

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

Date:	Tuesday 5 July 2022	
Time:	10.00 am – Barns-Graham Room, Tavistock Place	
Present:	David Noyce	Chair
	Sue Brownlow	Deputy Chair
	Paul Fieldsend-Danks	Vice Chancellor
	Anna Corbett	Independent Member
	Andy Honey	Independent Member
	Andrew Cooper-James	Staff Member
	Tim Jones	Independent Member
	Harriet Moore	Student Member
	Ian Parry	Independent Member
	Duncan Tringham	Independent Member
	Ian Tunbridge	Independent Member
Remotely via Google Meet:	Mark Greaves	Independent Member
	Emm Kwaan	Student Member
	Rachel Soundy	Independent Member
In attendance:	Nadyne Ebbens	Deputy Clerk
	Mark Taylor	Director of Finance
	Steve Trotter	Registrar
	Liz Wiltshire-Meads	Clerk to the Corporation
By invitation:	Dr Natalia Ernstman	Senior Lecturer MA Creative Education
	Sarah Hyatt	Head of Facilities (remotely)
	Fraizer James	Student Union President (remotely)
	Nicky Turvey	Sustainability & Facilities Officer
	Rich Watson	Chief Operating Officer (as of 11.07.22)

CONFIDENTIAL MINUTES

BG/22/25 WELCOMES, APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY

The Chair welcomed Rachel Soundy, Governor, Fraizer James, Student Union President, and Rich Watson, the new Chief Operating Officer (COO), to the meeting. Apologies were received from Dame Janet Ritterman, Independent Member, and from Mark Greaves, Independent Member, who had to leave at 11am. No unregistered declarations of interest were made and the meeting was quorate.

BG/22/26 MINUTES

BG/22/26/1 Minutes Of The Previous Meeting

The minutes of the previous meeting held on Tuesday 29 March 2022 were considered to be a true and accurate record of proceedings.

RESOLVED that the minutes be approved for signature by the Chair.

BG/22/26/2 Minutes Of The Previous Special Meeting

The minutes of the previous special meeting held on Friday 13 May 2022 were considered to be a true and accurate record of proceedings.

RESOLVED that the minutes be approved for signature by the Chair.

BG/22/26/3

Action Tracker

All actions were either complete, ongoing or the completion date had not been reached.

Ian Parry, Independent Member, joined the meeting.

BG/22/27**CLIMATE ACTION PRESENTATION**

Dr Natalia Ernstman, Senior Lecturer MA Creative Education, and Nicky Turvey, Sustainability & Facilities Officer, gave a presentation to the Board on climate action at the University. Sarah Hyatt, Head of Facilities, joined remotely.

Following questions and comments from Board members and further discussion it was noted that:

- a) the work being done within the University was excellent and was commended;
- b) today's students had increased interest in climate change and as such could feature prominently in future choices for new students;
- c) the influence of students in this subject was key and would be part of the solution as well;
- d) deliverability, including costs, needed to be balanced with ambition;
- e) small steps with energy bills and energy efficiencies was a good starting point;
- f) progress with Scope 3 emissions was an ambitious target;
- g) rapid gains could be made with collaborative working such as the district heating system and the Community Energy Company;
- h) climate change was an existential crisis and was more far reaching than energy and as such the ambition and drive should be to achieve the target by 2030 and be reflected in everything the University did;
- i) the University would be included in the People and Planet's University League next year where 55% of data was taken from the institution's website so the University should be one step ahead and make that data very clear on the website to ensure a good outcome;
- j) action on climate change was incredibly important for not only student recruitment but also for recruiting staff;
- k) positive action and a focus on what the University could do was key;
- l) it was critical to get the approach and actions right for the University with a refresh of the strategy and policy by the Executive in order to have an achievable approach and targets for the whole institution.

ACTION: VC to look into recommendations and update the Board at a future meeting.

KEY ITEMS

BG/22/28

CONFIDENTIAL ITEM

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

BG/22/29

CONFIDENTIAL ITEM

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

Mark Greaves, Independent Member, left the meeting.

