

BISHOP GROSSETESTE UNIVERSITY

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MINUTES OF THE MEETING OF THE  
UNIVERSITY COUNCIL

THURSDAY 6<sup>th</sup> JULY 2017  
15:15PM IN HARDY TEACHING ROOM 3

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**Council Members present:**

Mr David Babb  
Dr Kevin Brown  
Mr David Clements  
Mrs Jackie Croft  
Mrs Angela Crowe  
Professor David Head  
Dr Tony Hill (Vice Chair)  
Mr Stephen Lawrence  
AVM Gavin Mackay  
Mr Graham Meeson  
Revd. Sally Myers  
Rev Canon Professor Peter Neil  
Mr Richard Hallsworth  
Mr Alan Stacey  
Mr Bob Walder (Chair)

**In attendance:**

Mr Jonathan Batty, Director of Marketing, Recruitment and Communications (for item 15(ii) only)  
Mr Joshua Blanchard, SU Vice President  
Mr Stephen Deville, Director of Resources  
Rev'd Dr Peter Green, Dean of Chapel and Chaplain (for item 10 only)  
Ms Rachel Harvey, Head of Planning (for item 11 only)  
Dr Anne Jackson, Registrar and Secretary  
Dr Ruth Sayers, Executive Dean Learning, Teaching and International  
Mr Barrie Shipley, Head of Finance (for item 13 only)  
Miss Kelly Fisher, (Minutes officer)

**Action**

**1. Welcome**

The Chair welcomed Members to the final meeting of University Council of the 2016-17 academic year. The Chair commented on what a fantastic year it had been. The Chair expressed gratitude to all for their service over this period.

**2. The University Prayer**

The Rev'd Sally Myers led the University Prayer.

**3. Apologies**

Apologies for absence were RECEIVED from:

Ms Tenille Dawson	SU Representative
Bishop Christopher Lowson	Bishop of Lincoln
Professor Jayne Mitchell	Deputy Vice Chancellor
Mr Kieran Parrish	SU President
Mr Matthew Pitts	Governance, Compliance and Operations Manager
Professor David Rae	Executive Dean, Research and Knowledge Exchange

**4. Declarations of interest**

There were no declarations of interest received.

**5. Minutes of the last meeting held on 23 March 2017**

The minutes of the meeting of 23 March 2017 were CONFIRMED as a true record of the meeting and the Chair was authorised to sign them.

**6. Matters Arising**

Action Points

Council RECEIVED and NOTED the progress on the Action Points from the last meeting. The following was highlighted:

Item 8 - To approve the revised Instrument & Articles of Government

As noted on this action, it was agreed that the Benefit of Membership of UUK Terms and Conditions paper be circulated to Council.

**Governance  
Office**

## 7. To receive the Vice Chancellor's update

Council RECEIVED and NOTED the Vice Chancellors Report.

The Chair confirmed to Council that BGU had reviewed and checked the quality of the campus buildings following the recent Grenfell Tower fire.

The Vice Chancellor provided an update regarding the Deputy Vice Chancellor's absence. The DVC was on a visit to China and she had sent her apologies, expressing her sorrow at having missed the opening of the Constance Stewart Hall extension.

The Vice Chancellor highlighted the following areas from his report:

### Consultation on the Principles and Future Requirements for the UK's Public Interest Data about Graduates (New DHLE)

The Vice Chancellor drew attention to the latest DHLE figures and he advised Council to expect one more iteration of the new DHLE before changes were due.

The Vice Chancellor reported that BGU was positioned at no. 7 in the league table, after 4 small music colleges and confirmed Bishop Grosseteste University could be classed as the 4<sup>th</sup> placed University in the country.

### Internal – Summary of Year

The Vice Chancellor informed Council of Nicola Dandridge's appointment as Chief Executive of the new Office of Students.

The Vice Chancellor emphasised that Bishop Grosseteste University would need to proceed with its application to Universities UK.

### Staffing

The Vice Chancellor confirmed to Council two new appointments, Head of Marketing, Recruitment and Communications, Jonathan Batty and Head of Planning, Rachel Harvey.

The Vice Chancellor informed Council that a number of resignations had been received from the leadership team:

Professor David Rae  
Dr Anne Jackson  
Dr Ruth Sayers  
Mrs Alison Coton

The Chair had agreed to write to Alison on behalf of Council.

**Chair**

## 8. To note the Teaching Excellence Framework (TEF) Year Two Outcome

Council RECEIVED and NOTED the Teaching Excellence Framework (TEF) Year Two Outcome.

The Vice Chancellor reported that Bishop Grosseteste University had been awarded Gold rating; the highest rating available.

