Meeson, Acting Head of School: Humanities;
- Ms V Kerridge, Member of Academic Staff, School of Humanities;
- Ms R Harvey, Director of Strategy and Planning;
- Mr A Hart, Postgraduate Student Representative.

To note, the following members of University Council also form membership on Senate:

- Revd Canon Professor P Neil, Vice-Chancellor and Chair of Senate;
- Mr S Deville, Chief Operating Officer;
- Dr Sacha Mason, Academic Member of staff of University Council;
- Ms S Gilluly, Interim Registrar and Clerk to Council;
- Mr C Ferguson, Students' Union President for 2018/19;
- Mr J Blanchard, Students' Union Vice President for 2018/19.

20.2 Council and Senate RECEIVED and NOTED the Academic Health of the Institution Report (AHIR) 2017/18, written and presented by Dr R Boast, Executive Dean: Learning, Teaching and Student Engagement.

20.3 The Executive Dean: Learning, Teaching & Student Engagement informed members that the objective of the AHIR was to:

- Assure that, for its undergraduate, taught postgraduate research degrees, BGU is:
 - Maintaining academic standards;
 - Enhancing learning opportunities.

The Executive Dean: Learning, Teaching and Student Engagement highlighted the big successes from 2017/18 from the AHIR:

- OfS registration.
- Teaching Excellence and Student Outcomes Framework (TESOF):
 - BGU involved in the Subject Level TEF Year One Pilot 2017/18;
 - In 2018/19, BGU would be involved in the Subject Level TEF Year Two Pilot.
- Portfolio Developments – Portfolio continued to be developed both in line with the 2014 review outcomes and additional opportunities that have arisen since then.
 - New programmes validated for BA TESOL and Linguistics, MAs Professional Studies and SEN&D.
 - Reviews/Revalidations including BA SENI and PGCE Secondary.
 - Partnership Developments:
 - New Programmes with Lincoln College, New College Stamford and Boston College.
 - Institutional Approvals – Regents College, London.
 - Maximising recruitment to the post-2014 portfolio by marketing Lincoln 50+ miles and giving School/subject priority.
- Looking forward to 2018/19 and reviewing the portfolio further in alignment with the Strategy.

20.4 The Executive Dean: Learning, Teaching and Student Engagement went through with members the annual review/monitoring and the processes of where discussions are taken place at the various committee meetings.

- Periodic Reviews and Validation Reports

The Executive Dean: Learning, Teaching and Student Engagement explained the processes, noting the involvement of External Validators, academic staff and student representation.

The Executive Dean: Learning, Teaching and Student Engagement also noted that these reports were reviewed at the Academic Enhancement Committee (AEC) and Senate.

The Heads of Schools assured Council of the rigorous process and their involvement in the events.

Council raised the following questions/comments, which were responded to appropriately and adequately:

- How were External Examiners recruited?

- How was teaching quality in the classroom assured?

The Executive Dean: Learning, Teaching and Student Engagement noted that it has been proposed to produce an overview report from the External Reviewers/Validators, noting the common commendations and conditions from these events.

- Annual Monitoring Reports (AMRs)

The Executive Dean: Learning, Teaching and Student Engagement explained the process behind the AMRs, noting the involvement of External Examiners, Academic staff, Professional Support Heads of Department and student representation.

The Executive Dean: Learning, Teaching and Student Engagement also noted that these reports were reviewed at the Learning and Teaching Committee (Professional Support AMRs), School Boards (Subject Level AMRs and Heads of School AMRs), AEC and Senate.

The Heads of Schools, Academic staff and Professional Support Heads of Department assured Council of the rigorous process and the work involved in producing their AMRs.

The Students' Union and student representatives assured Council of their involvement in the process and noted that there was student attendance at all of the Committees and School Boards.

The Students' Union and student representatives also noted that the student course representatives were involved in a SU/CELT AMR Sign Off Event on 17 October 2018, where all the AMRs are reviewed and signed off by students.

- Academic Advisory Group

The Executive Dean: Learning, Teaching and Student Engagement noted the establishment of the Academic Advisory Group, which will ensure continued effective communication and to foster mutual understanding between University Council and Senate.

The Executive Dean: Learning, Teaching and Student Engagement also noted that it will also let Council engage in discussions around academic quality and standards, whilst respecting the function and purpose of Senate.

20.5 The Annual Assurance Return of the OfS requires the Governing Body to confirm:

- Having *'received and discussed a report and accompanying action plan relating to the continuous improvement of the student academic experience and student outcomes.'*

- *The methodologies used as a basis to improve the student academic experience and student outcomes are, to the best of our knowledge, robust and appropriate.*
- *For providers with degree awarding powers 'the standards of awards for which we are responsible have been appropriately set and maintained'.*
- *The provider has complied with the Concordat to support research integrity.*

Council and Senate were CONTENT to APPROVE the AHIR and authorised the Vice-Chancellor to sign the Annual Assurance Return as the accountable officer, for submission to the OfS.

20.6 The Chair thanked the Executive Dean: Learning, Teaching and Student Engagement for his presentation and Senate members for their attendance and involvement.

Senate members left the meeting.

21. Agenda Management and Review

21.1 Council agreed that the meeting had been well organised and presentations made were clear and concise.

22. Any Other Business

22.1 There was no further University Council business to discuss.

23. Date of next meeting

23.1 Council NOTED that the next University Council meeting would be held on Wednesday 20 March 2019 from 11am to 3pm.

The meeting closed at 4pm.

Signed  Date *20th March 2019.*

Mr R Walder, Chair