



Minutes of the 11 March 2022 meeting (held via Teams)

Present: David Lowen (Chair)

Qari Asim, Dr Oliver Bray, Cielo Cartwright, Meg Darroch, Alan Gay, Rachel Hewitt, Professor Christina Hughes, Professor Nicki Latham, Stephen Magora, Barry Matthews, David Morgan, Jo Norry, Rob Purdy, Shwetal Shah, Pango Simwaka, Professor Peter Slee, Professor Lisa Stansbie, Dr Andrew West, Nick Whitaker

In attendance: Trevor Armour* Professor Phil Cardew, Andrew Fern, Kate Harvey (Secretary), Tracey Lancaster, Dineo Ledwaba-Chapman, Radhika Patel, Heather Paver, Professor Chris Prince, Professor Andrew Slade, Caroline Thomas, Chris Watts

Apologies: None.

Attendees' apologies: Professor Jeanne Keay

Informal items

Declaration of interest

051.2122 No declarations of interest were made for the meeting, but the interests of governors with relation to the approval of Committee appointments and ratification of Chair's action via OnBoard were noted.

Briefing and discussion on OfS proposals for the regulation of student outcomes and future of the Teaching Excellence Framework

052.2122 An aide-memoire would be drafted for governors to refer to following this informal session led by the Vice Chancellor.

Preliminary Items

Minutes

053.2122 The Board **agreed** that the minutes of its meeting on 19 November 2021 were an accurate record.

Matters arising

054.2122 (a) The Board had made a number of appointments via correspondence since the last meeting on 19 November 2021:

- i. Dr Oliver Bray had been appointed as a staff governor nominated by his peers on the Academic Board with effect from 04 January 2022, for a first term of office until 31 August 2023.
- ii. Stephen Magora had been appointed as an independent governor with effect from 11 March 2022, for a first term of office until 31 August 2025.
- iii. David Morgan had been appointed as an independent governor with effect from 11 March 2022, for a first term of office until 31 August 2025.
- iv. Shwetal Shah had been appointed as a co-opted governor with effect from 11 March 2022, for a first term of office until 31 August 2023.
- v. Christine Watts had been appointed as an independent governor with effect from 11 March 2022, for a first term of office until 31 August 2025.

(b) The Board had been asked prior to the meeting to approve via the OnBoard portal the following appointments Committees to fill current vacancies, and the resulting amendments to the terms of reference and membership profiles:

- i. Cielo Cartwright to the Senior Staff Remuneration Committee.
- ii. Stephen Magora to the Finance, Staffing & Resources Committee.
- iii. David Morgan to the Audit Committee.
- iv. Shwetal Shah to the Governance & Nominations Committee.
- v. Christine Watts to the Finance, Staffing & Resources Committee.

The Board had also been asked to **ratify** changes approved by David Lowen with Chair's action. These had been in-year amendments to the membership profiles of the Governance & Nominations Committee and the Finance, Staffing & Resources Committee. Following Oliver Bray's appointment to the Board, he had joined the Governance & Nominations Committee. To accommodate this change, co-opted governor (professional services staff) Jo Norry had moved to join the Finance, Staffing & Resources Committee.

055.2122 The Board **resolved** to approve the Committee appointments and resulting changes to terms of reference and membership profiles, and ratify the action taken by the Chair.

Strategic Matters

Chair's Report

056.2122 The Chair welcomed governors to the meeting and noted that although the Covid-19 pandemic had prevented the Board from meeting in person for longer than expected, it was hoped that some face-to-face activity could resume after Easter.

Vice Chancellor's Report

Parts of minute 057.2122 are exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

057.2122 (a) The Vice Chancellor reported that following the announcement by the UK Government that legal Covid-19 restrictions would end on 24 February 2022 the

University had wound down its testing facility and Covid-19 related communications.

(b) Government guidance to universities emphasised the importance of delivering face-to-face teaching and for universities to operate without restrictions in line with wider society. The University had been teaching face-to-face since September and would continue to adopt the principles of good hygiene, so no further changes were required. The Board noted that after Easter all colleagues would be able to work on campus once more, as the University transitioned to new hybrid ways of working.

(c)

(d) The UK Government had begun to set out its upcoming proposals for policy reform in the sector.



(e) Research income had increased as had the University's market share in Knowledge transfer partnerships.

(f) Continuation had increased

It was noted that there was a lag in data, and it was expected that continuation figures for 2020/21 would improve once again.

(g)

(h) Professor Jeanne Keay, Pro Vice Chancellor (International Engagement) would retire from the University at the end of March 2022. Professor Keay had made a positive contribution to the University's global impact, the outcomes of which could be seen in research and in student recruitment. The Vice Chancellor recorded his thanks on behalf of the University, and this was echoed by the Board.

(i)

Reports from Committees

Report of the Finance, Staffing & Resources Committee – 11 February 2022

Minute 058.2122 is exempt from publication under the provisions of Section 43 (Commercial interests) of the Freedom of Information Act 2000.

058.2122 (a)

(c)

Report of the Audit Committee – 18 February 2022

Parts of minute 059.2122 are exempt from publication under the provisions of Section 43 (Commercial interests) of the Freedom of Information Act 2000.

059.2122 (a) Nick Whitaker, Chair of the Committee, reported that Heather Paver, the Executive Director of Human Resources had presented a deep dive report looking at the current key risks in this area.

(b) Professor Phil Cardew, the Deputy Vice Chancellor (Academic) had provided an update on the progress of the action plan developed to address the outcomes of the Ofsted Monitoring Inspection of Degree Apprenticeships.

