

*CONFIRMED*

**Minutes      Board of Governors: Strategic Away Day  
An inquorate meeting of the academic year  
2019/20**

**Time and date:**      09:30, Thursday 3 October 2019

**Location:**            The Lakeview Room, Barnsdale Hall Hotel, Rutland

**Present:**              Ms L Hinnigan (Chair), Mr S Capper, Professor F Cownie, Mrs J Ezard,  
Mr P McNicoll, Mrs S Pierson, Ms D Rattanpal, Mr D Toner, and  
Professor A Collop

**In attendance:**      Mr B Browne, Chief Operating Officer,  
Dr S Oldroyd, Interim Deputy Vice-Chancellor,  
Mr J Rushforth, Advance HE,  
Mr S Weston, Clerk to the Board of Governors

**Secretary:**            Mr N Jeffs, Assistant Clerk to the Board of Governors

**001      Apologies for absence**

Apologies for absence had been received from Mrs S Bowie, Mr A Charlton, Mr S Cole, and Mr C Ilako. Due to only nine governors being present, the meeting was inquorate.

Ms Diya Rattanpal was welcomed to her first meeting of the board as the student representative governor for the 2019/20 academic year.

Mr John Rushforth was welcomed to the meeting. Mr Rushworth would be observing the meeting as a representative of Advance HE, who would be conducting a review of the board's effectiveness in the forthcoming weeks. It was anticipated that the outcome of the review would be considered by the board at an extraordinary meeting in December 2019.

**002      Declaration of any pecuniary, family or other personal interests**

Professor Collop made a standing declaration regarding a member of his immediate family being enrolled as a student at DMU.

Mr McNicoll made a standing declaration regarding one relative who is an employee of DMU.

Ms Rattanpal made a standing declaration regarding her partner being enrolled as a student at DMU, and working at DMU on a Unitemps contract.

Mr Toner made a standing declaration regarding ongoing commercial arrangements between DMU and Spire Leicester Hospital.

### 003 Confirmation of the minutes

The minutes of the meeting held on 11 July 2019 [003-BG191003-A and 003-BG191003-B] were approved subject to one minor amendment to the wording of Mr McNicoll's standing declaration under item 103. The amendment would show that Mr McNicoll's relative 'is' an employee of DMU, rather than 'was'. This change would be incorporated by the secretary following the meeting.

### 004 Matters arising

Arising from the minutes of the 11 July 2019 meeting, governors highlighted a number of items, which would be addressed as described below at a.-g.

**[Redacted]**

RESOLVED:

- a. That a report be considered by the board at its 21 November 2019 meeting concerning the results of the 2019 National Student Survey, including the actions that the university would be taking to address any issues that had been raised by students.
- b. **[Redacted]**
- c. That the Clerk's Office circulate to governors DMU's Scheme of Delegation, separately to the Financial Regulations, with the caveat that the scheme was being revised as part of the university's ongoing policy review.
- d. That the Clerk's Office introduce an 'actions list' that would allow governors greater visibility of actions arising from board meetings, and to allow these actions to be tracked to completion.
- e. That the Clerk's Office grant all governors access to the minutes of the board's subcommittees, via the university's Governance Portal (SharePoint), and governors would be notified when these were available to view.
- f. That the Clerk's Office submit a report to the 21 November 2019 meeting of the board concerning the procurement of software that would support the operation of board and sub-committee meetings.
- g. That the Clerk's Office ensure that governors were subscribed to the regular update emails provided by WonkHE.

### 005 Interim Chair's introduction

The Interim Chair of the Board provided updates on two items:

- i. **[Redacted]**
- ii. Advance HE Governance Conference 2019

On 28 November 2019, Advance HE would be holding a conference focussing on 'Professionalising Governance in Higher Education'. All governors were invited to attend.

RESOLVED:

That the Clerk's Office would circulate to governors following the meeting the details of the 2019 Advance HE Governance Conference.

## **006 Reports by subcommittee chairs**

The Chair of the Finance and Human Resources Committee provided an oral update on key items of business that had been discussed at its most recent meeting. The Chair of the Audit Committee had provided a written update in advance of the meeting and, in his absence, this was delivered to governors by the Interim Chair of the Board.

## **007 Board membership and remuneration**

The Interim Chair of the Board highlighted a number of items in relation to the membership of the board and its subcommittees:

- i. It was anticipated that the four co-opted governors would be promoted to independent governors ahead of the board's meeting on 21 November 2019.
- ii. Two governors had been approached regarding taking on the role of Chair of the Audit Committee and Chair of the Finance and Human Resources Committee respectively. A governor would also need to be identified to serve as the Chair of the Ethics Committee.
- iii. A volunteer was required to serve as the Interim Deputy Chair of the Board for a period of time until a permanent Chair of the Board was appointed.
- iv. A volunteer was sought to sit on the Trustee Board of the De Montfort Students' Union.

RESOLVED:

- a. That items i-iii be considered electronically by the Nominations Committee, prior to the 21 November 2019 meeting of the board.
- b. That Ms Diya Rattanpal's appointment as the student representative governor on the board, which had been approved between meetings, be noted.
- c. That a decision taken between meetings concerning governor remuneration be noted [007-BG191003-C].

## **008 Update on engagement with the Office for Students**

The Interim Vice-Chancellor (IVC) and Chief Operating Officer (COO) provided oral updates on recent engagements with the OfS. **[Redacted]**

## **009 Office for Students information request**

The IVC introduced a letter from the OfS requesting further information regarding the university's approach to degree classifications, and the university's subsequent response, which was submitted to the OfS by the deadline of 20 September 2019 [009-BG191003-F].

RESOLVED:

That the letter from the OfS, and the university's submission, be noted.

## **010 Office for Students – Access and Participation Plan**

The IVC introduced a letter from the Office for Students (OfS) [010-BG191003-G] confirming their approval of the university's Access and Participation Plan (APP).

This approval would last for a maximum of five years unless the university was expressly notified in writing that a new plan needed to be submitted during that period. **[Redacted]**

RESOLVED:

- a. That the letter from the OfS be noted.
- b. **[Redacted]**

**011 Board Effectiveness Review**

The Interim Chair of the Board asked for volunteers to serve on a steering group to help guide the board's forthcoming effectiveness review. It was anticipated that the group would hold up to four meetings, the first of which would take place on 7 October 2019.

RESOLVED:

That the Interim Chair and independent governors Professor Cownie, Mrs Pierson, and Mr Toner would serve on the steering group.

**012 Date of the next meeting**

The next meeting of the Board of Governors would be held at 10:00 on Thursday 21 November 2019 in the Trinity House boardroom, Leicester.

**013-019 Facilitated workshop session for governors and Executive Board members**

The Board of Governors were joined by co-opted members, and members of the Executive Board, for a facilitated workshop, which included the following items:

- i. A presentation from Mr Nick Hillman, the Director of the Higher Education Policy Institute, concerning the external context within the higher education system.
- ii. A presentation from the IVC concerning DMU's position within the higher education sector, including an analysis of its strengths, weaknesses, opportunities, and threats.
- iii. A group discussion reviewing DMU's mission and vision.
- iv. A group discussion exploring strategic choices for how the university might deliver its mission and vision.

Signed by the Interim Chair of the Board:

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Date:

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