

**TEESSIDE UNIVERSITY
BOARD OF GOVERNORS**

A Meeting of the Board of Governors was held on 1 February 2019.

Present: Mr A MacColl (Chair) Dr J Atkinson
Mr D Benson Mr P Booth OBE
Ms A Burns Professor P Croney
Mr J Cross Mr D Cooley
Mr J Hogg Professor P Jones
Ms S Kiddle Mrs H Page
Mr T Platt Mr A Richardson
Mr D Russell Mr S R Tonks
Ms C Vaughan Mr G Worsdale OBE

Apologies: Mr C J Fleetwood Mrs M Grieves
Mr N Johnson Ms S McArdle
Mr I Wardle

Officers: Ms J Amos Dr D Bell
Mrs H Cutting (Secretary) Professor S Hodgson
Mr M Page Professor M Simpson
Mrs V Stott Professor J Turner
Mrs S Thompson (Asst Secretary)

In

Attendance: Ms S Bales (for TU 3481)

The Chair welcomed, recently appointed Board Members, Mr Dean Benson and Ms Claire Vaughan to their first meeting of the Board along with Mrs Victoria Stott, recently appointed to the role of Head of Policy.

TU 3477 DECLARATIONS OF INTEREST

It was **NOTED:**

1. That no declarations of interest were made regarding matters on the Agenda.

TU 3478 VICE-CHANCELLOR'S REPORT

It was **NOTED:**

[FOI Exempt - Prejudicial to Commercial Interests and Personal Information]

TU 3479 MINUTES

It was **AGREED**:

1. To approve, as an accurate record, the minutes of the AGM and the Ordinary meeting held on 16 November 2018.

TU 3480 STUDENT RECRUITMENT

It was **NOTED**:

[FOI exempt – Prejudicial to Commercial Interests],

TU 3481 RESEARCH STRATEGY

The Chair welcomed Ms Steph Bales, Director of Research & Innovation presenting alongside the PVC (Research & Innovation)

It was **NOTED**:

1. That Members received a presentation on the Teesside 2025 Research Strategy and its strategic focus, including a review of highlights during 2017/18:

[FOI exempt – Prejudicial to Commercial Interests],

2. That progress enablers to date include:

Thematic Grand Challenges
Academic promotions pathways and role expectations
Research & Innovation Services
Researcher development and research leadership programme
Development of new research web pages and research portal
Athena Swan Bronze Award

3. That work continues towards a 10 year strategy with the University's mission being: "Through education enriched by research, innovation, and engagement, we transform lives and economies".

4. That the presentation was welcomed as being informative and facilitated discussion on this key strategy, giving Members an understanding of the priorities of research at Teesside University.

TU 3482 REVENUE BUDGET MONITORING 2018-19 – UPDATE NO 2

1. That the financial forecasts (2018-2023) were approved by the Board at its meeting in July 2018.
2. That this report updates the 2018/2019 estimates to reflect the latest 2018 student recruitment cycle and its impact on tuition fees and other significant variations.
3. That Members have been provided with a revised Income and Expenditure account and analysis of income.

It was **AGREED**:

- 4 To endorse the Revenue Budget Monitoring 2018-19 Update No 2.

TU 3483 CAPITAL AND ESTATES PROGRAMME 2018/19 – UPDATE NO 2

It was **NOTED**:

1. That the Capital Budget 2018/19 and Estates Programme 2018-23 were approved by the Board at its meeting in July 2018.
2. That an overview of the 2018/19 position in respect of the Capital and Estates programme for the period to 30 November 2018 has been provided to Members.

TU 3484 BREXIT – UPDATE ON THE IMPLICATIONS AND MITIGATIONS FOR UNIVERSITIES

It was **NOTED**:

1. That the Board has been provided with an update on the implications and mitigations for the sector and the University associated with the outcome of Brexit.
2. That key priority areas currently being addressed by the University include:

EU Students and Staff

Supply chain: ensuring continuity of the supply of goods and services (particularly business critical)

EU Funding: Innovate Tees Valley ERDF-funded projects and Horizon 2020 research projects

3. That University managers will continue to keep abreast of the Brexit implications through participation in conferences and webinars, updates from UUK and other sector bodies, as well as briefings from specialists.

TU 3485 CONTRACT AWARD – FACILITIES MANAGEMENT

It was **NOTED**:

1. That, following an Open Procurement Process, the Board is asked to approve a contract award to **[FOI exempt – Prejudicial to Commercial Interests]**, for the provision of facilities management services (FMS) to the University.
2. That the evaluation criteria was based on a split of **[FOI exempt – Prejudicial to Commercial Interests]**, with the Contract being awarded to the highest ranked supplier as shown in tender evaluation evidence.

