

Board of Governors

DATE / TIME / VENUE	1330, Wednesday 23 January 2019, Board Room, St Andrew's Court
PRESENT	Jane Hoskins (Chair) Roger Burke-Hamilton Lucy Cook Bishop Christopher Foster (up to Min 57.10) Professor Graham Galbraith Mark Greenwood Professor Karen Heard-Lauréote (up to Min 57.8) Claudia Iton Violet Karapaseva Baldev Laly Anne Lambert (up to Min 57.10) Mark Lemon Frances Morris-Jones Paul Myers Mark Readman (by telephone Min 53 to 54) Ingmar Rinck Dr David Sanders Margaret Scott Lyuda Wade Dr Jenny Walden (up to Min 57.11) David Wilding David Willan Professor Nairn Wilson (up to Min 57.10)
IN ATTENDANCE	Fiona Bell, Director of Estates and Campus Services (Min 54 to 55) Karen Blackett, Chancellor, as an observer (up to Min 57.8) Chris Chang, Pro-Vice Chancellor (Global Engagement and Education Partnerships) Professor Paul Hayes, Deputy Vice-Chancellor (up to Min 57.10) Fiona Loughran, Director of Planning (Min 57.11 to 57.12 only) Lynda Martin, Interim Health and Safety Manager (Min 59) Dr Denise Meyer, Interim Head of Wellbeing (Min 52 only) Professor Bob Nichol, Pro Vice-Chancellor (Research and Innovation) Lucy Sharp, Interim Director of the Department for Curriculum and Quality Enhancement (DCQE) (Min 52 only) Bernie Topham, Chief Operating Officer and Deputy Vice-Chancellor Emma Woollard, Executive Director of Finance
SECRETARIAT	Adrian Parry, Director of Corporate Governance Annette Bourke, Head of Governance Services Helen Malbon, Senior Governance Officer

Tabled papers:

Agenda item 5.2, Annex D, Sports Centre Tender and agenda item 5.3 supplementary appendix showing 2019/2020 Hall of residence fees.

49 Apologies, Quoracy and Conflicts of Interest

49.1

- (i) The Chair welcomed the University's Chancellor, Karen Blackett to the meeting. She thanked the Board for the honour of being appointed Chancellor and she provided an overview of her current roles outside the University.
- (ii) Apologies were received from External Governors: Jenny Crighton, Ingmar Rinck and Chris Williams.

49.2 The following standing declarations of interest were noted:

- (i) David Willan had been a Director of Portsmouth Football Club until August 2017 and was now a President of its Heritage and Advisory Board.
- (ii) Baldev Laly owned a chain of pharmacies in the City that was working in collaboration with the University's School of Pharmacy and Biomedical Sciences to provide 'Pharmacy live', a teaching facility for pharmacy students. It was also noted that he had property interests within the City.
- (iii) Margaret Scott was a Governor of Portsmouth Grammar School. It was also noted that she had previously worked with the current Chair of the General Optometry Council.
- (iv) Anne Lambert was a member on the Quality Assurance Agency's (QAA) Advisory Committee on Degree Awarding Powers.

49.3 The Executive Director of Corporate Governance confirmed that the meeting was quorate and could proceed to business.

50 Minutes of the Previous Meeting

The minutes of the meeting held on 26 November 2018 were confirmed and signed as an accurate record, subject to removing the word 'gradual' from minute 42.1.

51 Matters Actioned and Matters Arising

51.1 The Board noted the four matters actioned listed.

51.2 There were no further matters arising.

52 Horizon Scanning: Student Wellbeing and Mental Health

52.1 The Chair introduced the item by stating that this was a new feature on the agenda which was intended to provide governors with the opportunity to be briefed on a topic

of strategic importance and to discuss the issue. The effectiveness of these sessions would be continuously reviewed and adapted accordingly. The Chair invited governors to provide feedback to her on the usefulness of the new agenda item.

52.2 Professor Hayes, Deputy Vice-Chancellor, introduced the item by stating that this topic had been selected due to both its importance and its high profile nationally. The university had a well-established Well-Being Team who provided a range of services to support students across the University. He welcomed Dr Denise Meyer, Interim Head of Wellbeing, and Lucy Sharp, Interim Director of the Department for Curriculum and Quality Enhancement (DCQE) to the meeting.

52.3 The following points were raised in response to the presentation:

- (i) A number of national reports had recently been produced that provided an insight into the nature and scale of the issues students faced;
- (ii) The number of students disclosing a mental health condition and seeking support was increasing both nationally and within the University;
- (iii) The University worked closely with local NHS secondary mental health services;
- (iv) The University asked students about the impact of their condition and about the subsequent support for their studies. However, the record of their final attainment was held on a separate central student records system;
- (v) The University's approach was centred on providing an holistic and whole person wellbeing focus, with mental health as one aspect. Governors were invited to attend the 'Feel Good Fest' on 6 February 2019 that would cover many aspects of wellbeing;
- (vi) The Board thanked the team for the informative presentation and expressed its support for the whole person, non-medicalised focus of its work.