BG/22/30

CONFIDENTIAL ITEM

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

BG/22/31 **CONFIDENTIAL ITEM**
This item was deemed to be confidential and was subject to a separate confidential minute.

BG/22/32 **CONFIDENTIAL ITEM**
This item was deemed to be confidential and was subject to a separate confidential minute.

BG/22/33 **Vice Chancellor's Report**
The Vice Chancellor (VC) introduced his report and noted that this was his first VC report as Arts University Plymouth and as such had a change of emphasis which included: the successful Title application; winning the WhatUni Student Choice Award for Small and Specialist Institutions; and a sharp focus on league table performance and accountability to stakeholders. The University had to live up to expectations which meant being really good at what the University did, with a particular focus on all the things the University did exceptionally well. There had been significant rises in the graduate outcomes data with 88% in work or further study. The University was adopting an increased emphasis on league tables with the recognition that demonstrating improved performance was critical.

The VC and Director of External Relations had attended the citywide initiative to help end Violence Against Women and Girls (VAWG) in Plymouth, with over 100 city leaders including our regional MPs in attendance. Arts University Plymouth had signed a pledge along with other organisations throughout Plymouth to help combat gender-based violence.

There had been a significant amount of press for the University in terms of the Title announcement.

(Redacted paragraph for confidentiality)

After its first year of success the new curriculum had produced a marked improvement in motivation and work of first year HE students. Development was also in progress to bring together learning and teaching in recognising the different learning that exists within the University community with respect to neurodiversity and students across a wide spectrum.

The Chair gave a collective thanks to the VC, the staff and the students for the incredibly positive report.

Noted.

BG/22/34 **CONFIDENTIAL ITEM**
This item was deemed to be confidential and was subject to a separate confidential minute.

BG/22/35 **Strategic Plan Update**
The VC introduced the report and noted that since the last iteration of a Strategic Plan there had been closures and programme changes, working with an existing model which had been successively amended. The development of a new strategy allowed the University to take stock in terms of delivery, affordability and sustainability, aiming to balance aspiration with pragmatism. Some development sessions had

already been held which had started with the Board's Strategy Day in May 2022. The plan would involve everyone within the University to be as inclusive as possible in the Strategic Plan development. The result needed to be measurable in order to be able to return actual data and a platform for growth, sustainably. The timeline included a staff focus group, an industry focus group, and a student focus group. The result aimed to be succinct, clear and actionable from which a plan could be built.

Following questions from Board members and further discussion it was noted that:

- a) the strategic plan was for the University as a whole to include Pre Degree alongside HE;
- b) the end result should provide a document that allowed the reader to get a sense of what the University would look like in five years time;
- c) (Redacted paragraph for confidentiality)
- d) wording was important and supporting entrepreneurialism would be an important component.

Noted.

BG/22/36

Chancellor Appointment Process Update

The Clerk introduced a potential process for the appointment of a Chancellor that had been discussed initially by the Nominations & Governance (N&G) Committee. The process was only a draft and would be considered more fully by the N&G Committee for Board approval at a later date.

Noted.

BG/22/37

CONFIDENTIAL ITEM

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

BG/21/37

Student Recruitment Update

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

BG/22/38

Pre Degree Report

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

BG/22/39

Chair and Deputy Chair Appointments

In line with the Standing Orders it was proposed that the Board formally appointed Sue Brownlow as its Board of Governors Chair for a two year term of office with effect from 1 August 2022 until 31 July 2024. It was also proposed that the Board formally appointed Anna Corbett as its Board of Governors Deputy Chair for a two year term of office with effect from 1 August 2022 until 31 July 2024.

RESOLVED: To appoint Sue Brownlow, as Chair of the Board of Governors, and Anna Corbet as Deputy Chair of the Board of Governors, both for a two year term of office from 1 August 2022 until 31 July 2024.

BG/22/40

MONITORING REPORTS

BG/22/40/1

Academic Board Minutes - 15 June 2022

The VC noted that participation as a member of Academic Board was fundamental, if Academic Board was to work effectively.

Noted.

BG/22/40/2

Annual Safeguarding Report & Policy Review

The Registrar noted that the Policy had been reviewed with only minor amendments

and no significant changes. The annual report had been taken through the Safeguarding Committee and Senior Leadership Team (SLT) and actions and priorities agreed for the next year.