It was **AGREED**:

3. To approve award of the Contract to **[FOI exempt – Prejudicial to Commercial Interests]**, for an initial period of 3 years with the option to extend annually for a maximum of 4 x 12 month periods after the initial period, giving an overall potential award to the value of **[FOI exempt – Prejudicial to Commercial Interests]**, over a 7 year period.

TU 3486 ACCESS & PARTICIPATION PLAN PROGRESS UPDATE AND OFS REGISTRATION

It was **NOTED**:

1. That Members have received an update on the Office for Students (OfS) Access Agreement (AA) monitoring return for 2017/18, and the conditions of OfS registration.
2. That, within the confirmation of the University's registration with the OfS, enhanced monitoring requirements relating to Condition B3: Quality and Standards, were imposed namely:
 - Professional employment or progression to postgraduate study for PGCE and postgraduate taught master students
 - Continuation rates for students studying part-time postgraduate taught masters courses
3. That enhanced monitoring is implemented '*where the OfS considers it necessary to mitigate an increased risk that a provider may breach an ongoing condition of registration.*'
4. That submission of the actions being taken to address the enhanced monitoring requirements have been made to the OfS and confirmation is expected in Spring 2019 as to whether the planned actions are sufficient.

TU 3487 STUDENT CONTINUATION/PROGRESSION AND RETENTION UPDATE

It was **NOTED**:

1. That the PVC for Learning & Teaching presented an update to the Board on the out-turn of two significant University KPIs for 2017/18, namely Student Completion and Student Continuation.
2. That University KPI 1 – Student Completion Rate – shows a positive change in completion rate for 2017/18, compared to the previous year **[FOI exempt – Prejudicial to Commercial Interests]**,
2. That University KPI 5 – Non Continuation – tracks full-time UK-domiciled degree students at the start of their studies and looks at whether they have qualified (i.e. achieving a recognised HE level qualification) or are still in Higher Education one year later. The KPI records the % of those who did not qualify or are not continuing.
3. That KPI 5 **[FOI exempt – Prejudicial to Commercial Interests]**. Individual School performance against this KPI was also noted and it was further noted that the base data includes students studying on a degree with foundation year (Year 0) which, in general, has a poorer progression rate causing a negative impact on the out-turn of this KPI.
4. That further updates relating to the portfolio for the Pro Vice-Chancellor (Learning & Teaching) include:
 - TEF Year 4 application submitted with results being announced in June
 - Semester 1 module evaluation being completed with over 30,000 module reflections being distributed to students
 - National Student Survey campaign being underway
 - Open Distance Learning (ODL)
 - STC project on track
 - Online promotion of the new ODL offer to commence in February
 - Successful L&T consultation event held in January with feedback being used to develop L&T strategy 2025

TU 3488 CORPORATE PERFORMANCE REVIEW – PERIOD 4 – 2018/19

It was **NOTED**:

1. That Members have been provided with the Period 4 Corporate Performance Report for 2018/19.
2. That the report covers the period 1 August 2018 to 30 November 2018, providing performance to date and forecast outturn information.

**TU 3489 ESTATES RELATED LEGISLATIVE COMPLIANCE/BUILDING INSPECTIONS
UPDATE – 2018**

It was **NOTED**:

1. That Members have been provided with the Estates Related Legislative Compliance/Inspections Update 2018, reflecting annual progress relating to compliance in this area.

TU 3490 STUDENTS' UNION 2018/19 – UPDATE NO 2

It was **NOTED**:

1. That it is a condition of the block grant from the University that the Students' Union presents periodic financial records to the Resources Committee for consideration and also presents year-end financial statements to the Board.
2. That the report provides information relating to the SU financial outturn for the year ended 31 July 2018, and the associated Statement of Accounts.

TU 3491 HR MANAGEMENT ANNUAL REPORT 2017/18

It was **NOTED**:

1. That Members have received the HR Management Annual Report 2017/18 providing details of the changes to the staffing profile over the last year, and the trends in staffing changes since 2014.
3. That the Report highlights a number of major developments and achievements during 2018 which include:
 - Investors in People Gold Accreditation – achieved for the third time in succession
 - Roll out of the new Professional Development and Planning Review (PDPR) Scheme to all staff
 - New School and Department Workforce Plans
 - New Values Behavioural Framework
 - Relaunch of an enhanced suite of Leadership and Management Development Programmes – designed to equip all managers to effectively support the University's change agenda and manage their staffing resources more effectively.
3. That the University's diversity profile continues to improve and particular highlights include an increase in the number of ethnic minority staff appointed to the University, maintaining the University's position as the employer of the highest percentage of ethnic minority staff at 12.9% in the local region.

