

## AGENDA

The meeting will be held at 09:30 in the Jubilee Room, James Graham, Headingley Campus. Refreshments will be available from 08:30 and colleagues from IT Services will be in attendance until 09:30 in order to support governors accessing wifi.

PRELIMINARY ITEMS		Item	Led by
1	Apologies	Verbal	D Lowen
2	Declarations of interest	Verbal	D Lowen
3	Minutes of the last meeting held on 20 May 2022	HEC-2122-060 <b>CONFIDENTIAL</b>	D Lowen
4	Matters arising	HEC-2122-061 <b>CONFIDENTIAL</b>	K Harvey
5	Chair's Action – <i>nothing to report</i>		
STRATEGIC MATTERS		Item	Led by
6	Chair's Report	Verbal	D Lowen
7	Vice Chancellor's Report	HEC-2122-062 <b>CONFIDENTIAL</b>	P Slee
8	Strategy Outcomes 2016-2021	HEC-2122-063 <b>CONFIDENTIAL</b>	P Slee
REPORTS FROM COMMITTEES		Item	Led by
9	Report of the Finance, Staffing & Resources Committee – 17 June 2022	HEC-2122-064 <b>CONFIDENTIAL</b> <i>To follow</i>	A Gay
10	Report of the Governance & Nominations Committee – 10 June 2022	HEC-2122-065 <b>CONFIDENTIAL</b>	A West
11	Report of the Audit Committee – 24 June 2022	HEC-2122-066 <b>CONFIDENTIAL</b>	N Whitaker

12	Report of the Academic Board – 06 July 2022	HEC-2122-067 <b>CONFIDENTIAL</b> <i>To follow</i>	P Slee
13	Report of the Chairs' Committee – 21 June 2022	Verbal	D Lowen
<b>ACADEMIC QUALITY AND THE STUDENT EXPERIENCE</b>		<b>Item</b>	<b>Led by</b>
14 *	Students' Union Report	HEC-2122-068	L Macdonald
15	Academic Assurance Report	HEC-2122-069 <b>CONFIDENTIAL</b>	P Cardew
16	Access & Participation Plan – Variations for 2023/24	HEC-2122-070 <b>CONFIDENTIAL</b> <i>To follow</i>	T Lancaster
<b>FINANCIAL SUSTAINABILITY</b>		<b>Item</b>	<b>Led by</b>
17	Student Recruitment Update	HEC-2122-071 <b>CONFIDENTIAL</b>	T Lancaster
18	Estates Masterplan	Presentation	T Lancaster
19	Financial and Capital Expenditure Update	HEC-2122-072 <b>CONFIDENTIAL</b>	P Harrison
20	Approval of Annual Revenue & Capital Budgets 2022/23 (including SU block grant)	HEC-2122-073 <b>CONFIDENTIAL</b>	P Harrison
<b>GOVERNANCE &amp; COMPLIANCE</b>		<b>Item</b>	<b>Led by</b>
21	OfS Regulatory Update	HEC-2122-074 <b>CONFIDENTIAL</b>	C Thomas
22	Health & Safety update	HEC-2122-075 <b>CONFIDENTIAL</b>	T Lancaster
23	Board and Committee Memberships 2022/23	HEC-2122-076 <b>CONFIDENTIAL</b>	C Thomas
24	Board Effectiveness Review update	HEC-2122-077 <b>CONFIDENTIAL</b>	C Thomas
<b>OTHER BUSINESS</b>		<b>Item</b>	<b>Led by</b>

25 *	Schedule of Business 2021/22	HEC-2122-078	K Harvey
26 *	Draft Schedule of Business 2022/23	HEC-2122-079	K Harvey
27	Any Other Business	Verbal	D Lowen

**Details of next meeting:**

The next meeting of the Board will be an away day held on Friday 07 October 2022, venue and timing TBC

■ *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. The report is presented with reference to the Students' Union's strategic plan and references key areas of alignment with the University strategic plan.