Report of the Governance and Nominations Committee – 04 February 2022

Parts of minute 060.2122 are exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

060.2122 (a) Dr Andrew West, Chair of the Committee, reported that an update on governor recruitment had been provided at the meeting and extended a welcome to the four new governors in attendance.

(b) Advance HE had published an Equality, Diversity & Inclusion (EDI) toolkit for governing bodies. As a subset to the wider ongoing EDI work University the Committee had reviewed the University's own Board practices against the recommendations. Overall the Board was in a strong position and there had been some additional elements of interests which would be incorporated into and built on existing governance processes.

(c) The effectiveness review would focus on ensuring the University's governance arrangements were fit for purpose in the context of the new Strategic Planning Framework.

Report of the Academic Board – 09 February 2022

061.2122 (a) The Vice Chancellor reported that the Academic Board had discussed the on-going OfS consultations on the future regulation of the higher education sector, which the Board had considered in detail earlier in the meeting.

(b) The Academic Assurance report had been considered and endorsed to the Board.

- (c) The Director of Research and Enterprise had provided an update on research matters, including grant funding and other income.

Report of the Chairs' Committee – 03 February 2022

062.2122 The Chair of the Board reported that the Committee had discussed the agenda for the Board meeting, the outcome of the Ofsted monitoring visit and recent developments, governor recruitment and the OfS consultations discussed by the Board earlier.

Academic Quality and the Student Experience

Students' Union (SU) Report

- 063.2122 (a) Pango Simwaka, Union Affairs Officer, reported that the SU team was now working back on campus, having adopted a hybrid working model. Student feedback about the new SU location had been very positive and the campuses were lively. While engagement with the SU was not yet back to pre-pandemic levels, plenty of events were being held and bids for funding were being received.
- (b) Leadership elections for the 2022/23 officer team had recently concluded and had taken place in person. The SU was celebrating the election of a diverse officer team and it was noted that:
- i. Lucy MacDonald, current Welfare Officer, had been elected as the new SU President.
 - ii. Meg Darroch had been re-elected as Academic Experience Officer.
 - iii. Harsh Bhatia had been elected as Activities & Events Officer.
 - iv. Ashleigh Pinnock had been elected as Welfare Officer.
- (c) The SU had recently run its Big Survey and it was noted that early results suggested there had been good progression towards a number of the SU's strategic KPIs. The student governors hoped to be able to share the full results of the survey with the wider Board in the near future.
- (d) The first round of School Forums had been held in November and December and has been well-attended. The student governors thanked the University executive for its prompt response to the majority of feedback raised.
- (e) There had been a significant increase in the number of students contacting us for support with mitigation and extenuating circumstances during the first 2 weeks of January. This had largely been due to Covid-19 and the timing of assessments and deadlines. Relevant feedback had been provided to the University.
- (f) The SU would be undergoing an Equality, Diversity & Inclusion audit in the coming weeks and governors looked forward to hearing about the outcomes and how they sat within the broader EDI context and the University.

- (g) Governors congratulated the student governors and wider SU on the successful outcomes of the leadership elections. The Board looked forward to working with the new SU President and continuing to work with the Academic Experience Officer.
- (h) The Board was interested to know if any trends had emerged from recent safety workshops held using the safer streets fund. It was noted the workshops themselves had been arranged with the intention of addressing key concerns raised by students, and had included upstander training, consent workshops and personal safety training. The SU had been working in collaboration with the University and Leeds City Council.
- (i) The Vice Chancellor reported that the University with the University of Leeds had invested in the Leeds Antisocial Behaviour Team at Leeds City Council to find a dedicate service aimed at addressing issues of student behaviour initially, but as it became a more established presence it would also because to address issues of student safety.

Academic Assurance Report

Minute 064.2122 is exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

064.2122 (a)



(c)

(e)	
(f)	

065.2122 The Board **agreed** that the report provided continued assurance of the University's academic quality and standards as well as its ongoing compliance with the OfS conditions of registration B1-B6 and UK Quality Code expectations and core practices.

Financial Sustainability

Student Recruitment Update

066.2122 (a) The Board had received the report via the OnBoard portal and had noted its content prior to the meeting. No queries were raised.

- (b) The Chair congratulated Tracey Lancaster, Deputy Vice Chancellor (Resources) and the University executive on behalf of the Board on the positive recruitment figures.

Annual Review of Financial Regulations

067.2122 The Board had received the report via the OnBoard portal and had considered the proposed amendments prior to the meeting. No queries were raised.

068.2122 The Board resolved to approve the amendments to the Financial Regulations.

Financial and Capital Expenditure Update

069.2122 The Board had received the report via the OnBoard portal and had noted its content prior to the meeting. No queries were raised.

Governance & Compliance

OfS Regulatory Update

070.2122 The Board had received the report via the OnBoard portal and had noted its content prior to the meeting. No queries were raised.

Health & Safety Update

071.2122 The Board received the report from the Deputy Vice Chancellor (Resources) and noted its content. No queries were raised.

Other Business

Schedule of meetings and business 2021/22

072.2122 The Board noted the schedule of business and items listed for the remainder of the academic year.

Date of next meeting

073.2122 The Board Away day would be held on Friday 06 May 2022 held on campus in Leeds, with final timings to be confirmed. The next meeting of the Board would be held at 09:30 on Friday 20 May 2022.

Other business

074.2122 Board Apprentices Dineo Ledwaba-Chapman and Radhika Patel had reached the end of their apprenticeships, and this was their final meeting. The Chair thanked them on behalf of the Board for taking part and noted that the University had been one of the first higher education providers to run an apprenticeship programme. An exit meeting would be arranged with the Registrar & Secretary and Secretariat Manager.

Confirmed by the Board as a correct record and signed by the Chair:

Signed: _____ Date: _____