

## HARPER ADAMS UNIVERSITY

### Board of Governors

#### Minutes of the Meeting of the Board of Governors held on 7<sup>th</sup> April 2017 in the Boardroom

Present:	Mr Mike Lewis	Chairman
	Dr David Llewellyn	Vice-Chancellor
	Mr Tim Burnhope	
	Mr Peter Cowdy	
	Dr John Donaldson	Staff Governor
	Mrs Emma Folkes	
	Mr Richard Hambleton	
	Dr Moira Harris	Staff Governor
	Mrs Lavinia Moroz-Hale	Staff Governor
	Mrs Heather Jenkins	
	Professor Mark Ormerod	
	Dr Julia Pointon	
	Mr Peter Nixon	
	Dr Martin Thomas	
	Mr Campbell Tweed	
	Mr Dominic Wong	
Apologies:	Mrs C Snell	
	Professor P Mills	Deputy Vice-Chancellor
	Mr S Vickers	Vice-Chairman
	Mr M Roach	
	Mr C Bailey	
	Mr F Hammond	President of the Students' Union
In attendance:	Dr Catherine Baxter	University Secretary & Clerk to the Board
	Mrs Liz Furey	Director of Finance
	Mr S Pride	Director of Marketing & Communications (for item 10 only)

#### Register of Interests

Members were reminded to complete or update their entry in the Register of Interests as necessary.

#### 16/39 Staff Observers

Noted: that although three members of staff had hoped to observe the meeting other commitments had led to them changing their diaries' and therefore they would attend on another occasion.

#### 16/40 Minutes

Approved: the minutes of the meeting of the Board of Governors held on 29<sup>th</sup> November 2016 (16/19 to 16/38) matters arising.

Received: a matters arising report prepared by the University Secretary.

Noted: i) that the Chairman had completed one to one discussions with members. Feedback remained as previously indicated. Only one comment had arisen from discussions with members which indicated any concerns. This related to the size of the Board, the complexity of business, and in the view of some members, a possibility that some members of the Board may be reticent to make comments due to the large membership. The Chair would continue to actively encourage all members to speak if they wish to do so and it had been suggested by some members that he might ask any particular member to comment if he or she had perhaps not had an opportunity to do so

during a meeting. The Chair also confirmed that he would be willing to have a discussion with any member at any time during the year and members did not need to wait for the annual one to one sessions if they had any matters they wished to discuss. He also confirmed that if any member felt that they needed any further information on any aspects of business being discussed at the Board they would be more than welcome to discuss this with him and/or with the University Secretary.

- ii) that Dr Donaldson had found his engagement with the Leadership Foundation for Higher Education (LFHE) Online Governor Development Tool very useful. He noted, in particular, the high quality of the tutor led discussions facilitated by the University of York. He also advised that the reading materials were of high quality, well-structured and informative. Fifteen participants had engaged with the programme over a five week period. Participants had included – Staff Governors, Independent Governors and senior staff with particular roles in relation to governance. They had also included individuals supporting the work of the Universities in England, Scotland and Wales in addition to some further education governors.
- iii) the LFHE programme had highlighted the governance in the public sector more generally, and how lessons from other sectors were useful in relation to University Governance. There had also been consideration of the importance of KPI's and other measures such as TEF, NSS and league tables. The new quality assurance requirements had also been discussed together with the unintended consequences of certain PI's.
- iv) the sessions had also focused on partnerships, curriculum and industry links. There had also been discussion around the future of Universities more generally, increasing technology, Moocs (massive open online courses) and the general landscape for higher education increasing competition.
- v) that in summary Dr Donaldson had found the programme excellent, and wish to recommend it to other members. He noted that the commitment of at least three to four hours a week was required if members were able to engage proactively with the programme, and in particular with the forums. He noted that the discussions did help him to step back from his day to day role at the University and to consider in more detail his Governance role.

