



**BOARD OF GOVERNORS**

**Minutes of the meeting held on**

**5 February 2014**

**At 13.30 at Newton Park**

Present

Ms J Henderson (Chair)	Lady T Lloyd
Mr W Archer	Mr S McGall
Mr P Bird	Professor P Martin
Professor P Davies	Revd E Mason
Ms A Dawson	Mr T Osborne
Ms T Fisk	Mr D Pester (Deputy Chair)
Ms R Heald	Professor C Slade (Vice-Chancellor)

In attendance

Mr J Brady	Mrs A Stone
Ms I Cole (Deputy Clerk)	Professor A Taylor
Mr C Ellicott (Clerk)	Ms M Whiting
Mr R Armstrong-Haworth	Mr K Wright
Professor N Sammells	

Apologies

Professor R Alexander	Mr M Francis
Ms N Campbell	Mr P Parker

**13/17 MINUTES OF THE MEETING HELD ON 6 NOVEMBER 2013**

Delete 'the satisfaction score was expressed as the combined percentage of those that agreed and strongly disagreed' in item 13/9.

### **13/18 MATTERS ARISING**

There were no matters arising.

### **13/19 CHAIR'S BUSINESS**

The Chair said that she had been looking forward to her first meeting in the capacity of Chair and she welcomed the new governors to the Board. She added that Board biographies would be circulated.

The Chair announced that Mr Brady was retiring and that this would be his last Board meeting. She said that he had been employed at BSU for twenty-five years, and had been recruited by the last Chair, Mrs S Pirie, in 1989. He had established all the University's systems and overseen its financial stability and its entrepreneurial areas of expansion. The Chair thanked Mr Brady for his immense contribution to the University.

Mr Brady said that he had enjoyed working with such strong teams at BSU and that the time had gone extremely fast. In particular, he acknowledged the support he had received from the Board over the years. He added that the current Vice-Chancellor had transformed the University.

### **13/20 CLERK'S BUSINESS**

There was none.

### **13/21 VICE-CHANCELLOR'S REPORT (Paper G790)**

The Vice-Chancellor voiced her thanks with regard to Mr Brady's contribution to the University and acknowledged that his leaving would be a great loss to the organisation. She said that Mr A Powell, Head of Employability and Enterprise, would also be leaving due to a new appointment he had been offered with the Local Enterprise Partnership. The Vice-Chancellor added that new appointments at the University had included Dr K Reynolds as Dean of the School of Education, as well as the appointment of Associate Deans in four of the five Schools.

She noted that the government would remove the cap on student numbers in 2015-16 and that BSU may expect an additional 100 places as a result of this. It was possible for Acting, Fashion, Film & TV, as well as courses at Hartham Park to take on more students, but a total of 6000 would have to remain the limit for Newton Park. It was noted that retention rates would be closely monitored nationally in light of this proposed change.

The Vice-Chancellor said that there had been a delay in the planning approvals for the Institute for Education at Hartham Park, but that a temporary arrangement had been negotiated in order that PGCE students could commence there in the autumn.

It was noted that the unions had continued to dispute the 1% pay award to University staff and that a series of two hour rolling strikes would be held, in addition to the strike action that had taken place at the end of last year. However, it was thought that the impact of this on BSU had been relatively low in terms of student complaints. The Board suggested that the University may wish to indemnify itself against this kind of disruption, particularly if further action continued to be planned.

The Board also discussed the potential need for an expansion of Student Services in light of the University's four campuses. The Clerk confirmed that Student Services were already operational at Corsham Court.

The Board considered the Vice-Chancellor's report.

### **13/22 QUALITY ASSURANCE AGENCY**

Neil Sammells set the background for the QAA's initial unsatisfactory visit and subsequent second visit and said that it had been quite unusual to stand up to the QAA and succeed, particularly as the QAA had been under pressure to take a stronger stance in recent years. He thanked Professor Davies and his team and the Students' Union for their work, and confirmed that the report would be published in April this year.

### **13/23 HOME & EU UNDERGRADUATE RECRUITMENT 2013/14 AND APPLICATIONS 2014/15 (Paper G791)**

The Secretary presented a report outlining UK and EU undergraduate recruitment figures for the academic year 2013-14, and provided early information about applications for entry in 2014. He said that BSU had exceeded the Student Number Control by 30, which had been allowed. In particular, it was noted that full time Home and EU undergraduate applications to BSU had risen by 5.63% in 2013, compared to 1.00% for the sector as a whole. BSU's competitors had seen a fall of -4.98%.

It was noted that although Film, TV & Digital was a relatively new course, it had secured 220 applicants. In addition, taught masters had secured 36 firm acceptances, as opposed to only 5 at the same time last year, and international student numbers had increased by 300%. However, retention would remain a focus, and it was thought that certain areas may take a hit with regard to the £9000 fees.

The Secretary explained that recruiting from the European Union could become more of an incentive in future, as it was potentially more financially beneficial to the University than other international recruitment.

The Board noted this report.

### **13/24 ANNUAL REPORT OF COMPLAINTS 2012-13 (Paper G792)**

Mr Armstrong-Haworth informed the Board that there had been a drop of 50% in formal complaints at BSU during the period 2012-13. This was partly due to the fact that complaints were now going through an informal process before escalating to formal, and this had resulted in more issues resolved in advance. Issues with regard to the impact of the £9000 fees were being closely monitored.

