

## AGENDA

The meeting will be held at 09:30 via Microsoft Teams

<b>PART A – INFORMAL SESSION (09:30 – 11:30)</b>		<b>Item</b>	<b>Led by</b>
1	Apologies	Verbal	D Lowen
2	Declarations of Interest	Verbal	D Lowen
3	Briefing and discussion on OfS proposals for the regulation of student outcomes and future of the Teaching Excellence Framework	Discussion	D Lowen and Professor P Slee
<i>~ Refreshment Break ~</i>			
<b>PART B – BOARD OF GOVERNORS MEETING (11:45 – 1300)</b>		<b>Item</b>	<b>Led by</b>
<b>Preliminary Items</b>			
4 *	Minutes of the last meeting held on 19 November 2021 <b>TO BE APPROVED VIA ONBOARD</b>	HEC-2122-030 <b>CONFIDENTIAL</b>	D Lowen
5 *	Matters Arising <b>TO BE APPROVED VIA ONBOARD</b>	HEC-2122-031 <b>CONFIDENTIAL</b>	K Harvey
<b>Strategic Matters</b>		<b>Item</b>	<b>Led by</b>
6	Chair's Report	Verbal	D Lowen
7	Vice Chancellor's Report	HEC-2122-032 <b>CONFIDENTIAL</b>	P Slee
<b>Reports from Committees</b>		<b>Item</b>	<b>Led by</b>
8	Report of the Finance, Staffing & Resources Committee – 11 February 2022	HEC-2122-033 <b>CONFIDENTIAL</b>	A Gay
9	Report of the Audit Committee – 18 February 2022	HEC-2122-034 <b>CONFIDENTIAL</b>	N Whitaker

10	Report of the Governance and Nominations Committee – 04 February 2022	HEC-2122-035 <b>CONFIDENTIAL</b>	A West
11	Report of the Academic Board – 09 February 2022	HEC-2122-036 <b>CONFIDENTIAL</b>	P Slee
12	Report of the Chairs’ Committee – 03 February 2022	Verbal	D Lowen

#### **Academic Quality and the Student Experience**

		<b>Item</b>	<b>Led by</b>
13	Students’ Union Report	HEC-2122-037	P Simwaka M Darroch
14	Academic Assurance Report	HEC-2122-038 <b>CONFIDENTIAL</b>	P Cardew

#### **Financial Sustainability**

		<b>Item</b>	<b>Led by</b>
15 *	Student Recruitment Update	HEC-2122-039 <b>CONFIDENTIAL</b>	T Lancaster
16 *	Annual Review of Financial Regulations <b>TO BE APPROVED VIA ONBOARD</b>	HEC-2122-040 <b>CONFIDENTIAL</b>	P Harrison
17 *	Financial and Capital Expenditure Update	HEC-2122-041 <b>CONFIDENTIAL</b>	P Harrison

#### **Governance & Compliance**

		<b>Item</b>	<b>Led by</b>
18 *	OfS Regulatory Update	HEC-2122-042 <b>CONFIDENTIAL</b>	C Thomas
19	Health & Safety update	HEC-2122-043 <b>CONFIDENTIAL</b>	T Lancaster

#### **Other Business**

		<b>Item</b>	<b>Led by</b>
20 *	Schedule of Business 2021/22	HEC-2122-044	K Harvey
21	Any Other Business	Verbal	D Lowen

#### **Details of next meeting:**

The Board Away day will be held on Friday 06 May 2022 in Old Broadcasting House, City Campus, timing TBC

The next meeting of the Board will be held at 09:30 on Friday 20 May 2022

■ *Shaded items indicate that the Board is being asked to make a decision.*

*\*Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that she or he wishes the item to be open for debate*



## Students' Union Report

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### **Purpose of Report**

This report is to summarise the work undertaken by the Students' Union and inform the Board of key issues and developments.

### **Action Requested**

The report is **for information and to note**

### **Key Issues**

This report provides an overview of the current work and activity of the Students' Union. This includes successes and achievements, Officer objective and activity updates and a summary of current issues and concerns.

### **Author**

Name: Pango Simwaka, Union Affairs Officer

Date: 09 Mar 2022

### **Approval Route**

Name: Pango Simwaka, Union Affairs Officer

Date: 09 Mar 2022

# Students' Union Report

## Introduction

1. An update for the Board of the significant events, achievements and occurrences in the Students' Union since the last meeting of the Board of Governors.