### **Author**

Name: Lucy Macdonald, SU President

Date:

### **Approval Route**

Name: Lucy Macdonald, SU President

Date: 22<sup>nd</sup> July 2022

# Students' Union Report

## Overview

1. The focus of the SU's work since the last meeting of the Board of Governors has been on welcoming our new Officer team and finalising our plans for the new academic year.
2. The new officer team took up their roles on 1<sup>st</sup> July and are currently undertaking their induction programme. This year there has been an increase in partnership working between the SU and the University in relation to the induction programme and we are grateful to the University staff and teams that have agreed to deliver sessions and provide support.
3. The Officers have begun to develop both individual and team objectives for the year ahead and will be presenting these to key stakeholders ahead of the start of term in September. The next SU report to the Governors will include full details of these objectives for 2022/23.
4. The SU has been able to finalise its budgets and plans following the confirmation of the block grant award from the University for 2022/23. There will be a focus on supporting students with the cost of living and improving the experience of international students in the year ahead.
5. The Students' Union President and Chief Executive have been invited to join a working group with their equivalents from across the Universities Alliance to ensure that the voice of our students is heard by Government and to improve knowledge and best practice sharing. This includes an opportunity to speak to the Vice Chancellor of Nottingham Trent University, Edward Peck, who has been appointed as the Student Support champion by the Department for Education.
6. We continue to await the outcome of the independent inquiry into accusations of antisemitism within the NUS that was discussed at the last meeting of the Governors. While this inquiry is specifically into the actions of the NUS, LBSU is committed to learning any lessons from the inquiry and the SU President has written personally to the Leeds Beckett representative on the committee of Leeds Jewish Society to ensure that the voices of our students are heard by NUS and that any barriers to the engagement of Jewish students are removed.

## ***Updates against SU Strategic Themes:***

### **Positively Impact Student Finances**

7. This will be the priority theme for the Students' Union in 2022/23 and actions in this area have been prioritised in the business planning process.
8. The SU will launch a 'cost of living' plan at the start of the term and will be seeking to work in partnership with the Students' Unions from both the University of Leeds and Leeds

Trinity University to engage in lobbying of both the City Council and West Yorkshire Mayoral authority.

9. As many students moved house at the end of June we will be reminding them to check with the Council to see if the Council Tax rebate has been claimed for their new household. We will also be issuing guidance and support around energy suppliers and energy saving.
10. We will also work to increase the money in students' pockets through improving the availability and advertising of part-time work and seeking to raise the employment standards in these roles.
11. In the interests of support our students and graduates the SU is in the process of investigating ways to maximise the number of student and graduate roles within its own staff.
12. Financial stability is vital to students being able to engage fully in their studies and University life and we believe that our work in this area will support the University to deliver its work to deliver 'Excellent Educational Outcomes'

#### **Contribute to the Success & Development of our Students**

13. The SU is working with the University to improve and scale up its 'Beckett Award' scheme to recognise the impact and contribution of our students. This work in partnership with the employability team will also support students in identifying and articulating the skills they have gained beyond their academic study. We are also proactively working with a number of Schools to support volunteering placements that support students in developing skills aligned to their academic study.
14. We are delighted that over 50 societies have registered to continue into the new academic year and we expect that a number of new societies will be created in 2022/23. We are in the process of developing a training and development programme for our society leaders and we have had initial conversations with representatives of the Athletic Union about developing some sessions relevant for student leaders of sports clubs. We're also expanding the ongoing skills development opportunities and training programme available to student leaders in the year ahead (including Course Reps, SARAs, Community Leaders, Global Majority Ambassadors and PGR Reps).
15. Again, this work will directly support the University's strategic aim to deliver 'excellent educational outcomes'.

#### **Create a Sense of Belonging**

16. The 'Accelerate' programme, created and developed by Meg Darroch, Education Officer, held its final event in the Rose Bowl at the end of June. This project has been based in the Business School and was heavily informed by Meg's experience as a student. The project has been aimed at creating a strong student community in a very large and diverse school. It has proved particularly effective in engaging international and postgraduate students and we intend to use the lessons learned to help build student communities in other large schools with strong international recruitment across the institution.

17. The SU is also progressing its plans for the welcome and induction period in September. Events are planned across the whole of 'freshers' week, spread across both the City and Headingley campuses. There will be a focus on engaging international students throughout the programme, ensuring that they are supported to find their 'University family' and support network to make sure they are able to make the most of their time at Leeds Beckett.
18. Our work in this area will contribute to both the 'excellent educational outcomes' and 'globally engaged' themes of the University strategic plan.

### **Ensure that Students Feel Supported**

19. In addition to our plans around the cost of living we will be working through our advice service and Unipol to ensure that students are living in high quality, reasonably priced housing. Students continue to face issues around quality of housing and deposits not being returned in full by landlords. There has also been an issue around the availability of family housing for some of our international postgraduate students and we are aware of specific plans that Unipol have around this.
20. Most recently the advice service has been working to ensure that students feel supported through the assessment process and have been supporting an increasing number of cases in relation to 'unfair means'. The team are working with University staff to ensure student fully understand University regulations and have the academic skills to properly approach their assessments, we hope that this will reduce the number of complex cases presenting to the SU.
21. Again, this work is most closely related to the 'excellent educational outcomes' theme of the University plan.



