

UNIVERSITY OF GLOUCESTERSHIRE

UNIVERSITY COUNCIL

Minutes of the meeting held on 2 October 2018 at 4.30 pm, in FW015, Fullwood House, Park Campus**Membership:**

Ms Johanna Anderson (from C.18.115)	✓
Ms Madi Azizi	✓
Mr Peter Bungard	✓
Mr Matthew Burgess	A
Professor Julian Crampton (Chair)	✓
Mr Paul Davies	✓
Ms Nicola de longh	✓
Mr Chris Fung	✓
Ms Maisie Jerrim	✓
Mr Dai Jones	A
Mr Martin Jones	✓
Mr Stephen Marston	✓
Mr Allen Mawby	✓
Mr Stephen Maycock	✓
Mrs Karen Morgan	✓
Ms Mehjabeen Patrick	✓
Mrs Pam Sissons	✓
The Rt Revd Robert Springett	✓
Mr Angus Taylor	✓

Board Apprentices:

Mr Prince Kamalaneson	A
Ms Christine Walwyn	✓

In attendance:

Mrs Ruth Davies	Director (Human Resources)
Professor David James	Dean (Academic Development)
Dr Richard O'Doherty	Deputy Vice-Chancellor
Dr Amanda Pill (for items C.18.117-119)	Director (Quality Enhancement)
Mrs Camille Stallard	Director (Finance and Planning)
Mr Duncan White	Executive Director (Estates Strategy)
Dr Matthew Andrews (Officer)	University Secretary and Registrar
Mrs Penny Gravestock (Minutes)	Assistant Secretary to Council

C.18.107 Prayer

The Rt Revd Robert Springett opened the meeting with a prayer.

C.18.108 Council Membership

Noted: that Professor Andrew Parker had resigned as of 15 August 2018 as he was leaving the University. It was reported that the process for electing a new Academic Staff Member of Council was underway, and Council thanked Professor Parker for his work.

C.18.109 Welcome and Apologies

Received: apologies for absence from Mr Matthew Burgess, Mr Dai Jones, and Mr Prince Kamalaneson.

C.18.110 Business of the Agenda

Noted: that there were no requests to unstar any item and it was noted that papers C/75/18 to C/77/18 would therefore be taken as approved or noted as stated.

C.18.111 Declarations of Interest

Noted: there were no declarations of interest.

C.18.112 Minutes of the meetings held on 26 June and 10 September 2018

Resolved: the minutes were agreed as an accurate record of the meetings held on 26 June and 10 September 2018, subject to correcting the date at the top of the September set.

C.18.113 Matters Arising

There were no matters arising.

C.18.114 Chair's Business

Noted: that since the meeting held on 26 June 2018, there had been one decision made by circulation: members had confirmed the revised arrangements for the INTO Joint Venture for 2018/19 following the circulation of a paper via email on 8 August 2018. It was also noted that the Company Seal had been used as follows:

- a. 4 July 2018: for a contract relating to the Park Campus New Design Centre and a one-year lease for Eildon and Merrowdown;
- b. 19 July 2018: for the Deed of Variation relating to land at Oxstalls Lane, Gloucester;
- c. August 2018: Placement Agreement between the University and Gloucestershire Care Services NHS Trust;
- d. August 2018: sub-contractor warranty between Walker Modular Limited, the University, and Vinci Construction UK Ltd.

C.18.115 Vice-Chancellor's Report (C/66/18)

C.18.115.1 Received and noted: a paper updating Council on major developments affecting the University since the meeting held in June 2018. The following were highlighted:

- a. the relatively quiet period in terms of new policy developments affecting higher education;
- b. the continued tertiary funding review, noting that early signals indicated that further education could be the main focus;
- c. the latest recruitment figures and the associated implications;
- d. an update on estates developments, noting in particular the completion of the Business School and Growth Hub building and the Sports Hall at Oxstalls;
- e. a report on pay, pensions and potential industrial action, noting that the Trades Unions had not agreed the annual pay award of 2%, and that negotiations for next round would be starting shortly;
- f. the University's recent success in the award of European Union (EU) funding for several research projects;
- g. the Vice-Chancellor's objectives for 2018/19 as agreed with the Chair.

C.18.115.2 Considered:

- a. the effect of lower student numbers on halls of residence income, noting the different contractual requirements between sites and the University's plans to increase uptake of accommodation. Members discussed possible reasons that students were not choosing University accommodation and noted work underway to analyse whether more students were living at home. It was noted that the briefing sessions at the next meeting of Council would be addressing student recruitment and the clearing process, and student accommodation;
- b. the increasing pension costs for each of the University's schemes, participation in the national pay negotiations, and preparations for potential industrial action;
- c. a concern regarding the uncertainty of EU funding following the United Kingdom's exit. It was noted that the Treasury had promised to underwrite projects already won, and that University staff were looking to diversify and identify alternative funding opportunities.

