



## **BOARD OF GOVERNORS**

Minutes of the meeting of the Board of Governors held at 3.00pm on Tuesday, 23 March 2010 in the Dartington Suite, Wallscourt Farmhouse, Frenchay campus

Present: Gillian Camm (Chairman), Bob Barnett, Rosamund Blomfield-Smith, Prof Paul Gough, Dr Jane Harrington, Wil Harris, John Laycock, Sonia Mills, Katy Phillips, Rt Rev Barry Rogerson, Lise Seager, Prof Graham Upton, Graham van der Lely, Prof Steve West

Apologies: Chris Booy, Iain Gray

In Attendance: John Benson (for minutes G10.3.1-5), David Hopes (for minutes G10.3.1-5), Bill Marshall, Katie Owen-Jones, John Rushforth

It was agreed to adjust the order of business from the agenda.

Minutes G10.3.1 – 5 are confidential to the Board.

### **IT PARTNERSHIP PROPOSALS**

G10.3.6 Received, Paper G10/3/8, further information and a progress report on the proposed IT Partnership Project to develop a strategic partnership with a major IT vendor. The Deputy Vice-Chancellor presented an update note, reporting on progress with the tender process, the expressions of interest received, and plans to take the project forward once the initial contract had been granted. He added that Patrick McNaught, co-opted member of the Finance and IT Committee, was advising the Executive. Proposals for the framework would be brought to the Board in July for approval. In response to a question, it was explained the time constraints due to changes in the public procurement framework.

### **MINUTES**

G10.3.7 The minutes of the meeting held on 26 January 2010 were confirmed as a correct record.

### **MEMBERSHIP**

G10.3.8 The Chairman reported, with regret, that Sherrie Eugene-Hart had resigned from the Board due to pressure from other commitments. She recorded the Board's thanks for Ms Eugene-Hart's contribution to the Board and the University.

### **UWE 'STOCK-TAKE'**

G10.3.9 Paper G10/3/3, the Vice-Chancellor's paper building on his previous communications highlighting key actions and priorities for the academic year, was received. The Vice-Chancellor explained that it had been provided to set

the background for a discussion at the awayday in April about the strategic direction of the University. He reported briefly on progress with the change management programme: the review of the academic portfolio; enhancement of the student experience; and faculty restructuring. Further information would be circulated for the awayday.

## **FINANCIAL REPORTING TO THE BOARD**

- G10.3.10 Further to minute G09.11.24, the first monthly financial report to the Board was received (Paper G10/3/1). The Finance and IT Committee had been consulted about the content of the report, but it was still evolving and Governors were invited to feed back comments to the Clerk. Members felt that it was clear and provided the key information they required; they thanked the Assistant Vice-Chancellor Finance and Commercial developments for the report.

## **HEALTH AND SAFETY**

- G10.3.11 Further to minute G10.1.11, the Deputy Vice-Chancellor reported that the good progress continued. Six statements of standards had been validated, three were ready for validation, and six more were being prepared; these had led to discussions about the resources required; a report from Avon Fire Officer had confirmed that student residential accommodation met their requirements; a self-assessment was being trialled in HR and would then be rolled out to faculties and services. The Board would receive an annual report in the autumn for the previous academic year.

## **APPOINTMENTS AND GOVERNANCE MATTERS**

- G10.3.12 Received, Paper G10/3/4, proposals for the appointment of a new Governor and to the Students' Union Board of Trustees.
- i) The Board **APPOINTED** Trevor Smallwood as an independent Governor with effect from 1 August 2010.
  - ii) The Chairman invited expressions of interest from lay Governors to represent the Board as an observer to the Students' Union Board of Trustees.
- G10.3.13 The Chairman also drew attention to the change in composition of the Board and individual terms of office set out in the Appendix 1 to the paper, and reported that the proposal for a Staff/Governors Forum was being progressed. Further proposals relating to governance arrangements would be brought to the next meeting.