53 Exceptional and Urgent Approvals Group

Adrian Parry, Executive Director of Corporate Governance, introduced the proposal to establish an Exceptional and Urgent Approvals Group. Key points noted in discussion were:

- (i) The long-standing Emergency Committee did not fulfil a useful purpose and so should be disbanded and replaced with an Exceptional and Urgent Approvals Group;
- (ii) The recent Board review of decision-making structures had identified a need to improve the agility and flexibility of decision-making that may be required between meetings;
- (iii) The proposal was that the Group would meet in the following circumstances;
 - a) If the Board was aware that a decision would be required between its meetings and wished to delegate the decision to this Group;
 - b) If a core member of the group or the Clerk to the Board of Governors were asked to make or facilitate a decision that they deem to be unsuitable for action under normal delegated authority;
- (iv) The Group would comprise of the Chair and Deputy Chair of the Board of Governors, the Chairs of Board Committees and the Vice-Chancellor. Where relevant, the governor representatives on appropriate project boards would be co-opted to participate in specific decisions or discussion. Similarly, other governors could be co-

- opted to participate in specific decisions or discussions either by prior agreement of the Board of Governors or by invitation of the Chair;
- (v) Governors considered whether all governors should receive the reports and background papers submitted to the group and be provided with the opportunity to comment in advance of any decision. However, it was agreed that the Group should operate on the basis outlined in the report, subject to a review of its operation after 12 months;
- Action: Executive Director of Corporate Governance**
- (vi) The Group would not have the status of a formal standing committee of the Board. It would meet on an ad hoc basis and its remit was solely to consider matters of an exceptional and urgent nature;
 - (vii) The Board agreed a) to disband the Emergency Committee and to replace it with the Exceptional and Urgent Approvals Group and b) the terms of reference, subject to the inclusion of the need to co-opt relevant governor representatives on project boards where this was appropriate.

54 Sports Centre Tender – confidential minute

55 Burrell House Hall of Residence Refurbishment Contract – confidential minute

56 Chair’s Business

The Chair reported that she had attended a meeting of the Honorary Degrees Committee on 30 November 2018.

57 Vice Chancellor and Senior Postholder Update

58 Update on Senior Post-holder Posts

Professor Graham Galbraith congratulated Professor Bob Nichol on his appointment as Pro Vice-Chancellor (Research and Innovation). The Chief Operating Officer reported that an offer of employment had been made to the preferred candidate for the role of Executive Director of Human Resources and that contractual negotiations were progressing.

58.1 Brexit Update

- (i) Professor Graham Galbraith reported that great uncertainty still surrounded the implications of leaving the EU in March 2019. The University had modelled a number of scenarios to assist its planning;
- (ii) The government had recently confirmed that EU students starting their degrees in September 2019 would be eligible for a student loan for the duration of their course;

- (iii) The government had recently decided that a charge would no longer be levied for EU nationals wishing to apply for settled status. The University had participated in a national pilot study that had explored approaches to implementing settled status.

58.2 Update on the Augar Review of Post-18 Education Funding

- (i) Professor Graham Galbraith informed the Board that the Augar review was due to report in February 2019 and was expected to provide recommendations on the level and nature of Higher Education tuition fees and funding;
- (ii) The timing of the introduction of new proposals was uncertain because some aspects would require parliamentary approval;
- (iii) There had been media speculation and discussion of possible scenarios. In particular, there was concern that a reduction in tuition fees would have a detrimental impact upon funding to deliver the widening participation agenda.

58.3 Student Recruitment

Professor Paul Hayes informed the Board that the number of student applications to the University had fallen when compared with the same point in the previous year. However, the University's competitors were experiencing greater percentage reductions. Applications to the University from EU students had increased by 15% when compared with the same point in the previous year. Work was continuing to improve the conversion rate of applications to acceptance of offers.

58.4 National Student Survey (NSS)

Professor Paul Hayes informed the Board that the NSS had opened on 21 January 2019 and would close on 30 April 2019. This had been promoted extensively to students and the University was hoping for a response rate of 80% or higher.

58.5 Student Records System

Bernie Topham reported that the Student Records System Project was proceeding to timescale. It was anticipated that the Admissions package would be implemented from September 2019 with the other deliverables following in phases.

58.6 Update on the Research Excellence Framework

Professor Bob Nichol presented the paper on preparations under way for the 2021 Research Excellence Framework (REF). Key points noted in discussion were:

- (i) The University had initiated an audit in 2018 to review its readiness for REF2021. This had indicated a number of areas for future work but overall, the results had been encouraging;
- (ii) The number of staff who would be returned in the next REF was likely to be double that of 2014. This provided clear evidence of the increased profile of research within the University;
- (iii) The Board noted the report.