Agreed: that the University Secretary and the Vice-Chancellor would share this very positive feedback with the LFHE. **CEB/DGL**

16/41 **Vice-Chancellor's Report**

Received: a report by the Vice-Chancellor on recent developments of note

- Noted:
- i) that student recruitment remained slightly down in terms of applications when compared to 2016. However when withdrawn courses were excluded, the number of applications were the same as that received at the same time during 2016. In addition to this, overall student numbers would be balanced as larger groups of students continued to move through the four year programme. Some programme areas continued to be affected by a downturn in applications more than others. These areas included Agriculture, where it was likely that pressures on farming industry, more generally, were potentially affecting decision making around investing in higher education.

- ii) that further open days were planned to continue the University's proactive focus on recruiting students for 2017/2018, as well as for 18/19.
- iii) that the University would be responding to the Governments Industrial Strategy Consultation. In particular the University would be highlighting that food and farming needs are to be re-emphasised as well as a reference to Agri-Tech, which although invested in strongly by the Government in recent months and years was not mentioned in the proposed new strategy. However it was pleasing that the new industrial strategy, amongst its ten pillars, emphasised the importance of skills and investments to rebalance the UK economy across the country. In its response, the University would also mention the £9m Growth Deal 3 agreement to create an Innovation Park for Agri-Tech related industries to the south of Newport. It was hoped that this would continue the University's ambition (in conjunction with the Local Authority), to create a cluster focused on Agri-Tech which would work in parallel with the Agri Epi Innovation Centre, the National Centre for Precision Farming and the Agricultural Engineering Innovation Centre already located at the University.
- iv) that it was hoped that BEIS officials would engage with revitalising discussions around next steps for Agri-Tech. The Leadership Council had not been making many announcements in recent months and weeks, and it was hoped that a discussion with officials might rekindle useful debate.
- v) that the largest tractor manufacturer in India had visited the University recently and in a few weeks it was hoped that the second largest manufacturers would also be visiting. The owner of the latter Company was known to DFIT (Department for International Trade) and they had been helpful in facilitating arrangements for the visit.
- vi) that Telford and Wrekin continue to support the University's Agri-Tech focus and have a strong track record in securing inward investment.
- vii) that the Agri-Tech Centres for Innovation continued to be developed although it was understood that the Agri Epicentre continues to progress at a faster pace, and that there may be challenges around some of the other centres which are still being worked through.
- viii) that the Vice-Chancellor had attended the 7<sup>th</sup> University Business Forum arranged by the European Commission in Brussels during the week. Harper Adams had been invited to give a presentation alongside colleagues from Dairy Crest, as one of three case studies focussing on successful University Business Collaborations. The Collaboration had already been featured in a recent European Commission report. The case study had also been published on the European Commission website, an example of best practice for University Business Collaboration. It was useful to note that the Chair of the session had also introduced the talk from Harper Adams and Dairy Crest as an example of best practice.
- ix) that Dairy Crest would be supporting an Institute of Grocery Distribution Summer school at the University during Summer 2017.
- x) that the Vice-Chancellor of the Royal Agricultural University had visited the University at the end of March.
- xi) that good progress had been made with securing a new appointment for the Chair in Applied Agri-Tech Economics. The Elizabeth Creak

Foundation had very kindly agreed to support a second chair due to the quality of the field of applicants, and it was hoped that the second appointment could be secured in the near future. Having two appointments would enable the University to create a Centre for Applied Agri-Tech Economics and it was hoped that this development would support the House of Lords recent report on Robotics, where the University had helped to influence members to include in their report a recommendation that the Government should support investment on the use of Robotics in Agriculture and Fisheries as well as focussing on autonomous motor car developments. The report has suggested that a business case for Applied Agri-Tech in Agriculture and Fisheries would be useful, and it was hoped that the two new Chairs' would be able to contribute to this discussion.