The Vice Chancellor expressed his gratitude for the Deputy Vice Chancellor's work on the TEF and for her knowledge, expertise and guidance, which were fundamental to this achievement.

The Chair confirmed that he had written to SLT to thank them for their support in the achievement in the TEF.

The Vice Chancellor requested that the outstanding contribution by all staff should be noted. In recognition of this contribution, a recommendation from Remuneration Committee had been made to consider rewarding staff in their entirety.

The recommendation being:

- to reward all staff with a token payment of £100 in August 2017
- to support the students, make available the sum of £5000 to be used to support training and development, this will be co-ordinated through CELT and the SU.

Discussion ensued as to whether the staff payments would be taxable. The Director of Resources advised the Committee that tax would be payable.

Council AGREED the recommendation.

## 9. To receive the Students' Union President's Report

Council RECEIVED and NOTED the Students' Union President's Report.

The newly elected Students' Union Vice President presented the report on behalf of the Students' Union President.

### (i) Students' Union Budget 2017/2018

The Students' Union Vice President submitted the budget for 2017/2018.

Council RECEIVED and NOTED the Students' Union Budget 2017/2018

## 10. To receive the Chaplain's Report

*Rev'd Dr Peter Green, Dean of Chapel and Chaplain, joined the meeting.*

Council RECEIVED and NOTED the Chaplain's Report.

The Chaplain presented his report to Council highlighting the key elements.

*Rev'd Dr Peter Green left the meeting.*

# **11. To receive and approve the updated 2014-19 Strategy**

*Ms. Rachel Harvey, Head of Planning joined the meeting.*

Council RECEIVED and APPROVED the updated 2014-2019 Strategy.

The Head of Planning provided an overview of the revised Strategy Stocktake along with appendices, emphasising that no one particular area of focus within the strategy should take precedence, and that information regarding the strategy should be shared widely throughout Bishop Grosseteste University.

**Head of Planning**

Council members discussed the revised strategy, comments raised were as follows:-

The Vice Chair enquired whether there had been any progress regarding which group was responsible for organisational development. The Head of Planning confirmed that discussions were ongoing regarding this between the Deputy Vice Chancellor and herself, an update would be provided in due course. The Chair interjected advising that the role of the new Head of HR (due to commence September 2017) had Organisational Development incorporated within their title and may be involved, however he acknowledged that overall responsibility would sit with SLT.

**Head of Planning**

Council members queried how the University would track performance against benchmarks and targets. The Head of Planning advised Council the Performance Monitoring Framework would inform how BGU manages benchmarking.

Council noted that Sustainability of Organisation had been omitted from the stocktake. The Chair had requested this be included within the benchmarking.

- It was felt that consideration should be given to revising the figures for student growth, particularly in relation to our recent TEF result, capitalising on which should affect our student growth and targets should be reviewed accordingly. Comments were raised that the National Press had mentioned little about the TEF apart from the negatives. The Vice Chancellor advised that the TEF result was linked to fees and further debate was required.
- Communication would play a part in the effectiveness of the strategy and Council agreed an organisation-wide understanding of the strategy would be key to its success. The Chair added that BGU was in a good place, however the University would need to look to the future, in 18 months BGU would be focussing on a new strategy and we would need to begin to consider this.

**Vice Chancellor**

Council AGREED to SUPPORT and ENDORSE the strategy, allowing for the points raised.

*Ms. Rachel Harvey left the meeting.*

**12. To receive an update on the transition in the University's legal status**

- (i) To comment on the draft Articles of Association

Council RECEIVED and NOTED the draft Articles of Association.

Rev'd Sally Myers expressed her gratitude to the Vice Chancellor and Chair for meeting with The Bishop and herself and confirmed that the meeting had provided the clarity and confirmation sought.

Council noted that in respect of the Statement of Primary Purpose, whilst both the title and cover sheet stated that this was an update, further detail in the agenda and within the paper state approval.

**Governance**

Rev'd Sally Myers commented to Council that the Statement of Primary Responsibility no longer appeared in the Articles of Association and did not appear on page 4 of this document.

Rev'd Sally Myers emphasised to Council that consistency should be key across all documents, and referenced to two statements on page 3 at 2.2 and on page 4 at 4.

Discrepancy regarding the view of the character of the University

Rev'd Sally Myers expressed concerns over discrepancies regarding the view of the character of the University at 18.1 and 14.1.

The Chair informed Council that the original position on the view of the Character of the University could be found in the Charitable Statement contained within the original Trust Document and he advised Council that this cannot be changed.

The Chair recommended that discrepancies were brought into line with the original position.