58.7 Professional Accreditation – **confidential**

58.8 Honorary degree

Recent comments made by Professor James Watson had been reported extensively in the media and had caused great offence within the University community. There was no rational foundation for Professor Watson's comments and they were inconsistent with the University values. Consequently, the University had initiated discussions with Unite, who owned the James Watson Hall of Residence, to rename the building. Additionally, application would be made to rescind the honorary degree awarded by the University to Professor Watson. The Board expressed its support for these actions.

58.9 Affiliations – confidential

58.10 Update on the Development of the University Strategy

Fiona Loughran, Director of Planning, presented an update on the development of a new University Strategy 2020 – 2025. Key points noted in discussion were:

- (i) Workshops and other fora were in place to engage with staff, students and key external stakeholders to gain essential input and build commitment to a shared vision of success;
- (ii) The Governors' spring seminar on 19 March 2019 would provide another key opportunity for input on shaping the future strategy. It was agreed that all papers would be circulated to all Board members to enable comments to be made by those unable to attend;
Action: Executive Director of Corporate Governance
- (iii) The approach to formulating the new strategy would be kept under review and modified if necessary, most notably if there were any major changes in university funding as a result of the Government's current Post 18 Funding Review;
- (iv) The Board noted the briefing report on plans to develop a new University Strategy for 2020-2025 and welcomed the planned approach to stakeholder engagement to promote effective strategy development and implementation.

58.11 Quarterly Monitoring of Key Performance Indicators for University Strategy 2015-2020

Fiona Loughran, Director of Planning, introduced the Quarterly Monitoring of Key Performance Indicators report. This focused on student growth across all categories and Research and Innovation income for Quarter 1. Key points noted were:

- (i) The census date for the 2018/2019 student intake was 1 December 2018. The University had recruited well, given the competitive external environment and the ambitious targets set;
- (ii) Home/EU full-time undergraduate student numbers had exceeded the new entrant target by over 100 students;
- (iii) International student numbers had not met the challenging targets set for 2018/2019. However, the total number of international students had grown significantly since 2017/18;
- (iv) Following the initial introduction of degree apprentice programmes in 2016/17, a target of 294 students had been set for 2018/2019. Recruitment

had exceeded this target, with 321 students currently enrolled on degree apprenticeship courses at the University;

- (v) The combined forecast of Research and Innovation income for 2018/19 at Quarter one was £0.7m above target;
- (vi) The Industrial Strategy and the Knowledge Exchange Framework (KEF) were two new government initiatives which could provide potential sources of future funding;
- (vii) The Board noted the increase in student numbers in 2018/2019, including the increase in international students, and that the Quarter 1 forecast of Research and Innovation income was £2.5M above target.

59 Environmental Policy

Chief Operating Officer and Deputy Vice-Chancellor, Bernie Topham, presented the Environmental Policy. This had been updated to reflect the requirements of ISO 14001:2015. The policy had been received and approved by the Estate and IT Committee on 30 November 2018. The Board approved the updated Environmental Policy.

60 Health and Safety Annual Report 2017/2018

Lynda Martin, Interim Health and Safety Manager, presented various reports associated with Health and Safety that had been circulated electronically to the Human Resources Committee on 20 December 2018. The Board noted the reports and that safety plans had now been received from all professional service departments.

61 Prevent Duty

Adrian Parry, Executive Director of Corporate Governance, introduced the report that provided an update of the University's progress with the delivery of the Prevent duty. It was noted that:

- (i) The University had not yet received a response from the OfS regarding the monitoring information submitted in late November. The expectation was that feedback would be received in March 2019;
- (ii) A Prevent-related issue relating to a University student was proceeding through legal processes. However, the police were clear that this matter did not relate in any way to activities either at the University or within the City. The focus of their enquiries was in the north of England.

62 Academic Council Terms of Reference

At the meeting of Academic Council on 20 November 2018, the Academic Council considered its Constitution, Membership, Terms of Reference and Terms of Office. Minor changes had been made to ensure consistency with the Instrument and Articles of Government and reflect changes in the Councils' membership. The Board approved the Academic Council Constitution, Membership, Terms of Reference and Terms of Office.

63 Items to Note from Board Committees

The Board noted:

- (i) Academic Council Chair Report;
- (ii) Estate and IT Committee Chair Report;
- (iii) November 2018 Management Accounts;
- (iv) The draft minutes of the Academic Council meeting of 20 November 2018 had been circulated electronically to members on 14 January 2019.

64 Delegated Authority

The Board agreed to delegate authority to the Chair to take action before the next meeting if necessary.

65 Date of Next Meeting

The Board noted that the next meeting would take place at 1330, Wednesday 3 April 2019.