In terms of in-programme support for HE students with additional needs, the HE learning disability team consisted of two members of staff based in Student Support coordinating additional support, with three inclusive learning assistants (an increase of one this year) working within and across HE courses providing in-programme support, mainly to those who require support (and were not eligible for Disabled Students' Allowance (DSA)), or were waiting for their DSA application to be approved and support to be put in place.

In both Pre degree and HE there had been an increase in the number of safeguarding cases that had arisen. There was also an increase in the numbers of students who had disclosed a disability, and an increase in the demand for programme support. Wellbeing sessions continued to be in high demand, with over 200 students seen, many with a number of interactions, and with the service continuing to include mindfulness and acupuncture. There had been a series of events for developing self-esteem in FE, and ongoing sessions online for a Mindfulness Meditation Group, plus a variety of further Mindfulness and Meditation sessions available to all (e.g. enrichment weeks, workshop Wednesdays, Induction week), plus Yoga classes.

Anna Corbett, Governor Lead for Safeguarding & Prevent, noted that she met with the Registrar at least on a termly basis and noted the huge amount of work being undertaken in the Safeguarding Team. Assurance had been secured, not just by being told, but by triangulating information from alternative sources such as information in the Students' Union Annual Report. The University's engagement with the Violence Against Women and Girls initiative was not only reported by the VC but also within the Safeguarding Committee. The HR team was also following up with all members of staff who had not completed the mandatory safeguarding training.

Following questions from Board members and further discussion it was noted that:

- a) reassurance could be taken from the report and verbal updates, that students were well cared for at the University;
- b) safeguarding was a limiting grade for Ofsted;
- c) the University surveyed Pre degree students at induction on perceptions of personal safety;
- d) the University also had a very strong Equality, Diversity & Inclusion (ED&I) Committee in place, that connected into Safeguarding;
- e) the Student Union President attended both the Safeguarding and ED&I Committees;
- f) areas of issue were being tackled in a joined up way, for example the SU had met to address student concerns such as how to guard against spiking of drinks;
- g) a lot of students said that the University was their safe place.

RESOLVED: to approve the Safeguarding Policy and to note the annual safeguarding report.

BG/22/40/3

Students Union Annual Report

The Student Union President presented her comprehensive report which outlined the work of the SU during the year which included data from the NSS and induction surveys, and photos of freshers. The new SUP was Fraizer James and outgoing SUP Harriet Moore was the new SU Manager. The SU had rebranded following gaining the University Title with a student consultation and in line with brand guidelines. Planning

was already underway for the next academic year with fresh ideas to increase the student experience and satisfy the expectations of a University SU.

Noted.

BG/22/41
BG/22/41/1

COMMITTEE REPORTS

Circulated Electronic Decisions For Ratification

The Clerk noted the decisions that were made remotely, for ratification by the Board.

RESOLVED to ratify the following decisions:

1. That the determination of the Board was reduced from eighteen to sixteen by reducing the Independent Members from eleven to nine;
2. The reappointment of Ian Parry and Mark Greaves, Independent Members, for a second term of office of four years until July 2026;
3. That Anna Corbett leaves the F&E Committee and joins the Audit, N&G, Employment and Remuneration Committees effective from August 2022;
4. The following Officer appointments for a period of two years from 1 August 2022 until 31 July 2024:
 - Ian Parry as Chair of Audit Committee,
 - Mark Greaves as Chair of Finance & Estates Committee,
 - Sue Brownlow as Chair of Nominations & Governance Committee,
 - Anna Corbett as Chair of Employment Committee, and
 - Anna Corbett as Chair of Remuneration Committee;
5. The appointment of Fraizer James as Student Governor for one year term of office from 1 August 2022 until 31 July 2023;
6. The appointment of Rachel Soundy as an Independent Member of the Board for a four year term of office from 5 July 2022 until 4 July 2026, and also to be appointed as a member of the Audit Committee;
7. The appointment of Nick Lewis, as an Independent Committee Member of the Audit Committee for a one year term of office from 5 July 2022 until 4 July 2023;
8. The inclusion of a student member within the membership of the Nominations & Governance Committee;
9. That Ian Tunbridge's appointment as a Co-opted Member under the University's Instrument of Government be changed to an Independent Member.
10. That Anna Corbett remain as the Lead Governor for Safeguarding;
11. That Ian Tunbridge be appointed as the Lead Governor for Pre-Degree.
12. The Cycle of Business for the Board for 2022/23.
13. Governor Development Programme 2022/23;
14. Audit Committee Terms of Reference amendments to paragraphs 3.5 and 3.6.