Council AGREED for discrepancies to be brought in line with the Trust Document.

**Governance**

The Chair asked Council members to consider whether a review of the Charitable Statement was required in the long term.

**Governance/  
Secretary**

Reverter Clause

Rev'd Sally Myers informed Council that the reverter clause within the Deed provides land to the University if it remained an educational institution and she raised concerns that this was not acknowledged in documentation, other than at 2.2 and 8.2.

The Council discussed the exact language of the clause and agreed to review the residual position of the University with the Diocese and the Registrar.

Council AGREED the I&A's, subject to confirmation of the residual position and amendment of the name if necessary.

**Diocese/  
Registrar**

Membership of University Council

Council considered item 11.2 and proposed to have one member of academic staff and one member of support staff on Council.

Governance

Council AGREED to adopt the proposal and requested item at 11.1 (g) be amended to reflect this change.

Powers

Director of Resources

The Council requested clarification on what constituted investment as detailed at item 5.21.

Governance/  
Chair

The Chair informed Council that final Articles of Association would be circulated late Autumn 2017.

(ii) Pensions Briefing Note

Council RECEIVED AND NOTED the Pensions Briefing Note.

The Director of Resources provided a brief overview of the Pensions Briefing Note, he highlighted to Council the need to follow and adhere to the Universities Superannuation Scheme (USS) rules for transition.

Director of Resources

The Chair advised that Council would need reassurance that the requirements outlined by USS would be met.

**13. To consider for approval the updated financial forecasts and 2017/2018 budget.**

*Mr Barrie Shipley, Head of Finance, joined the meeting.*

Council RECEIVED and NOTED the updated financial forecasts and 2017/2018 budget.

The Head of Finance presented the forecast budgets for 2017/2018 to Council.

Matters arising:

The Head of Finance informed Council that recovery of student debt has progressed and was within satisfactory levels, and efforts would continue to reduce this.

Council asked for clarification regarding non-payment of fees and the impact on graduation. The Head of Finance advised that Graduation could not be withheld for non-payment of fees due to Competition and Markets Authority regulations.

Head of Finance

The Head of Finance informed Council that he would draft a report on Capital Strategy in Autumn 2017.

Head of Finance/  
Governance

The Council formally APPROVED the financial forecasts and 2017/18 budget.

*Mr Barrie Shipley, Head of Finance, left the meeting.*

**14. BG (Lincoln) Ltd**

- (i) \*RESTRICTED ITEM\* To note the minutes of the Board of Directors Meeting held on 9 May 2017.

**15. Key Items from sub-committees.**

- (i) To note the Governance and Nominations Committee minutes of 18 May 2017.

Council RECEIVED and NOTED the minutes of the Governance and Nominations Committee of 18 May 2017.

Chair of Audit Committee Appointment

The Chair reported to Council that Governance and Nomination Committee had nominated Mr Richard Hallsworth for the position of Chair of Audit Committee.

Council APPROVED this nomination and acknowledged Mr Richard Hallsworth as Chair of Audit Committee.

**Governance**

Audit Committee Vacancy Update

Council approved the appointment of Stephen Critchley as an independent member of the Audit Committee.

**Governance**

To consider the draft committee Terms of Reference

The Chair requested that the Council pass comment on the draft Terms of Reference. He confirmed he was happy to receive any comments in person at the University Council Training on Day Friday 7<sup>th</sup> July 2017, or via email.

The Chair advised Council that Committee Terms of Reference would be scheduled for formal adoption at the next meeting.

**Governance**

The Chair informed Council that the Strategy Sponsor Board proposed a change in name to Strategy Monitoring Board.

Council agreed to ADOPT this change with immediate effect.

**Governance**

- (ii) To note the FE&GP Committee minutes of 15 June 2017.

*Mr Jonathan Batty, Head of Marketing, Recruitment & Communications joined the meeting.*

Council RECEIVED and NOTED the FE&GP Committee minutes of 15 June 2017.

Mr David Babb advised Council that discussions were continuing with solicitors regarding the purchase of the piece of local land. The following key points were noted:

- The development of the land should take place quickly.
- Planning would be required.



- Mr David Babb informed Council that developers had been engaged and the potential costs would be in the region of £25-£30 million.
- A small working group would be created to include 1- 2 University Council members.
- Mr David Babb confirmed that all large decisions would be reverted to Council.
- Fundraising would need to be considered; Mr David Babb highlighted the need to raise awareness through marketing, PR, and relations.
- Mr David Babb advised Council that a Framework would need development.

