

**ARTS UNIVERSITY PLYMOUTH  
MEETING OF BOARD OF GOVERNORS**

Date: Tuesday 28 March 2023  
Time: 10.00 am – Barns-Graham Room, Tavistock Place,

Present:	Dr Sue Brownlow	Chair
	Prof Paul Fieldsend-Danks	Vice-Chancellor
	Anna Corbett	Deputy Chair
	Margaret Campbell	Staff Member (Support)
	Mark Greaves*	Independent Member
	Tim Gundry	Staff Member (Academic)
	Andy Honey	Independent Member
	Fraizer James	Student Member (SUP)
	Ian Parry*	Independent Member
	Dame Janet Ritterman*	Independent Member
	Rachel Soundy	Independent Member
	Dr Ian Tunbridge	Independent Member
In attendance:	Nadyne Ebbens	Deputy Clerk
	Prof Stephen Felmingham	Pro Vice-Chancellor (Academic)
	Dr Robin Kirby	Registrar & Deputy Vice-Chancellor
	Jacqui Moore	Director of External Relations
	Rich Watson	Chief Operating Officer
	Liz Wiltshire-Meads	Clerk to the Corporation
By invitation:	Lynn Robinson	Advance HE External Consultant

\*Remote attendance via Google Meet

**CONFIDENTIAL MINUTES**

**BG/23/01 APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY**

The Chair also welcomed Lynn Robinson, Advance HE External Consultant, who was observing the meeting as part of the external governance review.

Apologies were received from Rachel Soundy, Governor. Joining the meeting remotely were Mark Greaves, Ian Parry, Dame Janet Ritterman and Rachel Soundy, Independent Members. Anna Corbett would be late to join the meeting.

There were no unregistered declarations of interest and the meeting was quorate.

The Chair also welcomed the Pro Vice-Chancellor (Academic) and the Director of External Relations as members of the Senior Leadership Team (SLT) who would be attending the Board going forward, and the Registrar & Deputy Vice-Chancellor to his first Board meeting.

The Chair, on behalf of the Board, recorded thanks to everyone involved in making the Graduation held on 26 March 2023 such a fabulous event.

## **BG/23/02 MINUTES OF PREVIOUS MEETING & SIGNING**

The Minutes of the previous meeting held on 22 November 2022 were considered to be a true and accurate record of proceedings.

**RESOLVED: That the minutes be approved for signature by the Chair.**

## **BG/23/03 ACTION TRACKER**

All actions were in progress, reported through the agenda, or included on the cycle of business with the completion date yet to be reached.

## **BG/23/04 STRATEGIC PLAN PRESENTATION**

The Vice-Chancellor gave a presentation on the development to date on the new Strategic Plan that would be presented to the Board at the Strategy Day on 12 May 2023 for approval.

Anna Corbett, Governor, joined the meeting.

The discussion was deemed to be confidential and was subject to a separate confidential minute.

The Chair thanked the Vice-Chancellor for his presentation and confirmed that the Board was looking forward to receiving the final content for approval at the Strategy Day.

## **BG/23/05 CONFIDENTIAL KEY REPORTS**

### **BG/23/05/1 Vice-Chancellor's Report**

This item was deemed to be confidential and was subject to a separate confidential minute.

### **BG/23/05/2 Confidential - Student Recruitment Update**

This item was deemed to be confidential and was subject to a separate confidential minute.

### **BG/23/05/3 Management Accounts to 28 February 2023**

This item was deemed to be confidential and was subject to a separate confidential minute.

## **BG/23/06 ACADEMIC ASSURANCE REPORTS**

### **BG/23/06/1 Academic Board Minutes**

The Minutes of the Academic Board meeting held on 8 March 2023 were introduced by the Vice-Chancellor and it was noted that the Minutes included the feed-in from key committees and that Academic Board had been joined by a number of colleagues, Keith Bartlett from Advance HE who was part of the team undertaking the external governance review, and by Sue Brownlow, Chair, and Andy Honey, Governor, who shared the observers role at the meeting. The

Executive Secretary to Academic Board was recording and collating feedback from Board observers which was very valuable.

The Teaching Excellence Framework (TEF), Self Assessment Report (SAR) and the Quality Improvement Plan (QIP) were discussed at the meeting. The student engagement and experience committee had looked at a whole institutional mental health strategy for staff and students, and the significant play through of Covid was noted.

In quality monitoring, reasonable adjustments were discussed, with a good practice model to support progression from pre degree to HE being developed.

A user friendly guide to the IP Policy would be produced alongside the IP Policy to be published and circulated to staff and students.