- xii) that the University had made its TEF submission. The outcome of all submissions would be known in May 2017.
- xiii) that since the last meeting the University had been confirmed by the Times as first in the UK for Student Experience. In addition to this during the week preceding the Board meeting, the University had been shortlisted for two Leadership and Management Awards - one for "Outstanding Learning and Teaching" and one for "Outstanding Leadership and Management Team".
- xiv) that in the WhatUni Awards which had taken place the previous evening, Harper Adams had been confirmed as "University of the Year" for the second year in a row. It had also been in the top three in all of the categories that in which it had been short listed, and had won the categories for Job Prospects, Student Support Courses and Lecturers. Members expressed their congratulations to all members of staff for this very strong performance.
- xv) that it was noted that Harper Adams had secured Modern University of the Year, the most highly rated University in the Times Higher Student Experience survey and also the WhatUni University of the Year Award. It was understood that no institution had secured all three awards in the same year to date. The University wished to recognise their support from its Students' together with the role of Governors and external Stakeholders in receiving these important external accolades.
- xvi) that it was useful to note that in regional press in Northern Ireland while performance of local Universities, Queens University, Belfast and Ulster had been mentioned, the only other University to be highlighted in the articles was Harper Adams.

**16/42 Risk Management**

Received: an updated report from the University Secretary on key risk areas monitored by the Board of Governors.

**16/43 Finance**

- Received:
- i) a report on the meetings of F & GP Committee held on 20<sup>th</sup> January 2017 and the 20<sup>th</sup> March 2017.
  - ii) management accounts for the period to the 28<sup>th</sup> February 2017.
  - iii) an oral report from the Director of Finance on budget planning for 2017/18

iv) an oral report on the April 2017 HEFCE grant letter.

Noted:

i) that Finance and General Purpose Committee had received detailed feedback on the performance of contractors installing the STEP project. A number of issues had been highlighted with performance and there had also been some concerns about the financial viability of the Company. However confirmation had been received that the Company had been refinanced and was now focussing on new build and energy projects in particular.

ii) the Committee had also considered the updated Carbon Management Plan and Environmental Sustainability Strategy and had agreed to approve these and asked the Board to endorse the Committee's decision.

iii) the Finance and General Purposes Committee had also reviewed future fee structures and wished to seek the Board's endorsement of its decision that students entering the University in 2016/17 should pay the same fees throughout their course rather than be asked to pay a slightly lower placement fee and a higher final year fee. Although the overall costs would be the same to each student, it was felt on reflection that it would be more appropriate to retain the same fee level throughout for this particular cohort, and that students entering in 2017/18 would be asked to pay the higher fees permitted under the University successful TEF 1 submission of £9,250.

iv) that the management accounts indicated that the University was broadly on budget, and had made some savings in certain areas. However there would be additional energy costs due to the fact that Cedar Energy had not been able to trade as early as possible in the Year, this was due to the delays of the Step Project referred to earlier in the meeting. In addition to this, business rates across the UK had been re-evaluated and in common with other Universities and public bodies, the University's rates had been increased resulting in a further charge of £40,000 to the end of the current financial year.

v) that the management accounts risk table confirmed that the risks are in balance, and that the detailed review of contractors is under way across the University to ensure that tax arrangements are in line with HMRC guidance and recent changes. A small number of issues had been identified and these were being explored further with Tax Advisors. HMRC had been notified of the review and it was hoped that the University would be able to make an appropriate case that contractor status had been determined reasonably. The final letter would be submitted after discussion and approval of advisors.

vi) that the new IR35 rules are also leading to a detailed review at Harper Adams as well as other Universities and a new procedure would be put in place to consider the status of all personal service companies before services were procured.

vii) that plans to develop the 2017/18 budget were in hand. The resource allocation model would be used for academic departments and would be also used to inform proposed budgets for student support areas. A detailed report would be made to the Finance and General Purpose Committee at its June meeting, and this would be followed up with a report to the Board in July.

viii) that the HEFCE grant letter is due to be received on the 12<sup>th</sup> April 2017. It was anticipated that certain cuts were likely to be contained in the letter and therefore there would be a need to continue to be cautious about future budgeting.

ixi) that the Committee had completed its annual review of the Financial Regulations and wished to recommend a number of amendments to the Board for its approval. The Committee had also conducted the annual review of the arrangements by which the Vice-Chancellor, as accountable officer, could act with delegated authority as set out in the Financial Regulations. The Committee had concluded that these delegation arrangements remained appropriate and no changes were required

Agreed: i) to endorse the Finance and General Purposes Committee approval of the new Carbon Management Plan and Environmental Sustainability Strategy.

