



## BOARD OF GOVERNORS

**Minutes of the meeting held on  
26 JANUARY 2005  
at 1330 hrs at Newton Park**

Present:

Mr I Ahluwalia  
Mr J Amey  
Mr P Bland  
Professor J Brown  
Cllr J Gay  
Mr A Harris  
Professor P Luna  
Mr D Mackintosh

Mr F Morgan (Director)  
Mr P Parker  
Mr I Phillips  
Ms S Pirie (Chair)  
Mr M Roy  
Mr P Wilson  
Dr R Woodbridge  
Ms M Toman

In attendance:

Mr A E Dewberry (Clerk)  
Mr J Brady  
Mr K Wright

Dr A Thomas  
Professor D Timms  
Professor D Coulby (to Agenda item 9)

Unable to attend:

Dr G Smith

**04/17 MINUTES : 27 OCTOBER 2004**

Minutes of the meeting held on 27 October 2004, which had been circulated, were received as a correct record.

**04/18 MATTERS ARISING**

04/13 (c) **University Name**

The Director confirmed that in the event of the Privy Council rejecting the Board's preferred name, he would bring forward alternatives for consideration.

**04/19 DIRECTOR'S REPORT**

04/19 (a) **CETL**

The Director reported on the institution's successful bid to be a national Centre of Excellence in Teaching and Learning. The funding attached to the bid would allow BSUC to develop its courses in the creative arts.

04/19 (b) **Buildings and Space**

The Director informed the Board that the provision of teaching accommodation of the right quality and quantity was the biggest practical challenge facing the University College.

The Board was advised that Management was investigating the possibility of developing a substantial third campus site in the centre of Keynsham as well as implementing a series of measures to deal with imminent pressures on space.

04/19 (c) **University Title**

The Chair reported briefly on a meeting between Governors and the QAA Review Panel.

The Director suggested that there was no reason to doubt a successful outcome to BSUC's application for full university status which he expected to be announced in March or April 2005.

04/19 (d) **Prospectus**

The Board responded positively to the Director's suggestion that a group photograph of all Governors be published in future copies of the University College's prospectus.

04/19 (e) **Dismissal**

The Director reported the dismissal of a member of academic staff who had now lodged an appeal under extant procedures.

**04/20**

**VARIABLE TUITION FEES 2006 / 07 : PGCE STUDENTS**

Mr J Brady referred to Paper G474 reporting a Government statement which was made after the Board's decision on variable tuition fees on 27 October 2004 and arguing that the University College's policy should remain as before in relation to full-time PGCE home students.

The Board was advised that the statement in para 4.3 of the report was incorrect and that a large proportion of BSUC students do in fact apply for non end-on places following completion of their undergraduate courses.

Following discussion, the Board of Governors:

- a) received Paper G474;
- b) noted the potential difficulties arising from changes in Government policy;
- c) delegated authority to the Director and Chair to determine PGCE tuition fees in 2006/07;
- d) delegated authority to the Director in consultation with the Chair, to set all other tuition fees in response to changing circumstances if time does not allow a further report to the Board, and
- e) requested further reports by letter to Governors on these matters as and when appropriate.

04/21

**OFFICE FOR FAIR ACCESS : ACCESS AGREEMENT**

Dr A Thomas expanded on Paper G475 informing the Board of the University College's Access Agreement which had to be resubmitted to, and agreed by, the Office for Fair Access before BSUC can increase its tuition fees in 2006 / 07.

Following discussion, the Board of Governors:

- a) received Paper G475, and
- b) noted that the Access Agreement was broadly in line with that of other HE institutions.

04/22

**INTERNATIONAL ACTIVITIES**

The Director referred to Paper G476 reviewing progress against targets for the period 2001 – 2004, describing action to increase recruitment and presenting financial and student number targets for the period 2004 – 2008.

The Director introduced the Head of International Activities, Professor David Coulby, who expanded on his report including BSUC's marketing strategy, the challenges posed by this institution's portfolio of courses which does not include many commonly sought by international students.

Following discussion, the Board of Governors:

- a) received Paper G476;
- b) noted the importance of word of mouth in marketing in Japan and China, and
- c) requested Professor Coulby to consider Thailand as a potential market for students.

04/23

**HEALTH & SAFETY MANAGEMENT : ACCIDENTS 1995 – 2004**

The Director referred to Paper G477 informing the Board of the institution's Accident Record over the past decade and placed this in the context of BSUC's Health & Safety Policy and expansion during this period.

Mr A E Dewberry expanded on his report drawing particular attention to the efforts made to ensure that all accidents and hazards are reported, recorded and investigated.

Following discussion, the Board of Governors:

- a) received Paper G477;
- b) noted the general improvement in accident prevention over the past decade, and
- c) requested Management to review arrangements for reinvigorating the health and safety culture among second and third year students.

04/24

**ANNUAL REPORT OF THE AUDIT COMMITTEE TO THE BOARD OF GOVERNORS AND DIRECTOR 2003 / 04**

The Chair invited the Convener of the Audit Committee, Dr Roger Woodbridge, to expand on Paper G478 presenting the Annual Report of the Audit Committee to the Board of Governors and Director 2003 / 04.

Dr Woodbridge informed the Board that the Audit Committee had found to be satisfactory the University College's whole internal control framework including risk management systems, control and governance arrangements, and those for achieving value for money and promoting economy, efficiency and effectiveness.

Following consideration, the Board of Governors received Paper G478.

**04/25**

**ITEMS FOR RECEIPT**

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

Policy & Resources Committee	:	30 June 2004
Audit Committee	:	30 June 2004
Academic Board	:	09 November 2004
		07 July 2004
		09 June 2004

**04/26**

**OTHER URGENT BUSINESS**

None.

The meeting closed at 1505 hrs.

Anthony E Dewberry  
**Clerk to the Board of Governors**  
27 January 2005