The Board received this report.

### **13/25 DRAFT DEVELOPMENT AND ALUMNI RELATIONS STRATEGY (Paper G793)**

Ms Whiting presented the first draft of the Development and Alumni Relations Strategy and outlined the ways in which this work would support the delivery of the University's vision. She confirmed that Mary Berry CBE had become President of the BSU Alumni Association,

and that the last two issues of Spartan, the alumni newsletter, had a combined circulation of 7500. She added that a total of £44,067 had been raised in 2012-13.

It was noted that two significant campaigns were in place for 2014-17 – the Sion Hill capital campaign of circa £5-7 million, and the Howard Hodgkin Chair of £2 million. In addition, a University-wide advancement campaign would be launched in 2018. Existing funds comprised the Amphitheatre Fund; Jennifer Skellett Awards; Callum Family Award; and the Wardle Scholarship. Proposed funds incorporated Student Access Bursaries; Student Scholarships; International Scholarships; Student Experience Fund; Global Citizenship; Graduate Match Fund; and Emerging Opportunities Fund.

Ms Whiting explained the stages involved in the ‘giving ladder’ and confirmed that a giving circle, ‘Friends of Bath Spa University’, would be established. It was hoped that the governors would support this scheme and become ‘Friends’. The Board acknowledged the challenge that this work presented for the University and the potentially high costs of nurturing relationships in the early years. It was noted that it can take over two years to establish major donations.

The Board received the draft strategy.

### **13/26 BATH SCHOOL OF ART & DESIGN REPORT (Paper G794)**

It was noted that this report signalled the first of a series of presentations from the Schools to the Board. Professor Taylor outlined her report with regard to present activity and the future planning of Bath School of Art & Design. She gave an overview of the School’s distinguished history and said it had undergone numerous changes over the last four years. It had been restructured into three departments in 2010 and now occupied the Sion Hill campus with satellite provision at The Circus, Dartmouth Avenue and Corsham Court. In addition, some Art & Design courses would be partially delivered at Newton Park from 2014.

Professor Taylor said that the School Management Team had undertaken a review of progress against the Strategic Plan 2012-15, the academic portfolio, and the Schools research capacity and strategy. She added that there was a need for crafts disciplines to gain a greater focus and for drawing to become forefronted. Progression routes from Undergraduate to Research degrees would be enhanced and priority would be given to the growth of Taught Postgraduate programmes and BSU’s international agenda. The School also planned to roll out four-year Integrated Masters courses in Fine Art and Graphic Communication.

Research at the School would develop through collaboration with colleagues and via a global network of partners. This would be achieved through consolidation, internationalisation, public engagement, site development, and increased external research funding. Professor Taylor confirmed that a summary with costings would be made available in March this year.

The Board noted the report.

### **13/27 STUDENTS' UNION ANNUAL REPORT (Paper G795)**

This paper provided the Board with an approved copy of the Students' Union Annual Report 2013, as was required by the Education Act 1994. The Report had been approved by the Union's Board of Trustees and would be submitted to the Charities Commission.

The Board received the report.

### **13/28 STAFF EQUALITY AND DIVERSITY REPORT**

Mrs Stone explained that the Vice-Chancellor had chaired the University's Equality and Diversity Steering Group since April 2013, and that this year's Equality forum was planned to take place on 8 May 2014. In addition, the University had introduced an on-line e-learning package, 'Diversity in the Workplace', which had been aimed at all new starters. BSU had undertaken its second Equal Pay Review in the autumn of 2012.

It was noted that the gender mix of staff across BSU had remained constant. A Diversity Report had revealed a reduction in the percentage of staff offered posts who were disabled and an increase in the number of leavers who had declared themselves as disabled. An ethnicity comparison of BSU staff had shown that the University remained at a lower percentage of BME (3%) compared with its comparators (6%).

The University was keen to collect data from its Board members and an Equality Monitoring Form had been made available for this.

The Board noted the report and approved the actions taken.

### **13/29 REDUNDANCY POLICY**

The Board were presented with a new Redundancy Policy for approval, as was required under the Articles of Government. This had involved a lengthy period of negotiation, but it was now confirmed that the University's Redundancy Policy had been agreed with the recognised trade unions.

The Board approved the revised Redundancy Policy.

### **13/30 ANY URGENT BUSINESS FROM COMMITTEES**

There was none.

### **13/31 OTHER URGENT BUSINESS**

There was none.

### **13/32 ITEMS FOR RECEIPT**

The following items were received:

Audit Minutes	30 <sup>th</sup> January 2013 and 26 <sup>th</sup> June 2013
Policy & Resources	26 <sup>th</sup> June 2013 and 2 <sup>nd</sup> August 2013
Academic Board	21 <sup>st</sup> May 2013 and 16 <sup>th</sup> July 2013

There being no further business the meeting closed at 3.30pm.

Ina Cole  
Deputy Clerk to the  
Board of Governors  
February 2014

Signed as a record of confirmed minutes by:

Ms Jane Henderson .....  
Chair

Date .....