ii) to endorse Finance and General Purposes Committee's decision with regards to tuition fees for students entering in 2016/17 and those entering in 2017/18. **LF**

iii) to approve the changes to the Financial Regulations recommended by Finance and General Purposes Committee and to Endorse the Committee's conclusion that the arrangements for delegation to the Vice-Chancellor as set out in the Financial Regulations remained appropriate and no changes were required. **LF/HA**

#### 16/44 **Planning**

Received: i) an update on progress with the Corporate Planning Statement 2016/17  
ii) the Institutional Monitoring Statement 2015/16

Noted: that appropriate progress was being made for the Corporate Planning Statement.

Agreed: that the Institutional Monitoring Statement 2015/16 as set out in the agenda should be approved and published on the University's website.

#### 16/45 **Learning and Teaching Strategy**

Received: report from the Director of Learning and Teaching.

Noted: i) that the report clearly evidenced focused hard work by staff on taking forward the learning and teaching strategy. The data reported on engagement with the virtual learning environment and the scoring system being used by students was particularly important to note. Students had scored 62% of modules in the range 6 to 10 which indicated that students were generally happy, although there were some areas that needed further attention. It was also useful to note that the averages of the VLE by work based students tended to be lower than that related to the use by international students. It was also interesting to note that students made good use of videos and this was indicative of a high level of engagement. Overall, it was noted the use of the VLE was innovative and responsive to diverse student populations.

ii) that the high numbers of staff engaging with the HEA was also very noteworthy, together with positive engagement with the Harper Adams Learning and Teaching Conference and regular learning and teaching

forums.

- iii) that as members were aware under the Institutional Specific Funding, allocation, University had agreed to designate additional funding to supporting learning and teaching particularly around IT based learning and supporting staff to develop further skills in relation to this. The overall project was now called DELTA - "Delivering Excellence in Learning and Achievement". Students had been asked to engage with this, and had suggested that the teaching area that they would wish to see refurbished in particular was B Block on the south side of the campus. Proposals for this are currently being developed.

Agreed: to express the Board's thanks to Andy Jones and his team and to all staff who were engaging so positively with the Learning and Teaching Strategy. **CEB**

#### 16/46 **International Strategy**

Received: a progress report from the Director of Learning and Teaching

- Noted:
- i) that progress with strategy was moving forward positively and a number of the targets were already being achieved in advance of the anticipated dates.
  - ii) that at the European Commission Seminar recently attended by the Vice-Chancellor, that there was strong evidence of European Universities wishing to engage with colleagues in Africa and it was important therefore that Harper Adams continued its positive engagement with AGCO, The University of Zambia and other colleagues. An opportunity had arisen to support locally based higher education programmes and this was currently being taken forward by the Vice-Chancellor and Dr Andy Wilcox.
  - iii) that the developing link with the Netherlands continued to be positive, and a new visiting Professor had been appointed. A number of students had already progressed to Harper Adams and further students would be visiting in the forthcoming weeks.
  - iv) that the University had been rated in the 251 – 300 category in the World Ranking University Publication.
  - v) that the Collaborative Programme Committee pays close attention to the range of Partnerships and Memorandum of Agreement that are entered into by the University and keeps them under review to ensure that the quality of engagement is appropriate. In addition to this before any new partnerships are progressed, the University does draw on a number of sources of information to ascertain whether or not the proposed partnership is worthwhile and/or whether the quality of provision and other aspects of the proposed partner are appropriate.
  - vi) that it would be helpful to include reference to Cornell and the other University Secretary exchange programmes in the next report on the International Strategy. **AJ**
  - vii) that Andy Jones had reported back that larger Universities attending his recent talk on the links that Harper Adams had developed, were quite surprised with the range and breadth of global links that Harper Adams had been developing.