4. That, to address the levels of sickness absence, the following actions are in progress and are anticipated to have a positive impact in helping to reduce the number of cases across future reporting periods:
 - (a) a new Health and Wellbeing Strategy is being finalised in order to address support for staff suffering from stress and mental health conditions;
 - (b) proposed changes to the Sickness Absence Management Policy will be presented to the forthcoming People and Organisational Development Committee (POD) which include earlier intervention for managing long-term sickness absence and a change to the trigger points for short-term sickness absence.
5. That the report covers the large number of restructures and staffing changes that have been implemented during 2018, enabling streamlining of key processes in the central support functions.
6. That changes in the Schools have included more appropriate alignment of the subjects delivered enabling more effective use of specialist facilities and less duplication in programme delivery.
7. That the development of the current Workforce Plan includes the first stage of a strategic approach to succession planning and will be presented to a future meeting of POD and, subsequently, the Board.
8. Following presentation to POD, a strategy on how we will stand out in the next five years will be presented to a meeting of the Board during 2019.

TU 3492 ACADEMIC BOARD – 24 OCTOBER 2018

It was **NOTED**:

1. That Members have been provided with the Minutes from the meeting of the Academic Board held on 24 October 2018.

TU 3493 RESOURCES COMMITTEE – 22 JANUARY 2019

It was **NOTED**:

1. That the Committee considered:
 - 1.1 TRAC (Transparent Approach to Costing)
 - 1.2 TRAC for Teaching Return
 - 1.3 Revenue Budget Monitoring Report 2018/19 - Update No 2
 - 1.4 Treasury Management Annual Report 2018/19 - Update No 2
 - 1.5 Corporate Performance report – Period 4 – 2018/19
 - 1.6 Pension Strategy Options
 - 1.7 Insurance Arrangements
 - 1.8 Financial Scenario Planning and Stress Testing

- 1.9 Capital and Estates Programme Monitoring 2018/19 – Update No 2
- 1.10 Students' Union 2018/19 – Update No 2

TU 3494 PRO VICE-CHANCELLOR PORTFOLIO UPDATES

It was **NOTED**:

- 1. That Members have received an update report on the key activities carried out by the portfolio of each Pro Vice-Chancellor, highlights of which include:

- 1.1 Pro Vice-Chancellor (Learning & Teaching)

- TU 3487 refers

- 1.2 Pro Vice-Chancellor (Enterprise & Business Engagement)

[FOI Exempt - Prejudicial to Commercial Interests and Personal Information]

- 1.3 Pro Vice-Chancellor (Research & Innovation)

- TU 3481 refers

- 1.4 Pro Vice-Chancellor (International)

[FOI Exempt - Prejudicial to Commercial Interests]

TU 3495 STUDENTS' UNION BRIEFING

It was **NOTED**:

1. That the Students' Union continues to support students across the University and highlights so far for 2018/19 academic year include:
 - Increased footfall continues within the Students' Union
 - Semester One exams taking place in The Hub
 - Winter Open Days
 - Health student uniform fittings
 - SU Student Support enquiries increasing in both numbers and complexity
 - Nightline service about to commence
 - New campaign about to be launched: 'Don't drop out, drop in'
 - 1,500 students so far having joined clubs and societies
 - TUSU Premium results showing a strong correlation between the SU involvement and higher progression/continuation rates
 - Student engagement continues with SU on Tour enabling over 1,200 face-to-face meetings
 - 'Our Impact 2018' report about to be distributed

TU 3496 SCHEDULE OF MEETINGS & EVENTS

It was **NOTED**:

1. That the following times have been scheduled for meetings of the Board:
 - Friday 29 March 2019
 - Friday 24 May 2019
 - Friday 12 July 2019
 - Friday 27 September 2019
 - Friday 22 November 2019
 - Friday 31 January 2020
2. That the Summer Graduation Ceremonies for 2019 will take place on Campus, from Monday 15 July 2019 to Friday 19 July 2019.

TU 3497 ANY OTHER BUSINESS

Appointment of Internal Auditors

It was **NOTED**:

[FOI exempt – Prejudicial to Commercial Interests],