C.18.115.3 Resolved: in response to a request, it was agreed that a breakdown of each school's student recruitment figures would be presented to Council, enabling members to identify differences across the institution.

ACTION: Vice-Chancellor

C.18.116 Students' Union Update: Operational Plan (C/67/18)

Received and noted: the Students' Union Operating Plan for 2018/19. Key areas of activity were highlighted, including:

- a. the success of the Freshers' events;
- b. the increased number of alcohol-free events;
- c. the campaigns for the Officer roles.

In response to a query, Council was assured that although there were a number of different activities with associated time constraints, additional staff were supporting the work and that the programme was not too ambitious.

C.18.117 National Student Survey Outcomes 2018 and Intervention (C/68/18)

C.18.117.1 Received: the University's results from the National Student Survey (NSS) for 2018. The Director (Quality Enhancement) gave a presentation outlining the key outcomes compared with those achieved in the sector, noting in particular the courses that had scored highly, and the work to be done with those areas that had not been so successful. The metrics that related to the Teaching Enhancement Framework were highlighted, and the following five institutional priorities for 2018/19 were presented:

- a. intellectually stimulating teaching;
- b. assessment and feedback;
- c. organisation and management;
- d. learning resources;
- e. Student Voice.

C.18.117.2 Considered:

- a. the extent to which Course Representatives were included in discussions. It was noted that the presence of students would not be appropriate where there were issues related to individual staff performance;
- b. the importance of ensuring that the best use of such detailed data analysis was made;
- c. the Value for Money (VfM) score, which was disappointingly low. It was noted that students were conscious of perceived variations between courses and it was important to be clear how individual areas used their budgets differently;
- d. the role of the Annual Course Evaluation (ACE) in ensuring that courses were maintaining standards;
- e. work underway at the University to address the growing risk of multiple student complaints and to agree a stronger system for dealing with dissatisfied students. It was noted that the work comprised three strands: course management to ensure that course teams addressed issues earlier, reviewing the complaints procedure, and development of a refund policy.

C.18.117.3 Resolved: Council:

- a. received the NSS 2018 results;
- b. confirmed the institutional priorities for 2018-19;
- c. discussed the issues raised and action required in relation to the demographic analysis (disability / gender);
- d. considered any further action required in relation to Value for Money, noting the need to ensure that students understood the relevant questions in the Survey to ensure that the appreciation of VfM matched the overall satisfaction.

C.18.118 International Student Barometer (C/69/18)

Noted: that this item was not available for discussion and would be considered at the next meeting on 27 November 2018.

C.18.119 Annual Course Evaluation 2018: Results and Intervention (C/70/18)

C.18.84.1 Received: the report of the Annual Course Evaluation outcomes and review of student feedback. The Director (Quality Enhancement) highlighted the role of ACE as an indicator for future NSS results, and noted issues with response rates on this occasion. Council received the paper and noted the intervention planned.

C.18.84.2 Considered:

- a. the need to improve response rates. It was noted that there may have been an issue with the timing of the survey, and suggested that the University should work with the Students' Union to encourage participation (possibly through SimOn);
- b. the variance between ACE and NSS results for the same courses. It was noted that each year's cohort differed in culture which led to varying results, but that ACE did provide a useful 'early warning signal';
- c. the need for clarity for students, for example around tutor availability, so that they knew what was to be expected. It was also noted that one of the biggest causes for concern for students was when a key member of staff left;
- d. the amount of work presented, and whether there was an alternative single metric or simpler data set that could provide the University with the information it needed.