Agreed: to express thanks to Andy Jones and his team for the very impressive

16/47 **Marketing and Communication**

Received: a report from the Director of Marketing and Communications

- Noted:
- i) that the review of the Marketing and Communication Strategy had been completed and a copy of the updated strategy was included in the agenda papers for the consideration of members of the Board.
  - ii) that the aim of the new strategy was to respond to the challenging environment and to identify a range of key projects during the next 6-12 months, which will enable the University to engage with a wider range of potential students. In particular the University hopes to ensure that the Harper “Brand” was better understood and fully communicated in a way that was accessible to all potential audiences.
  - iii) that there was evidence to date that the new prospectus had been drawing a significant amount of attention and requests for copies had been significantly higher than requests for prospectuses at the same time in the previous year. Response at UCAS Fairs had also been positive. It was recognised that the number of prospectuses ordered or requested was not necessarily an indicator of engagement with the detailed information set out within the publication, although it was indicative that the “Brand” was attracting a wider range, and greater degree of interest.
  - iv) that the Marketing team were using new software to record firm expressions of interest and to ensure that these were followed up.
  - v) that the Harper Adams experience would be taking place during the Summer 2017 and as a result of better engagement at a number of recent events, the University would be making contact with 700 potential leads rather than 300 leads in 2016 with respect to issuing invitations to consider attending HAE.
  - vi) that feedback from visitors attending the University including the recent Harper Ireland dinner had been particularly positive.
  - vii) that the University had engaged with the Big Bang event held at the NEC, where 75,000 young people had attended. A Big Bang event would be taking place at Harper Adams during Summer 2017.
  - viii) that the visual identity changes proposed had led to some less positive feedback from current students. This had led to a meeting at which the Vice-Chancellor had explained the reason for the new logo and had confirmed and assured students that the coat of arms would continue to be used on the campus extensively. It had further been agreed that the signs at the entrance to the campus, together with other signage on campus, would feature the full coat of arms and that the logo would be used for marketing purposes. Alumni and students who had expressed concern about the new logo had responded positively to this proposal.
  - ix) that the College of Arms had also confirmed recently that H.M. The Queen had given permission for the full coat of arms to be formally assigned to the University. This was the first time that a coat of arms originally assigned to individuals had been assigned to a University.
  - x) that June 2017 would mark the 200<sup>th</sup> anniversary of the birth of Thomas Harper Adams. The marketing team are currently developing a 12 month long programme to celebrate this and to underline the fact

that the University is proud of its heritage as well as developing a modern and forward looking brand identity.

- xi) that work on the access agreement was also critically important and would be focussing on “hard to reach” groups, including white working class boys in rural areas as this had emerged as a particular group that was under represented in higher education.

- Agreed:
- i) to thank Simon Pride and his team for their work in developing the new marketing and communications strategy.
  - ii) to approve the new marketing and communication strategy as set out in the agenda papers.

**16/48 Report of the President of the Students’ Union**

- Received:
- i) a report by the President on the recent activities of the Students’ Union
  - ii) the updated Memorandum of Agreement between Harper Adams University and Harper Adams Students’ Union

- Noted:
- i) that the President had highlighted in his report that the Students’ Union continued to progress positively and to aim to widen its appeal to all students. As part of this the Students’ Union had reviewed its brand and discussions with students had been positive to date about these proposals. Further discussion would take place with the Students’ Union Trustee Board in the next week.
  - ii) that the President was actively engaging with external auditors to secure the final audited version of the Student Union accounts. While the Board had been updated at its November meeting on the financial performance of the Students Union, the University Secretary would ensure that a formal copy of the accounts was provided to members as soon as possible. **FH/CEB**
  - iii) that the Memorandum of Agreement between the University and the Students’ Union have been subject to review and detailed discussion. The copy included in the agenda papers had been agreed by the University’s Management, the Officers and Management of the Students’ Union and by the Student Union Trustee Board.

- Agreed:
- to approve the updated Memorandum of Agreement between Harper Adams University and Harper Adams Students’ Union for the period 30<sup>th</sup> April 2017 to 31<sup>st</sup> December 2022.

**16/49 Health & Safety**

- Noted:
- that the Governors’ Health & Safety Policy Statement for 2017/18 was included in the agenda papers. No changes have been proposed to the statement.

- Agreed:
- to approve the Governors’ Health & Safety Policy Statement for 2017/18.

