

**TEESSIDE UNIVERSITY
BOARD OF GOVERNORS**

A meeting of the Board of Governors was held on 22 September 2017.

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| Present: | Mr A MacColl (Chair) Mr P Booth OBE Mr R Cuffe Mr J Cross Mr J Hogg Dr K Gillen Ms H Page Ms A Preston Mr S R Tonks | Mr M Atkin Mr D Cooley Professor P Croney Mr C Fleetwood Ms S Khan MBE Ms S Kiddle Mr T Platt Mr D Russell Mr G Worsdale |
| Apologies: | Ms J Amos Mr R Bloom Professor P Jones Professor J Turner OBE | Dr J Atkinson Ms A Burns Ms S McArdle Mr I Wardle |
| Officers: | Dr D Bell Mrs H Cutting (Secretary) Professor M Simpson | Professor S Hodgson Mr M Page Mrs S Thompson (Asst Secretary) |

The Chairman welcomed Ms Amy Preston, Vice-President, Activities to her first meeting of the Board.

TU 3285 DECLARATIONS OF INTEREST

It was **NOTED**:

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

TU 3287 CHAIRMAN'S REPORT

It was **NOTED**:

1. That the Chairman welcomed Dr Kate Gillen to her first meeting as the Academic Board Representative on the Board of Governors.

TU 3286 GRESHAM MASTERPLAN - PRESENTATION

[FOI exempt – Personal Information]

It was **NOTED**:

1. That, Members received an outline presentation relating to a development strategy by Middlesbrough Council relating to the creation of a Student Village to be situated in the Gresham area of the Town.
2. That there are a number of options available to the University in relation to student accommodation.

3. That the proposed Student Village provision has the potential to include:
 - Gateways from both Linthorpe Road, and Hartington Road/Borough Road.
 - 450 student bed spaces
 - Food retailing
 - Car-parking
 - Hub:
 - Management Operations Centre
 - Health/Wellbeing
 - Café/Bar
 - 24 hour security
 - Sub-station
4. That Middlesbrough Council has a Masterplan in place for eventual housing which will surround the Student Village (Phase 2).
5. That the scheme will improve the student experience (particularly for International students).
6. That students will be given an offer of a 3 year tenure.
7. That advice will be sought from various agencies in relation to positive University/student engagement with the local community.
8. That a number of options are available, including a proposed fixed term lease against the 450 bed spaces

It was **AGREED:**

9. To create a working group chaired by Paul Booth, as Chair of the LEP, to progress further discussion with stakeholders in relation to the Gresham development.

TU 3287 MEMBERSHIP

It was **NOTED:**

1. That Matthew Atkin has recently resigned as President of the Students' Union.
2. That the Students' Union has determined that Tom Platt, Vice-President Education, will act as interim President and will take over the President's seat on the Board for the remainder of the current academic year (or until an earlier permanent solution is confirmed).
3. That, it is proposed that Amy Preston, Vice-President Activities, will take up the second seat for the Students' Union on the Board for the remainder of the current academic year (or until an earlier permanent solution is confirmed).

It was **AGREED**:

4. To confirm the appointment of Tom Platt and Amy Preston in the roles and duration set out above.

TU 3288 VICE-CHANCELLOR'S REPORT

It was **NOTED**:

[FOI Exempt - Prejudicial to Commercial Interests]

TU 3289 MINUTES

It was **AGREED:**

1. To approve, as an accurate record, the minutes of the meeting held on 7 July 2017.

TU 3290 WORKPLAN for 2017/18

It was **NOTED:**

1. That Members have been provided with an Annual Work Plan for 2017/18 which is intended to give reassurance that the Board is fulfilling its remit as well as being a recommendation from the recent Board Effectiveness advisory review undertaken by PWC.
2. That it is helpful for Members to have an awareness of the time element that should be afforded to the larger Corporate Strategy/themed items.