The Chair endorsed what had been reported and noted lots of constructive, in depth discussion. The Academic Board functioned well with a focus on things of importance to the board such as retention. There was important evidence that matters were being addressed by Academic Board, which was echoed by Andy Honey, Governor.

The discussion was deemed to be confidential and was subject to a separate confidential minute.

**Noted.**

BG/23/06/2 **Pre Degree Quality Monitoring Report**

The Registrar and Deputy Vice-Chancellor introduced the report and drew the Board's attention to the SAR and the QIP which had been scrutinised by the Academic Board at its meeting on 8 March 2023. The documents, although not statutory, were good practice and provided a framework for continual improvement. The SAR and QIP would be provided to Ofsted inspectors and demonstrated evidence of the University's culture of improvement.

The discussion was deemed to be confidential and was subject to a separate confidential minute.

**Noted.**

BG/23/06/3 **HE Quality Monitoring Report**

The discussion was deemed to be confidential and was subject to a separate confidential minute.

**Noted.**

BG/23/06/4 **Access and Participation Plan Annual Monitoring Report 2021/22**

The discussion was deemed to be confidential and was subject to a separate confidential minute.

**Noted.**

**BG/23/07 COMMITTEE MINUTES AND REPORTS**

BG/23/07/1 **GOVERNANCE REPORT.**

The Clerk introduced the report and noted that the recommendations came from the Nominations & Governance Committee that met on 20 February 2023.

**RESOLVED:**

- 1. To approve amendments to the Standing Orders and Code of Conduct;**
- 2. To approve the Senior Independent Governor role profile;**
- 3. To note the Strategy Day programme;**
- 4. To approve the Board's meeting schedule for 2023/24.**

BG/23/07/2 **Audit Committee Report: Confidential**

This item was deemed to be confidential and was subject to a separate confidential minute.

BG/23/07/3 **External Audit Tender Contract**

This item was deemed to be confidential and was subject to a separate confidential minute.

**To approve that Bishop Fleming be offered a three year contract, with capacity to extend up to 2028 with mutual agreement, for external audit services at the University commencing on 1 August 2023 until 31 July 2026 (to 31 July 2028 with mutual agreement.)**

BG/23/07/4 **Internal Audit Tender Contract**

This item was deemed to be confidential and was subject to a separate confidential minute.

**To approve that Uniac be offered a three year contract, with capacity to extend up to 2028 with mutual agreement, for internal audit services at the University commencing on 1 August 2023 until 31 July 2026 (to 31 July 2028 with mutual agreement.)**

BG/23/07/5 **Finance & Estates Report: Estates Update**

This item was deemed to be confidential and was subject to a separate confidential minute.

BG/23/07/6 **Committee Minutes**

The Board received the following Minutes and Confidential Minutes:

- **Nominations & Governance** - 20 February 2023;
- **Finance & Estates** - 28 February 2023; and
- **Audit** – 24 January & 7 March 2023.

The Chair noted the current recruitment drive for new governors and asked all members to share as widely as possible in terms of skills and diversity to ensure the advertisement reached as far and wide as possible.

**Received.**

BG/23/07/7 **SFG Terms of Reference**

The Clerk introduced proposed amendments to the terms of reference.

**RESOLVED: To approve the amendments to the SFG Terms of Reference.**

The staff and student members, Pro Vice-Chancellor (Academic), Director of External Relations and Advance HE External Consultant left the meeting.

**BG/23/08 PART II - RESTRICTED CIRCULATION ITEMS**

**BG/23/08/1 Restricted Confidential Minutes of Previous Meeting**

The Restricted Confidential Minutes of the previous meeting held on 22 November 2022 were considered to be a true and accurate record of proceedings.

**RESOLVED: That the minutes be approved for signature by the Chair.**

**BG/23/08/2 Confidential Minutes**

The Restricted Confidential Minutes of the SFG held on 18 January 2023 were noted.

**Noted.**

**BG/23/08/3 Restricted Confidential Item**

This item was deemed to be confidential and was subject to a separate confidential minute.

**BG/23/09 DATE OF NEXT MEETING**

Next Board of Governors meeting to be held on Tuesday 4 July 2023 at 10.00am.

The Strategic Planning Day was scheduled to take place on Friday 12 May 2023 from

There being no further business, the meeting closed at 12.55pm.

Approved..... Date.....  
Chair

Distribution: Board of Governors, Registrar & Deputy Vice-Chancellor, Chief Operating Officer, Clerk, Deputy Clerk.