## **FINANCIAL REGULATIONS**

- G10.3.14 Proposed changes to the Financial Procedures on Donations and Sponsorships (FIN027) and the impact on the Financial Regulations were received (Paper G10/3/5). The proposals were recommended to the Board by the Finance and IT Committee and the University Treasurer.
- G10.3.15 The Board **APPROVED**:
- i) the revised Financial Procedure FIN027 as set out;
  - ii) new limits of authority and delegation for conditional donation/ sponsorship to be included in FIN007 Limits of Authority:
    - up to £50,000 – Director of Alumni Relations and Assistant Vice-Chancellor Finance and Commercial Developments
    - up to £500,000 – Deputy Vice-Chancellor
    - above £500,000 – Vice-Chancellor.

## HARTPURY COLLEGE

- G10.3.16 The Vice-Chancellor reported on progress with the academic and financial agreements. The academic agreement was being finalised; discussions were continuing on a number of proposals from the College regarding the financial agreement. It was hoped that both would be brought to the next meeting for approval.
- G10.3.17 In common with the other faculties, Hartpury's performance against key performance indicators and the academic portfolio were being reviewed. Data would be provided for the awayday.

## VICE-CHANCELLOR'S REPORT

- G10.3.18 A report summarising matters recently considered by the University's Senior Management Team and not appearing elsewhere on the agenda was received (Paper G10/3/6). The Board noted in particular: the success of the UCAS Fair; the development of a graduate internship scheme; that the University had been shortlisted in three areas for the THE Leadership and Management Awards. The Vice-Chancellor also observed that UWE was increasingly being seen as an institution that understood the current context and the challenges to be faced, and as having a clear strategy and focus to develop in the right way.

## HEFCE GRANT LETTER

- G10.3.19 Noted, Paper G10/3/7, the recent HEFCE circular letter on funding for 2010/11 and a tabled summary providing the full details from the University's individual letter. UWE had done slightly better than most other institutions, but the overall increase of 1.1% meant a decrease in real terms and disguised a cut in some areas such as research funding.

## RISK MANAGEMENT

- G10.3.20 Further to the discussion at the last meeting (minute G10.1.8), a paper addressing Governors concerns about their awareness of top corporate risks was received, Paper G10/3/9. The current Risk Management Policy and governors' involvement in the process was noted. The Chairman of the Audit Committee reported on the developments that had been made over the past few years and that the risk register was now in line with best practice. It was **AGREED** that in future the Board would receive the termly summary of the top 15 corporate risks that was provided to the Audit Committee. There would also be an opportunity to consider the key strategic risks at the awayday.

The Board received a number of documents for information, as follows.

## CHAIRMAN'S REPORT

- G10.3.21 **Chairman's Action:** Received, Paper G10/3/10, a report on action taken since the last meeting of the Board by the Chairman of the HR Committee.
- G10.3.22 **Current Delegations:** Received, Paper G10/3/11, the current specific delegations of authority from the Board and its committees to the Chairman, the Emergency Committee or others.

## **COMMITTEES OF THE BOARD OF GOVERNORS**

G10.3.23 The Board received and noted the minutes of the following meetings (Paper G10/3/12):  
Human Resources Committee, 1 February 2010  
Estates Committee, 15 February 2010  
Finance and IT Committee, 22 February 2010  
Audit Committee, 8 March 2010.

G10.3.24 In response to a question about a reference in the draft Finance and IT Committee minutes to the financial reports to be provided to the Board (minute F10.2.9), it was confirmed that the Board would have the opportunity to consider the most recent report at each meeting.

## **CORPORATE SEAL**

G10.3.25 Noted, documents sealed since the last meeting of the Board, Paper G10/3/13.

## **DATE OF NEXT MEETING**

G10.3.26 18 May 2010.

## **SRC PRESIDENT**

G10.3.27 The SRC President reported that her successor was Colin Offler who would be invited to attend the May meeting of the Board.

## **EVENTS**

G10.3.28 - The Chairman asked that items for the meeting of lay governors on 31 March be sent to her;  
- The Chairman reminded members of the recent invitation to the CPA event at Colston Hall on 24 April, and encouraged them to extend the invitation to other guests.

Minute G10.3.29 is confidential to the Board.

Meeting closed 6.25pm.