**16/50 Student Regulations**

- Considered:
- i) proposals for updating the Student Disciplinary Policy with effect from August 2017
  - ii) a report that the Chairman and Vice-Chairman of the Board had taken

action to endorse a new Drugs and Alcohol Policy

Noted: that the annual review of the Student Disciplinary Policy had been undertaken in light of recently published national guidance. The changes proposed reflected guidance as set out in the agenda papers.

Agreed:

- i) to approve the changes to Student Disciplinary Policy with effect from the 1<sup>st</sup> August 2017.
- ii) to endorse the Chairman and Vice-Chairman's decision to approve the new Drugs and Alcohol Policy.

#### 16/51 **Academic Board**

Considered:

- i) a report on the meeting of the Academic Board held on 8<sup>th</sup> March 2017 including the Annual Report on Student Complaints and Appeals.
- ii) a copy of the progress report on the Research and Knowledge Transfer Strategy considered by Academic Board at its March 2017 meeting.
- iii) the Academic Overview Report for 2015/16
- iv) an update on feedback arising from External Examiners Reports for 2015/16

Noted:

- i) that the Head of Educational Development and Quality Enhancement had provided an update to members of the Board confirming that action points arising from the annual overview report 14/15 had been addressed.
- ii) that the work of Academic Board continued to focus on important aspects of the Management of Quality and Standards at the University together with a number of external assessment requirements such as TEF.
- iii) that in particular the Academic Board had noted and discussed the annual academic overview report for 2015/16, a copy of which was included on the Governors' Document Library together with a summary in the agenda papers.
- iv) that the Academic Board had also considered a paper summarising actions approved by course committees and had noted that teams were responding appropriately and making suitable progress to address the action points.
- v) that the Academic Board had considered feedback in relation to the VLE. This information had been reflected in the earlier discussion on the learning and teaching strategy earlier in the meeting of the Board of Governors.
- vi) that the Academic Board had noted that although overall performance in the National Student Survey was very good, there was a need to focus further on the experience on part-time post-graduates and plans for improvements were in hand.
- vii) that the Academic Board had also received and considered proposals

in relation to the drafting of a new access agreement.

- viii) that the Annual Report on Appeals and Complaints continued to indicate that, thanks to the hard work of academic staff in particular, as well as that of support staff, the number of appeals and complaints received from students continued to be very modest.
- ix) that the reports set out in the agenda reflected those requested by the Board, to assist it in considering whether or not it felt assured about the University's Management of Quality and Standards. In this respect, the Chair asked members to confirm whether or not they felt content that they were receiving sufficient information in this regard.
- x) that discussions at the most recent University Executive had suggested that it would be an appropriate time to review the role of Academic Standards Committee and considered developing a separate committee focussing on learning, teaching and student experience.

Agreed:

- i) that members were content with the papers that had been provided, and confirmed that they provided them with sufficient assurance around the University's Management of Quality and Standards.
- ii) that the Board were content to delegate authority to the Chairman, to approve the development of a new committee focussing on learning, teaching and student experience, subject to further discussions with the Chair of Quality and Standards Committee in particular.

**16/52 HEFCE Annual Provider Review**

Received:

an oral report from the Vice-Chancellor on HEFCE's feedback on the University's submission arising from the annual returns presented in December 2016.

Noted:

that HEFCE had confirmed that it was content with the assurance return presented to them in December 2016. However in line with the thematic review across all Universities, Harper Adams had been asked to present further information to the Quality Committee on its management of workforce development. HEFCE had confirmed that this would be a light touch review and reflected the fact that the Institution had more than 500 students undertaking such provision. The University had made the required submission of additional information and feedback was currently awaited. Members would be updated at the next meeting.

**DGL**

**16/53 Harper Adams University Development Trust**

Received:

an oral report on the meeting of the Development Trust held on the 27<sup>th</sup> March 2017.

Noted:

- i) that the recent scholarship presentation had seen £411,000 presented to students in the form of scholarships. This represented an increase from the scholarship fund of £375,000 distributed in 2016.
- ii) that the Development Trust continued to focus on the need to raise funds for sports facilities. This would be a prime focus of its next meeting in July, when Trustees would be visiting the current sports facilities and having a strategic discussion on possible sources of funding.