It was **AGREED:**

3. To approve the proposed Work Plan for 2017/18.

TU 3291 CAPITAL AND ESTATES PROGRAMME MONITORING UPDATE NO 1

It was **NOTED:**

1. That the Members have been presented with the Capital and Estates Programme Monitoring Update No 1 for the 2017/18 financial year.
2. That the report has been considered and endorsed by the Resources Committee at its meeting on 4 September 2017.
3. That major business cases have been provided in order to seek approval for expenditure on a number of Masterplan projects.

Student Life Building

4. That the proposed Student Life Building will be a student-led central service, enabling student access to information, development and support.
5. That a careers and employment centre will be integral to the facility.

6. That the proposed new building will be located on the current site of Centre House and part of the Tower car park, in parallel with the Student Centre and facing into the Campus Heart.
7. That the University will explore, with the Students' Union the complementary services that will be accessed via the Student Life Building.

The Business School

8. That, in the long-term, and subject to student number growth, the Business School will require a substantial new-build facility.
9. That, in the short to medium-term, following its recent establishment as a stand-alone School, there is need to provide dedicated and branded space.
10. That the Masterplan proposes the relocation of the Business School facilities, into the space vacated in the existing Student Centre, following completion of the Gazette Building.
9. That, in order to complement the Student Life project, re-cladding/glazing of the east and west elevations of the Student Centre is proposed to enhance the appearance of the building.
10. That Members were reassured that the cladding materials to be used reach a high fire safety standard.

Woodlands Student Residences

11. That in order to facilitate the required significant improvement in the quality of University residential accommodation on campus, Woodlands is a priority.
12. That the development of new residential accommodation on the Woodlands site will represent the first phase of the potential expansion of the University residential estate to support growth and the shift towards recruitment of more students from outside the Tees Valley.
13. That this key project will be developed in two phases, subject to student demand and that the first phase will include the construction of a new accommodation block on the Woodlands Car-Park, enabling the provision of circa 180 bed spaces.

It was **AGREED:**

14. To approve **[FOI exempt – Prejudicial to Commercial Interests]**, of expenditure to:
 - 14.1 Design and construct the Student Life Building
 - 14.2 Appoint Willmott Dixon under the Scape National Construction Framework to design and construct the Student Life Building

15. To approve **[FOI exempt – Prejudicial to Commercial Interests]**, of expenditure to:
 - 15.1 Proceed with the refurbishment and recladding of the Student Centre to house the Business School
 - 15.2 Appoint Willmott Dixon, under the Scape National Construction Framework, to undertake the refurbishment and recladding of the Student Centre.
16. To approve **[FOI exempt – Prejudicial to Commercial Interests]**, of expenditure for the design and construction of the first phase of the Student Accommodation Village at Woodlands and to authorise the Chairman to appoint contractors, as appropriate, following conclusion of the relevant procurement processes.

TU 3292 POLICY & GUIDANCE ON THE ACCEPTANCE OF DONATIONS

It was **NOTED**:

1. That Members have been provided with a new Policy and Guidance on the Acceptance of Donations.
2. That Teesside University is a charitable institution with its objective to further higher education.
3. That the University is free to accept donations and to fundraise, but has an obligation to responsibly handle philanthropic support from individuals and companies who wish to support its charitable objectives.
4. That the policy sets out the University's practice and applies to the solicitation, fundraising and acceptance of donations by, or on behalf of, the University and has a dedicated philanthropic fundraising team based in the Department of Student Recruitment and Marketing that facilitates donations to the University.
5. That a Development and Philanthropy Working Group gives objective advice and strategic leadership on all fundraising matters.

It was **AGREED**:

6. To approve the Policy and Guidance on the Acceptance of Donations, subject to any minor amendments and to note the proposal to undertake an annual review of the Policy and to approve the University Secretary, in consultation with the Chair of Resources Committee and Chair of the Board of Governors, to make any minor amendments or housekeeping updates to the policy and guidance.

