



## BOARD OF GOVERNORS

**Minutes of the meeting held on  
27 OCTOBER 2004  
at 1400 hrs at Newton Park**

<u>Present:</u>	Mr I Ahluwalia Mr J Amey Mr P Bland Professor J Brown Cllr J Gay Mr A Harris	Mr F Morgan (Director) Mr P Parker Ms S Pirie (Chair) Dr G Smith Mr P Wilson Dr R Woodbridge
<u>In attendance:</u>	Mr A E Dewberry (Clerk) Mr J Brady Mr K Wright	Dr A Thomas Professor D Timms
<u>Unable to attend:</u>	Professor P Luna, Mr D Mackintosh, Mr I Phillips, Ms M Toman	

### **04/01 MINUTES : 30 JUNE 2004**

Minutes of the meeting held on 30 June 2004, which had been circulated, were received as a correct record.

### **04/02 MATTERS ARISING**

#### **03/36 Marketing Strategy and Activities**

Dr A Thomas confirmed that there was no cost effective method of undertaking an independent external evaluation of exit interviews.

### **04/03 INDEPENDENT GOVERNORS : NOMINATIONS**

The Clerk referred to Paper G463 informing the Board of nominations to one existing and five other imminent vacancies within this category in its membership.

Following consideration, the Board of Governors:

- a) received Paper G463, and
- b) noted that the Appointing Authority in respect of these vacancies was the Committee of Independent Governors which was to meet later that day.

**04/04 REGISTER OF INTERESTS**

The Clerk referred to Paper G464 presenting a current Register of Interests of all members of the Corporation.

Following consideration, the Board of Governors:

- a) received Paper G464, and
- b) noted the HEFCE Audit Service's express commendation of the manner in which this Board both maintains and publishes its Register of Interests.

**04/05 EMOLUMENTS COMMITTEE : BUSINESS CONDUCTED BY POST**

The Clerk referred to Paper G465 informing the Board that no decisions were taken by the Emoluments Committee by way of correspondence between its members in the year ended 31 July 2004.

Following consideration, the Board of Governors received Paper G465.

**04/06 SCHEDULE OF MEETINGS**

The Clerk referred to Paper G466 inviting the Board to approve a revised schedule of meetings to include an additional meeting of the Audit Committee in the June cycle and the transfer of the April meeting to the January cycle in each year.

Following consideration, the Board of Governors:

- a) received Paper G466, and
- b) approved the revised schedule of meetings.

**04/07 AUDIT COMMITTEE : TERMS OF REFERENCE**

The Clerk referred to Paper G473 seeking approval to revised Terms of Reference for the Audit Committee consequent upon the publication by HEFCE of a revised Audit Code of Practice which came into force on 1 August 2004.

Following consideration, the Board of Governors:

- a) received Paper G473;
- b) noted the endorsement of the proposed emendations by the Audit Committee, and
- c) approved the revised Terms of Reference for the Audit Committee.

**04/08 DIRECTOR'S REPORT**

**04/08.1 University Title**

The Director expressed his confidence that the institution would be granted full university title in the next few months. The Board was advised that this would raise the status of BSUC courses, remove ambiguity with both students and business, and aid recruitment and retention of staff, particularly academic staff.

**04/08.2**            **Space**

The Board was advised that its Policy & Resources Committee was overseeing several initiatives to ensure the appropriate quantity and quality of accommodation to deliver core academic activities.

**04/08.3**            **Teaching – Led University**

The Director reported on further progress by Management in exemplifying the key ingredients of the Teaching-Led University including the primacy of taught undergraduate courses and the role of scholarship and research in informing teaching of the highest quality.

**04/08.4**            **Variable Tuition Fees**

The Director reminded the Board of the introduction of variable fees in 2006 and the increasing expectations of students with regard to academic and social facilities.

The Board noted the recent approval by the Policy & Resources Committee of additional funds for construction of the new Performing Arts Studio, Library / ICT extension and the new Students' Union.

**04/09**            **STUDENT APPLICATIONS AND RECRUITMENT 2004 / 05**

The Director described strong recruitment across all undergraduate courses but expressed disappointment over that relating to Foundation Degrees.

Dr A Thomas expanded on Paper G467 detailing the numbers of students who applied to BSUC for entry in 2004 / 05 and reporting provisional recruitment figures in 2004 / 05 for full-time degree and PGCE courses.