AUDIT COMMITTEE REPORTS

BG/22/41/2

CONFIDENTIAL ITEM

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

Noted.

BG/22/41/3

Confidential Prevent Annual Report Outcome Letter Received.

BG/22/41/4

OfS Access and Participation Plan Monitoring Outcome Letter 2020-21

The Board received the letter from OfS which confirmed that OfS had completed its monitoring of the 2020-21 to 2024-25 access and participation plan for Plymouth College of Art for the academic year 2020-21, with no matters for the University to address.

Received.

COMMITTEE REPORTS - FINANCE & ESTATES COMMITTEE

BG/22/41/4

Management Accounts to 30 April 2022

The Board received the management accounts which had been considered by the F&E Committee.

Received.

BG/22/41/5

Tuition Fees For Entry In Academic Year 2023/24

The Board received a recommendation from the F&E Committee to approve the Tuition Fees for 2023/24.

RESOLVED: To approve the following tuition fees:

- **home MA from £8,500 to £8,700**
- **Introduction of a sandwich year option at £1,250**
- **international undergraduate from £15,800 to £16,500;**
- **international MA from £15,800 to £16,500; and**
- **international pre degree to remain at £11,500**

BG/22/41/6

Students' Union Budget 2021/22

The Registrar presented the report which was recommended to the Board for approval by the F&E Committee, which had a slight increase by £5k. The income generated by the SU was well over target this year, some £17,500 against a target of £10,000, and was congratulated.

RESOLVED: to approve the allocation of funding totalling £75,000 to the Students' Union for 2022/23.

BG/22/41/7

Committee Minutes

The Minutes of the following Committees were received:

Nominations & Governance - 17 May 2022; **Audit** – 14 Jun 2022; and **Finance & Estates** – 3 May & 21 Jun 2022.

Received.

BG/22/41/8

Employment Committee Recommendation Statutory Policies: Bullying & Harassment; Grievance; and Redundancy

RESOLVED: to approve the following policies:

1. **PBH01 - Bullying and Harassment**
2. **PG01 - Grievance**
3. **PR01 - Redundancy**

BG/22/41/9

Restricted Confidential Minutes of Board Meeting - 29 March 2022

The Restricted Confidential Minutes of the Board Meeting held on 29 March 2022 were considered to be a true and accurate record of proceedings.

RESOLVED that the minutes be approved for signature by the Chair.

BG/22/42

AOB: GOODBYES & CHAIR'S RETIREMENT

The Chair recorded on behalf of the Board thanks to Duncan Tringham, Governor, who had served nine years on the Board (undertaking an extra year at the request of the Board) and also for his Chairing of the Audit Committee and noted that he would be missed.

The Chair recorded on behalf of the Board thanks to Harriet Moore, Student Governor, who had served two years on the Board and congratulated her for her new role within the University as SU Manager. The Chair also recorded thanks to Emm Kwaan,

Student Governor, for her all too short time on the Board since March.

The Chair noted that it was the Director of Finance’s last Board meeting; gave collective thanks for all the work done; the commendable straightness and professionalism with which he had reported to the Board and the excellent Board report summaries written.

The Deputy Chair noted that it was the Chair’s last Board meeting and recorded thanks on behalf of the Board and the University for his navigation with brilliance, calm and balance.

BG/22/43

DATE OF NEXT MEETING

Next Board of Governors meeting 10.00 am on Tuesday 11 October 2022. There being no further business, the meeting closed at 1pm.

Approved Date
Chair

Distribution: Board of Governors, Vice Chancellor, Chief Operating Officer (COO), Registrar, Clerk, Deputy Clerk.