TU 3293 REVIEW OF DELEGATION AUTHORITY OF THE ACCOUNTABLE OFFICER

It was **NOTED**:

1. That the Board, at its meeting in July 2015, acknowledged Professor Croney delegated authority to act as Accountable Officer for the Institution for the

purpose of the Memorandum of Assurance and Accountability (MAA) with HEFCE.

2. That it is a requirement of the CUC Code of Governance for Higher Education that the Board of Governors keeps under regular review the delegated authority of the Accountable Officer.
3. That the Accountable Officer is also personally responsible to the governing body for ensuring compliance with MAA and for providing assurances to this effect to HEFCE.

It was **AGREED:**

3. To re-confirm the delegated authority of the Vice-Chancellor and Chief Executive as the Accountable Officer for the purpose of the MAA with HEFCE, following consideration of the requirements of the MAA.

TU 3294 PRO VICE-CHANCELLOR – “UPDATES”

It was **NOTED:**

1. That Members received an update report on the key activities carried out by the portfolio of each Pro Vice-Chancellor:
 - Pro Vice-Chancellor (Teaching & Learning)
 - HEA’s Global Teaching Excellence Award finalist
 - Final phase of the Library Refurbishment nearing completion
 - Student Portal is now live
 - Prince’s Trust Get Ahead course well attended and commended
 - University shortlisted for Times Higher Education Award for Excellence and Innovation of the Arts
 - Pro Vice-Chancellor (Enterprise & Business Engagement)
 - National Horizons Centre
 - Centre for Professional and Executive Development
 - Degree Apprenticeships
 - Tees Valley’s first Venturefest innovation festival for business
 - University shortlisted for The Duke of York Award for University Entrepreneurship
 - Pro Vice-Chancellor (Research & Innovation)
 - Research Excellence Framework (REF) in 2021
 - Changes to Professorial criteria and expectations
 - Creation of a working group to develop next stage of Research Strategy
 - Pro Vice-Chancellor (International)
 - KPI16 – Increase International Students on Campus
 - KPI 17 – Increase Transnational Education Income
 - KPI 18 - Improve Student Performance
 - KPI 19 – Improve Student Satisfaction

2. That the Pro Vice-Chancellor (Learning & Teaching) will provide Members with a report on the direction of mima at a future meeting of the Board to be held at mima.

TU 3295 RISK MANAGEMENT FRAMEWORK (and POLICY) 2017/18

It was **NOTED**:

1. That Members have been provided with an annually updated Risk Management Framework, reviewed by the University Executive Committee, prior to submission to the Audit Committee for consideration and endorsement at its meeting held on 13 September 2017.
2. That some minor amendments have been proposed which continue to provide the over-arching framework for the management of risk within the University.

It was **AGREED**:

3. To approve the Risk Management Framework (and Policy) 2017/18.

TU 3296 STRATEGIC RISK MANAGEMENT UPDATE NO 1

It was **NOTED**:

1. That Members have been provided with an update on Strategic and Operational Risk Management activity which was endorsed by the Audit Committee at its meeting on 13 September 2017.
2. That, following review, a small number of amendments to the Risks have been included in the Register.
3. That Schools and Service Departments have reviewed their operational risk registers.
4. That the Risk Management process is a fluid and dynamic process which is embedded across the University.

It was **AGREED**:

5. To approve the Strategic Risk Management Update No 1.

TU 3297 NATIONAL STUDENT SURVEY

It was **NOTED**:

1. That Members have been provided with a briefing on the recent NSS results.
2. That Teesside University has scored **[FOI exempt – Prejudicial to Commercial Interests]**, for 'Overall Satisfaction' in the 2017 National Student Survey (down from **[FOI exempt – Prejudicial to Commercial Interests]**, in 2016). The overall University average for 'Overall Satisfaction' is **[FOI exempt – Prejudicial to Commercial Interests]**.