The Board noted the difficulties faced by Management arising from the late determination of student numbers by HEFCE each year which leaves inadequate time to advertise and to recruit for entry in October.

Following discussion, the Board of Governors received Paper G467.

**04/10**            **REPORT & FINANCIAL STATEMENTS 2003 / 04**

The Director referred to Paper G468 presenting the draft Report & Financial statements 31 July 2004 and providing additional management accountancy information.

Mr J Brady expanded on his report and confirmed that the Annual Report & Financial Statements internal controls and corporate governance statements had been considered by the Audit and Policy & Resources Committees earlier that day in the presence of the External Auditors.

Following discussion, the Board of Governors;

- a)        received Paper G468;
- b)        noted the sound financial results for 2003 / 04;
- c)        confirmed in accordance with FRS18, that the accounting policies on pages 12 – 13 of the draft report are appropriate, and

- d) approved the draft report and financial statements 31 July 2004 and delegated authority to the Director and the Chair to sign the final accounts and the letter of representation on behalf of the Board of Governors.

**04/11**

**VARIABLE TUITION FEES 2006 / 07**

The Director referred to Paper G469 seeking approval to proposals for tuition fees and associated student bursaries for Foundation Degrees and Undergraduate provision 2006 / 07.

Mr J Brady expanded on his report reminding the Board that legislation now enables BSUC to charge up to £3000 per academic year with students protected by a raft of provisions to enable repayment over 25 years after graduation and only after having reached a specified income level.

Following discussion, the Board of Governors:

- a) received Paper G469;
- b) approved tuition fees of £3000 for all new-entrants, non-gap year, Foundation and Undergraduate Degree students with effect from 2006 / 07;
- c) approved Bursary and Scholarship arrangements in line with those described in Paper G469 and in Paper P204 appended thereto and to delegate to the Director the final formulation of these access arrangements, and
- d) requested the Director to prepare a widening participation strategy acceptable to OFFA to include the bursary and scholarship arrangements described in Paper G469.

**04/12**

**UNIVERSITY TITLE : NEXT STEPS**

The Director referred to Paper G470 advising the Board of progress of BSUC's application for university title and reported on a meeting of heads of University Colleges on 26 October 2004.

The Board was advised that the QAA assessors wished to meet up to six lay Governors. Having taken soundings, it was proposed that this group comprise, Mr Ahluwalia, Mr Harris, Professor Luna, Mr Parker, Ms Pirie and Ms Toman.

Following consideration, the Board of Governors:

- a) received Paper G470, and
- b) congratulated Professor D Timms and other colleagues on the quality of the application made to QAA.

**04/13**

**UNIVERSITY NAME**

The Director referred to Paper G471 recommending formal resolution by the Board of Governors of a specific title for the institution should it be granted University Title and recommending Bath Spa University as its new name.

The Board was informed of the likely objection of the University of Bath to the proposed name despite established practice in other cities with two universities eg. Nottingham Trent, Oxford Brookes, Liverpool Hope.

Following discussion, the Board of Governors:

- a) received Paper G471;
- b) resolved as follows:

“In the event of this institution receiving approval to its application for university title, the Board of Governors resolves to adopt ‘Bath Spa University’ as the revised name of the higher education corporation”.

Proposed: Cllr J Gay  
Seconded: Professor J Brown

FOR : 12 + 1 Proxy Vote  
AGAINST : NIL  
ABSTENTIONS : NIL, and

- c) noted the Director’s intention to consider a contingency position in the event of the name ‘Bath Spa University’ being rejected by the Privy Council.

**04/14 HEFCE : FINANCIAL MEMORANDUM 2004 / 05**

The Clerk referred to Paper G472 presenting to the Board, the Financial Memorandum (Funding Agreement) between the University College and the Higher Education Funding Council for England.

Following consideration, the Board of Governors received Paper G472.

**04/15 ITEMS FOR RECEIPT**

The Board of Governors formally received Minutes of the following meetings:

Audit Committee : 28 April 2004  
Policy & Resource Committee : 28 April 2004

**04/16 OTHER URGENT BUSINESS**

None.

The meeting closed at 1520 hrs.

Anthony E Dewberry  
Clerk to the Board of Governors  
12 November 2004