## Update from the elected Officers

2. Each year the elected Officers choose a priority objective to work on during their term of office.
3. Mphango, Union Affairs, has been focusing on her objective, making the SU and University more inclusive. The Union is undergoing a EDI Audit in the coming weeks with a strategy in mind. Mphango is also involved in the Race Equality Charter alongside the Black, Asian & Minoritised Ethnicity Students' Convenor and the SU Equality, Diversity & Inclusion Coordinator.
4. Lucy, Welfare and Community Officer, has been organising safety workshops with using the safer streets fund which is a fund given to the university from Leeds council to help combat violence against women and girls. The workshops include, active upstander training, consent workshops and personal safety training. Lucy has also been sharing her student research "Student Safety and Consent" which has highlighted the fears and issues students feel towards spiking, consent culture and high prevalence of alcohol in student life. Lucy has also been working hard on being the student lead for the Mental Health Charter which is a charter created by Student Minds to have a holistic approach to mental health. She is running student advisory focus groups for this to get student feedback on mental health in the University and also co-leading two themes which are "Student Voice and Participation" and "Social Integration and Belonging".
5. Anna, Activities and Events, has been working on her objective of building a sense of belonging. She has organized events for student volunteering week, visited halls of residents, and worked with the community convenors on activities and events. She is also participating in the varsity working group and the Beckett award steering group. She is now planning IWD in March mental health awareness week in April and working with societies on a Refugees Welcome in Yorkshire campaign.
6. Meg, Academic Experience Officer has continued her work to support students in issues pertaining to their academic experience whilst studying at Leeds Beckett

University. She has seen a strong start to her newly formed Accelerate programme with high levels of engagement - two sessions have now taken place with the members connecting with their peers from across the school to plan events and activities that aim to involve wider school members all under the strand of her wider objective of strengthening course communities. She has a meet and greet planned for the 5<sup>th</sup> of April.

Meg has also started planning work linked to the New Vision for Education campaign with the work being named Access-able to link to the chosen strand centred on blended and accessible learning – a survey and focus groups will be launching in due course to gather student insight in this area. Meg has also co-facilitated workshops on the Honours Degree Algorithm.

Finally, she would like to extend thanks colleagues for the support she has received so far and welcomes feedback and comments on the work she is carrying out to make lives better students.

### **Synopsis of how the SU is doing**

7. Staff have now started to work back on campus from w/c 31st January on a blended remote working policy. We have introduced an office rota system, which allows for a physical presence of all student-facing teams Monday – Friday.
8. Student engagement activity has been encouraging post-Christmas, with a number of student groups bidding for funds and arranging events. We once again were able to field a diverse range of candidates in the recently concluded Leadership Elections, although voter turnout was severely impacted by the IT systems shut down that struck during voting week.
9. Early results from our Big Survey suggest good progression towards a number of our strategic KPIs. We hope to be able to share the full results of this survey in the near future.

### **Highlights of Major Achievements/Successes**

10. Neil Mackenzie, the new Students' Union Chief Executive, started on Monday 28<sup>th</sup> February.
11. We ran a successful 'Refreshers Fair' to welcome students back to campus at the end of January, with student-led societies in particular reporting good engagement with their stalls.
12. We have achieved the following strategic KPIs following analysis of the 'Big Survey' results:

- Percentage of student population completing the survey
- Percentage of students who agree that LBSU has a positive impact on their finances
- Percentage of students who feel part of a community at Leeds Beckett University

## **Membership Engagement Update**

### Student Voice

13. Academic Representation continues to progress well – the first round of School Forums over November and December were very well attended with over 50 students present at one of them, and the University have responded promptly to the majority of feedback raised. We have worked with the University to develop a project mandate for a pilot of Unitu, a student feedback platform, which will be trialled in three Schools from September. Finally, we are in the process of establishing a representation forum for degree apprentices to ensure their voice is being heard.
14. Student Community memberships have moved over to the new website, which has resulted in a number of students being removed from communities after cross-matching to the student data set showed them to have completed their studies. 43 new students also joined one or more communities across December and January. A social event is currently being planned with the Officer Team and Convenors to try and drive up awareness and memberships.

#### **Membership Figures:**

- PGR Students' Community – 608 (+5)
  - LGBT+ Students' Community – 73 (-10)
  - Black, Asian & Minoritised Ethnicity Students' Community – 109 (-17)
  - Women Students' Community – 125 (-17)
  - Disabled Students' Community – 41 (-7)
  - Student Parents & Carers Community – 32 (-3)
  - International Students' Community – 83
15. Other positive news relating to our Student Communities:
- We have held focus groups with the Disabled Students Community to support the delivery of the Disabled Students Hub idea that originated from 'Have Your Say'.
  - An online welcome pack for Student Parents and Carers is being worked on by their Convenor.
  - Amendments have been suggested to the University's maternity and pregnancy policy.
  - One of our BAME Ambassadors will be delivering cultural competency training to our Course Reps.