3. That 10 subject areas scored over **[FOI exempt – Prejudicial to Commercial Interests]**, with the following three subject areas scoring 100% Overall Satisfaction:
 - Accounting
 - Drama
 - Medicine (Dentistry)
4. That, in relation to the NSS areas in the (current) Teaching Excellence Framework (TEF), the following outcomes were achieved (against the national average):
 - the teaching on my course – **[FOI exempt – Prejudicial to Commercial Interests]**,
 - academic support – **[FOI exempt – Prejudicial to Commercial Interests]**,
 - assessment and feedback – **[FOI exempt – Prejudicial to Commercial Interests]**,
5. That the University continues to consult with the Students' Union to continuously identify areas for improvement and to improve communications to students in relation to the NSS.

TU 3298 STUDENT RECRUITMENT UPDATE

It was **NOTED**:

[FOI Exempt - Prejudicial to Commercial Interests]

TU 3299 FIRE SAFETY UPDATE

It was **NOTED**:

1. That Members have received a further update on the review of the fire safety and subsequent works in response to the Grenfell fire disaster.
2. The University followed the guidance issued by the Department for Communities and Local Government (DCLG) and, in conjunction and close cooperation with

Cleveland Fire Brigade, undertook extensive investigations on Central Halls, the University's only high-rise residential accommodation block.

3. That, whilst Central Halls was the highest priority property for immediate action, a full analysis of fire safety across the whole University estate has been undertaken to follow the Legislative Compliance update provided to the Board at the meeting in July 2017. This review identified the need to carry out further investigatory works into the exact nature of some of the exterior cladding on other buildings and to establish the integrity of internal fire compartmentation.
4. That four key areas for action have been identified.
5. That a further detailed report on progress will be provided to the next meeting of the Resources Committee, and the Board will continue to be updated.

TU 3300 HEFCE'S ACCOUNT DIRECTOR TO HIGHER EDUCATION INSTITUTIONS FOR 2017-18 FINANCIAL STATEMENTS

It was **NOTED**:

1. That Members have been provided with a report on the HEFCE Accounts Direction to Higher Education Institutions for 2017-18 Financial Statements.
2. That, each year, HEFCE issues and Accounts Direction letter setting out its requirements for the following year's financial statements.
3. That the University received the Accounts Direction for 2017-18 in July 2017, and that HEFCE recommends that Resources and Audit Committee members are provided with a copy of the associated circular letter.
4. That HEFCE funded HEIs and their external auditors must comply with the annual Accounts Direction.
5. That the financial statements for the University have, and will continue to, comply with the requirements.

TU 3301 HEFCE MEMORANDUM OF ASSURANCE AND ACCOUNTABILITY BETWEEN HEFCE AND INSTITUTIONS

It was **NOTED**:

1. That Members have been provided with a detailed summary of the changes made to Part 1 of the Memorandum of Assurance and Accountability (MAA) with effect from 1 August 2017.
2. That the MAA sets out the formal relationship between HEFCE and the institutions it funds and their governing bodies and accountable officers.
3. That it reflects HEFCE's responsibility to provide annual assurance to Parliament that:

- funds provided to the University are being used for the purposes for which they were given
- risk management, control and governance in the HE sector is effective
- value for money is being achieved.

TU 3302 PRESIDENT'S ITEMS

It was **NOTED**:

1. The Students' Union have an exciting line-up of events for Freshers Fortnight.
2. That Students' Union on Tour, the nationally respected engagement system, has been refreshed and will continue to give students the opportunity to give valuable feedback on their experience at Teesside University.
3. That the Students' Union will engage closely with the University Executive to follow up on the scores afforded to NSS 2017, and to work to enhance these scores for the 2018 NSS.
4. That the Students' Union was in the top 20% of the NSS, as well as winning a further Gold Best Bar None award, as well as being in the top 10% of the Whatuni ratings.
5. That many student campaigns will be launched during and after Freshers Fortnight.