- iii) that the Trust was aware of the requirements emerging from the fund raising preference service and the new data protection (GDPR) requirements in relation to contacting Alumni.
- iv) that the Trust were currently seeking new Trustees and had been successful in securing interest of one new Trustee who had confirmed that she would be willing to join the Trust in the next few months. In the meantime the trust wished to identify other potential new Trustees and members of the Board were asked to submit any suggestions to the University Secretary in due course. **ALL**

#### 16/54 **Committees**

- Received:
- i) a report on the meeting of the Honorary Awards Committee held on 29<sup>th</sup> November 2016.
  - ii) a report on the meeting of the Staffing Committee held on 20<sup>th</sup> January 2017.
  - iii) a report on the meeting of the Farm Strategy Committee held on 2<sup>nd</sup> February 2017.
  - iv) a report on the meeting of the Audit and Risk Management Committee meeting held on the 16<sup>th</sup> February 2017.
  - v) a report on the meeting of the Health and Safety Committee held on 2<sup>nd</sup> March 2017.
  - vi) an oral report on the meeting of Nominations Committee held on 7<sup>th</sup> April 2017.
- Noted:
- i) that further nominations for Honorary Awards were always welcomed by the Committee. Academic Board had agreed the nominations set out in the report. In discussion some members felt that it may be useful to consider whether or not individuals who were involved in production of key media programmes as well as presenters, might be worth considering for future awards.
  - ii) that the Head of BBC Rural Affairs was suggested as a possible consideration for 2018. **CEB**
  - iii) that the Staffing Committee had considered and approved an updated sickness and absence policy and following the meeting had also considered the minutes of the Staff Consultative Group meeting and a proposal regarding apprenticeship remuneration arrangements. With regard to the latter, the Committee had agreed that the University should adopt the National Apprenticeship salary levels for individuals recruited as apprentices.
  - iv) that the KPMG report on academic staff workloads had now been updated and will be discussed at the forthcoming meeting of JCNC.
  - v) that the Nominations Committee had met earlier in the day and had agreed that it would be timely to place an advert for expressions of interest in the becoming a Governor. Although the number of vacancies coming up in the short to medium term remained relatively

modest it would nevertheless be useful to refresh and replenish the current pool of potential Governors. Members were also encouraged to put forward any suggestions.

- vi) that Nominations Committee also wish to recommend to the Board that a second Vice-Chair be appointed to assist the Chair and Vice-Chair with an increasingly complex range of issues. It was recognised that if this were to be agreed, the Vice-Chair may not necessarily express an interest in becoming Chair at the point when a new Chair needs to be identified. There would also be a need to consider how the roles and responsibilities would be split between the Chair and the two Vice-Chairs'.
- vii) that Nominations Committee wished to propose that Steven Vickers be permitted to extend his term of office during his continuing role as Vice-Chairman. It was proposed that subject to annual review/re-election he continue on the Board in the role of Vice-Chair until 2019.

- Agreed:
- i) to endorse the Staffing Committee's approval of an updated sickness and absence policy, together with the Committee's decision that the University should adopt National Apprenticeship salary levels.
  - ii) to endorse the proposals for Honorary Awards made by the Honorary Degrees Committee.
  - iii) to endorse proposals made by the Nominations Committee as outlined above.

**16/55 HEFCE and Other Circulars**

Received: a list of HEFCE and other circulars received by the University since the last meeting of the Board.

**16/56 Any Other Business**

**Expenses**

Noted: a reminder of the University's expenses policy which encouraged members to submit their expenses as soon as possible and ideally within 6 months and no later than the end of the current financial year.

**Elizabeth Custance / Mary Early**

Noted: that members wished to record their thanks to Mary Early, recently retired Assistant to the Vice-Chancellor and to Liz Custance, recently retired Assistant to the University Secretary. Both had worked at the University for 25 years and 35 years respectively and Members of the Board expressed their grateful thanks for all their support and assistance.

**16/57 Date of Next Meeting**

6<sup>th</sup> July 2017