## 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: July 2021



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

<b>08 October 2021</b> <b>Away Day</b> Deadline: 29 September 2021	<b>19 November 2021</b> Deadline: 10 November 2021	<b>11 March 2022</b> Deadline: 02 March 2022	<b>20 May 2022</b> <b>Away Day and Meeting</b> Deadline: 11 May 2022	<b>22 July 2022</b> Deadline: 13 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>	Operating Framework for Remuneration Reviews 2021/22 (appended to SSRC report)	<u>Approval of Annual revenue &amp; capital budgets 2022/23 (including SU block grant)</u>
	Internal Audit Annual Report & Opinion 2020/21		<u>Draft Schedule of Meetings 2022/23</u>	<u>Board and Committee Memberships 2022/23</u>
	External Auditors' Report for the year ended 31 July 2021		<u>Approval of Internal Auditors</u>	Corporate Risk Register – Annual Review (appended to the AUD Cttee report)
	<u>Financial Statements - Year Ended 31 July 2021</u>			Draft Schedule of Business For 2022/23
	Annual review & remuneration of Committee Chairs			<u>Strategy Outcomes 2016-2021</u>
	Annual review & remuneration of the Chair of the Board			<u>Access &amp; Participation Plan – Variations for 2023/24</u>
	<u>Prevent Duty Accountability and Data Report 2021</u>			<u>Revised approach to risk management &amp; new Board Assurance Framework</u>
	<u>Financial forecast to 2024/25</u>			Board Effectiveness Review update
	Approval of risk management policy (appended to the Audit Committee report)			
	Removal of an Independent Governor			
	Board Effectiveness Review			
	External Audit Letter of Representation			

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	
Longer Term Items	
1. <u>Health &amp; Safety Policy (annual, March/May)</u>	
2. <u>Annual Health &amp; Safety Audit report (May)</u>	

 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



## Draft Schedule of business 2022/23

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### **Purpose of Report**

The report presents the Board's draft schedule of business for 2022/23 and will be considered at each meeting across the academic year and updated accordingly.

For 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: July 2021

## Board of Governors – Schedule of Business 2022/23

<b>07 October 2022</b> <b>Away Day</b> Deadline: 28 September 2022	<b>25 November 2022</b> Deadline: 16 November 2022	<b>10 March 2023</b> Deadline: 01 March 2023	<b>05 May 2023</b> <b>Away Day</b> Deadline: 26 April 2023	<b>19 May 2023</b> Deadline: 10 May 2023	<b>14 July 2023</b> Deadline: 05 July 2023
<u>Approval of non-regulated tuition fees 2023/24</u>	Audit Committee Annual Report and Opinion	<u>Annual Review of Financial Regulations</u>		Operating Framework for Remuneration Reviews 2022/23 (appended to SSRC report)	<u>Approval of Annual revenue &amp; capital budgets 2023/24 (including SU block grant)</u>
October away day to focus on achievements in year 1 of the new strategic plan and priorities for 2022/23.	Internal Audit Annual Report & Opinion 2021/22			Draft Schedule of Meetings 2023/24	Board and Committee Memberships 2023/24
	External Auditors' Report for the year ended 31 July 2022				Corporate Risk Register – Annual Review (appended to the AUD Cttee report)
	<u>Financial Statements - Year Ended 31 July 2022</u>				Draft Schedule of Business For 2023/24
	Annual review & remuneration of Committee Chairs				Strategic Planning Framework – 2 <sup>nd</sup> year KPI outcomes
	Annual review & remuneration of the Chair of the Board				
	<u>Prevent Duty Accountability and Data Report 2022</u>				
	<u>Financial forecasts to 2025/26</u>				
	Approval of risk management policy (appended to the Audit Committee report)				

	Board Effectiveness Review report				
	External Audit Letter of Representation				
	Health & Safety Policy (suite of docs incl Fire Safety)				

Standing Items	
1. Minutes of last meeting	9. Academic Assurance Report
2. Matters arising	10. Health & Safety update
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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 2022/23
6. SU Report	
7. <u>Financial and capital expenditure update report</u>	
8. Student recruitment update	
Longer Term Items	
1. <u>Health &amp; Safety Policy (annual, March/May)</u>	
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