TU 3303 RESOURCES COMMITTEE – 4 September 2017

It was **NOTED**:

1. That the Committee has considered:
 - 1.1 The HEFCE Memorandum of Assurance and Accountability
 - 1.2 HEFCE's Accounts Direction to Higher Education Institutions for 2017-18 Financial Statements
 - 1.3 Treasury Management 2016/17 Update No 5
 - 1.4 Students' Union 2016/17 Update No 5
 - 1.5 Students' Union Superannuation Scheme Valuation Summary
 - 1.6 Capital and Estates Programme 2017/18 Monitoring Report No 1
 - 1.7 Terms of Reference
 - 1.8 Committee Work Plan
 - 1.9 Gift Acceptance Policy & Guidance
 - 1.10 Spin Out Companies:
 - Hot Coatings Ltd
 - Dynamic Motion Detection Ltd

TU 3304 AUDIT COMMITTEE – 13 September 2017

It was **NOTED**:

1. That the Committee has considered:
 - 1.1 Risk Management Framework 2017/18 Update

- 1.2 Strategic Risk Management Update
- 1.3 Assurance Framework Update
- 1.4 International Compliance
- 1.5 Risk and Internal Control Assurance Update
- 1.6 Internal Audit
- 1.7 Monitoring of Internal & External Audit Recommendations
- 1.8 Terms of Reference
- 1.9 Committee Work Plan
- 1.10 Policy Framework
- 1.11 Updated Mapping against the CUC Higher Education Code of Governance
- 1.12 General Data Protection Regulation (GDPR) Update
- 1.13 The HEFCE Memorandum of Assurance and Accountability
- 1.14 HEFCE's Accounts Direction to Higher Education Institutions for 2017-18 Financial Statements
- 1.15 Cyber Security Update

TU 3305 SCHEDULE OF MEETINGS & EVENTS

It was **NOTED**:

1. That the following times have been scheduled for meetings of the Board:
 - Friday 17 November 2017
 - Friday 26 January 2018
 - Friday 23 March 2018
 - Friday 25 May 2018
 - Friday 6 July 2018
 - Friday 28 September 2018
 - Friday 16 November 2018
 - Friday 25 January 2019
 - Friday 29 March 2019
 - Friday 24 May 2019
2. That, the summer Graduation Ceremonies for 2018 will take place on Campus from Monday 16 July 2018, to Friday 20 July 2018.

TU 3306 DEVELOPMENT SESSION

It was **NOTED**:

1. That, the meeting was concluded with a Development Session relating to the following:
 - 1.1 **Prevent**

Members received a presentation/training relating to Prevent Duty carried out by Mr Nigel Lund, Regional Prevent Coordinator (DfE).
 - 1.2 Under the Counter Terrorism and Security Act 2015 ('the Act') relevant higher education bodies (RHEBs) must have due regard to the need to

prevent people from being drawn into terrorism. This is known as the Prevent duty.

- 1.3 The aim of the Prevent strategy is to reduce the threat to the UK from all forms of terrorism by stopping people becoming terrorists or supporting terrorism.
- 1.4 Implementation of the duty is annually monitored by HEFCE.
- 1.2 **Delivering Teesside 2020 - Academic Strategy and Portfolio Review – including:**
 - Teesside 2020 Vision
 - Academic Strategy Success to Date
 - Academic Challenges
 - Portfolio Development
 - Demographic Downturn
 - Market Share
 - Key Areas of Strength/Focus
 - Future Facing Learning

and that, arising from this presentation, a café session was held enabling discussion around the following:

- Future Facing Learning
- Decline nationally of the Demographics of 18/19 year olds and more acutely in the Tees Valley in the next five years
- Better alignment of our academic offer with external drivers such as the UK industrial Strategy and/or Regional Economic Strategy