- C.18.120 CONFIDENTIAL: Financial Report – preliminary year end outturn, budget update and long-term financial projection (C/71/18)**
This item was discussed under Confidential Business.
- C.18.121 Risk Management Update (C/72/18)**
- C.18.121.1 Received: the Risk Register for 2018/19, with a commentary highlighting the rise of risk trajectories in some areas, the three risks flagged as 'red', and the reduction in total number of risks at University level.
- C.18.121.2 Considered: the importance of employee engagement (as set out in risk number 9). Council also discussed whether sector competition should also be an identified risk, but noted that was tied up with student recruitment which was already addressed in risk 4.
- C.18.121.2 Resolved: Council noted the contents of the paper and agreed the final version of the University Risk Register for 2018-19, with one change to risk 9 ('Failure to engage, motivate, and develop staff continually...') to increase its projected rating to impact 3 and likelihood 2, resulting in an overall projected risk rating of 6 (amber).
ACTION: University Secretary and Registrar
- C.18.122 Office for Students' Registration Decision (C/73/18)**
- C.18.122.1 Received: confirmation from the Office for Students (OfS) that the University had been included in the register of English higher education providers, and that the Vice-Chancellor had been accepted as the accounting officer. It was reported that the Access and Participation Plan had been published and that there were no bespoke conditions of registration.
- C.18.122.2 Considered: Council's responsibility to ensure that the University continued to satisfy all of its ongoing conditions of registration.
- C.18.122.3 Resolved: Council:
a. noted that the Office for Students had confirmed that the University would be registered in the register of English higher education providers with immediate effect;
b. received and considered the attached letter from the OfS and its annexes.
It was agreed that the table of ongoing activity to address conditions of registration would be presented to Council on an annual basis.
ACTION: University Secretary and Registrar
- C.18.123 Council Schedule of Business (C/74/18)**
- C.18.123.1 Considered: the Schedule of Business, and noted the following changes:
a. that a briefing session on student accommodation would be given on 27 November 2018;
b. that it may be timely to consider the outcomes of recommendations from the tertiary funding review at the joint meeting with Academic Board in February 2019.
Council discussed a proposal from the University Secretary and Registrar that the away day planned for March 2019 should be shortened to just one full day and be held at the Berkeley site, thus making best use of time and resources. There were concerns that shortening the event would limit the time for discussion and that it might be better to identify the agenda first before making any decisions at this stage.
- C.18.123.2 Resolved: mindful of the concerns raised, it was agreed that Council's away day would be shortened to one day for 2019, and that members would be canvassed for their preference for the best day. Council also made the following suggestions for agenda items over the next year:
a. updates on the Securing a Sustainable Future programme;
b. a briefing session on technology innovation in the sector and the University's position in comparison.
ACTION: University Registrar and Secretary
- C.18.124 Carbon Management Plan* (C/75/18)**
Resolved: Council approved the revised Carbon Management Plan 2018-2022 (following initial consideration and approval by Finance and General Purposes Committee).
- C.18.125 Register of Council Members' Interests* (C/76/18)**
Noted: the declarations of interest received from Council's members for 2018/19.

- C.18.126 Internal Audit Plan 2018/19* (C/77/18)**
Noted: the internal audit plan for 2018/19.
- C.18.127 Minutes from Council Committees and Academic Board***
Noted: the minutes from the following meetings would be available from <https://infonyet.glos.ac.uk/departments/registry/committees/Pages/default.aspx>
- Academic Board, 4 July 2018;
 - Finance and General Purposes Committee, 18 September 2018;
 - Audit Committee, 21 September 2018.
- C.18.128 Any Other Business**
 No other business was raised.
- C.18.129 Date of Next Meeting**
 Tuesday, 27 November 2018 at 9.15 am, in room **BG143, Oxstalls Campus, Gloucester**
- C.18.130 RESERVED BUSINESS: Report from Remuneration and Human Resources Committee**
 This item was discussed under Reserved Business.

After the meeting, there was the opportunity for all members of Council (with the exception of the Vice-Chancellor) to meet without any officers from the University being present.

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Action list for the meeting held 2 October 2018

Minute number	Action	Responsibility
C.18.115 C.18.115.3	<i>Vice-Chancellor's Report</i> <u>Resolved:</u> in response to a request, it was agreed that a breakdown of each school's student recruitment figures would be presented to Council, enabling members to identify differences across the institution.	Vice-Chancellor
C.18.121 C.18.121.2	<i>Risk Management Update</i> <u>Resolved:</u> Council noted the contents of the paper and agreed the final version of the University Risk Register for 2018-19, with one change to risk 9 ('Failure to engage, motivate, and develop staff continually...') to increase its projected rating to impact 3 and likelihood 2, resulting in an overall projected risk rating of 6 (amber).	University Secretary and Registrar
C.18.122 C.18.122.3	<i>Office for Students' Registration Decision</i> It was agreed that the table of ongoing activity to address conditions of registration would be presented to Council on an annual basis.	University Registrar and Secretary
C.18.123 C.18.123.2	<i>Council Schedule of Business</i> <u>Resolved:</u> mindful of the concerns raised, it was agreed that Council's away day would be shortened to one day for 2019, and that members would be canvassed for their preference for the best day.	University Registrar and Secretary

Minute number	Action	Responsibility
	Council also made the following suggestions for agenda items over the next year: <ul style="list-style-type: none">a. updates on the Securing a Sustainable Future programme;b. a briefing session on technology innovation in the sector and the University's position in comparison.	