#### Student Recruitment

The Head of Marketing, Recruitment and Communications presented his report on Student Recruitment, highlighting the following:-

The Head of Marketing, Recruitment and Communications informed Council that fewer applications had been received this cycle; however, he reported that the number of offers was similar to the previous academic year. The Head of Marketing, Recruitment and Communications advised that this had been facilitated by stronger communication between admissions and schools.

The figures for recruitment in the areas of Foundation and Undergraduate degrees looked very positive.

The Head of Marketing, Recruitment and Communication confirmed that there had been an increase in the offer acceptance rate and a reduction in the number of declines.

The Head of Marketing, Recruitment and Communication advised Council that due to the Teaching Excellence Framework (TEF) & the Destination of Leavers of Higher Education (DHLE) results, we are proactively seeking students and that Clearing 2017 would be a pro-active exercise.

The Head of Marketing, Recruitment and Communications informed Council that the criteria for unconditional offers remains a little woolly and grey, he had written a paper on this and he was hoping to have this ratified by September.

The Head of Marketing, Recruitment and Communication advised Council methods of moving from manual to automated report creation to allow data to be viewed freely are underway and this is currently in the testing phase.

The Vice Chancellor remarked that the table labelled Appendix 1 had four columns but no column headings. The Head of Marketing, Recruitment and Communications confirmed that these followed through from previous sheets (not submitted).

The Director of Resources complimented the Marketing and Recruitment teams for their endeavours this year.

*Mr Jonathan Batty left the meeting.*

- (iii) \*RESTRICTED ITEM\* to note the minutes of Remuneration Committee held on 22 June 2017
- (iv) To note the Audit Committee minutes of 22 June 2017

Council RECEIVED and NOTED the minutes from the Audit Committee of 22 June 2017 (draft only).

Matters arising

To receive and discuss the Key Performance Indicators

The Council highlighted a revision required to minute 8; Key Performance Indicators should read that it would be helpful to have data for larger time-periods on recruitment performance (the committee required data from a longer period than one year – looking backwards).

To note HEFCE's Annual Provider Review 2016/2017 outcomes letter

Mr David Clements advised Council in relation to HEFCE's Annual Provider Review 2016/2017 that the outcomes letter had identified no requirements or risks.

To consider review of the Initial Teacher Training Record 2016-2017

In relation to the Initial Teacher Training Record 2016-2017, Mr David Clements reported to Council that Grade 1 was achieved, with only one minor observation made, regarding a change that should be implemented within the application process.

To consider review of General Data Protection Regulation Preparations

Mr David Clements informed Council, in respect of General Data Protection Regulation preparations, a review report had been submitted.

Internal Audit Annual Planning

Mr David Clements presented the Internal Audit Plan for 2017/2018 for submission.

**Governance**

The Chair asked for the document to be uploaded to SharePoint and a link provided to Council members. Council would review the document later.

To consider for approval the External Audit planning arrangements for the year ending 31 July 2017

Mr David Clements presented the external planning arrangements proposal. Audit Committee's recommendation was to reappoint Mazars.

Council ACCEPTED the document.

**16. Senate**

- (i) To note the minutes of Senate 1 March 2017.

Council RECEIVED and NOTED the minutes of Senate 1 March 2017.

The Director of Resources provided a summary of the SENATE meeting minutes and informed Council that a joint meeting between Senate and University Council would be held in November 2017.

**Governance**

**17. Agenda suggestions for future meetings**

The Chair advised Council members to submit items for the next agenda via email, or in person at the University Council training day on Friday 7<sup>th</sup> July 2017.

**18. Any other business**

University Training Day	Friday 7 <sup>th</sup> July 2017
Graduation	Wednesday 20 <sup>th</sup> and Thursday 21 <sup>st</sup> July 2017
Individual Development meeting	throughout August 2017

The Chair expressed his gratitude to Mr David Clements for his work over the years and confirmed that Mr David Clements had accepted invitation for a farewell dinner on the evening of Tuesday 26<sup>th</sup> September 2017. This will take place in Constance Stewart Hall Room 15.

The Chair expressed his gratitude and goodbyes to the following individuals, Dr Anne Jackson (Registrar & Secretary), Dr Ruth Sayers (Executive Dean), Professor David Rae (Executive Dean) and Tenille Dawson (SU Representative), and commented on the valuable contribution that all of the above had made to the University.

The Chair notified Council that former member Mr Mark Thompson had sadly passed away after a long period of illness.

**19. Date of next meeting**

The next meeting of the University Council will take place on Tuesday 26<sup>th</sup> September 2017 from 13:30 – 16:30 in Constance Stewart Hall Room 12.

This will be preceded by lunch at 12.15 – 13.10 in Constance Stewart Hall Room 11.

Signed  Date ...26 September 2017.....