16. Research & Insight activity is high at present, with our major piece of annual work (The Big Survey) closing with a response rate of 2,298 – an excellent sample size that means we have achieved that KPI. We have also recently completed research on student safety & consent, and provision of bursaries at Leeds Beckett, and we have research on SU Awards, society leader insight and the New Vision for Education in their design phase.
17. The Students' Union Leadership Elections concluded during w/b 28 February. There were 16 candidates across the four full-time Officer roles, 16 candidates for the 7 part-time Community Leader roles, and 5 for NUS Delegates. Voter turnout was 1,096 individual voters, which equates to around 5% of the student population and is on a par with last year's turnout, however we were on track for a significant increase until the IT systems shutdown that occurred meant that voting could not take place off-campus for the final 20 hours of the election period.

### Student Activities

18. The new semester has started positively in terms of society activity and engagement. 11 society events were supported by LBSU over December and January, with another 20 planned across February and March.
19. We currently have 54 active societies (of which 25 are course-based), with total memberships standing at 2,350.
20. Other good news stories:
  - Volunteer profiles created are now at their highest since pre-pandemic (322), with 506 hours of volunteering logged through the new website.
  - The student-led allotment project have secured £800 from the Water Conservation Trust to build a pond, and will also be submitting for the Green Impact Award.
  - We are co-chairing the sustainability project panel alongside Leeds University, which will generate sustainability-focused community initiatives in the local area.

### Advice

21. There was a significant increase in the number of students contacting us for support with mitigation and extenuating circumstances during the first 2 weeks of January – a 190% increase on the same period last year. We have provided feedback to the University to ask them to consider not setting deadlines during periods of closure, or immediately before or after, to ensure that students are able to seek support in good time ahead of any deadlines.





## **Schedule of business 2021/22**

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### **Purpose of Report**

The report presents the Board's schedule of business for 2021/22 and will be considered at each meeting across the academic year and updated accordingly.

For this and future meetings members of the Board will be invited to contribute to the agenda, with items for future meetings added to the schedule.

### **Action Requested**

The report is **for information and to note**

### **Author**

Name: Kate Harvey, Secretariat Manager

Date: March 2021

## Board of Governors – Schedule of Business 2021/22

08 October 2021 Away Day Deadline: 29 September 2021	19 November 2021 Deadline: 10 November 2021	11 March 2022 Deadline: 02 March 2022	06 May 2022 Away Day Deadline: 27 April 2022	20 May 2022 Deadline: 11 May 2022	15 July 2022 Deadline: 06 July 2022
<u>Approval of non-regulated tuition fees 2022/23</u>	Audit Committee Annual Report and Opinion	<u>Annual Review of Financial Regulations</u>		Annual Health & Safety Audit Report	<u>Approval of Annual revenue &amp; capital budgets 2022/23 (including SU block grant)</u>
	Internal Audit Annual Report & Opinion 2020/21			Draft Schedule of Meetings 2022/23	Board and Committee Memberships 2022/23
	External Auditors' Report for the year ended 31 July 2021			Operating Framework for Remuneration Reviews 2021/22 (appended to SSRC report)	Corporate Risk Register – Annual Review (appended to the AUD Cttee report)
	<u>Financial Statements - Year Ended 31 July 2021</u>			KPI Achievements 2016 to 2021	Draft Schedule of Business For 2022/23
	Annual review & remuneration of Committee Chairs			Estates Masterplan	Health & Safety Policy (suite of docs incl Fire Safety)
	Annual review & remuneration of the Chair of the Board			<u>Revised approach to risk management &amp; new Board Assurance Framework</u>	
	<u>Prevent Duty Accountability and Data Report 2021</u>				
	<u>Financial forecast to 2024/25</u>				
	Approval of risk management policy (appended to the Audit Committee report)				
	Removal of an Independent Governor				
	Board Effectiveness Review				

	External Audit Letter of Representation				
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Standing Items	
1. Minutes of last meeting	9. Academic Assurance Report
2. Matters arising	10. Health & Safety update
3. Chair’s Action (note “Nothing to report” on agenda if no updates)	11. OfS Regulatory Update
4. Chair’s Report	12. Update reports from Academic Board, Finance, Staffing and Resources, Audit, Governance & Nominations, Chair’s and Senior Staff Remuneration Committees
5. Vice Chancellor’s Report	13. Schedule of Business 2021/22
6. SU Report	
7. <u>Financial and capital expenditure update report</u>	
8. Student recruitment update	

■ Shaded items indicate that the Board is being asked to make a decision

\* Starred items will be taken without discussion

Underlined items indicate reports that require UET scrutiny