

**TEESSIDE UNIVERSITY
BOARD OF GOVERNORS**

A meeting of the Board of Governors was held on 23 March 2018.

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

In

Attendance: Mrs L Woods (for TU 3370)

TU 3366 DECLARATIONS OF INTEREST

It was **NOTED**:

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

TU 3367 VICE-CHANCELLOR'S REPORT

It was **NOTED**:

1. **[FOI EXEMPT - PREJUDICIAL TO COMMERCIAL INTERESTS]**

MINUTES

TU 3368 It was **AGREED**:

1. To approve, as an accurate record, the minutes of the meeting held on 26 January 2018.

TU 3369 **INTERNATIONAL STRATEGY – PRESENTATION**

It was **NOTED**:

[FOI EXEMPT - PREJUDICIAL TO COMMERCIAL INTERESTS]

TU 3370 GRADUATE EMPLOYABILITY – PRESENTATION

It was **NOTED**:

1. That Members received a presentation from Mrs Laura Woods, Director of Academic Enterprise, giving an update on developments relating to the Student Future Strategy: Graduate Employability.
2. The Strategy priorities include delivery of:
 - An institutional culture
 - Work-related experience for every full-time undergraduate student
 - Enterprise skills and experience
 - Work-ready skills in the curriculum
 - Postgraduate futures
3. That overall progress in relation to Graduate Employability KPIs continue to improve.
4. That actions to date include:
 - Reed/NCFE supporting graduates into employment
 - Student Future team in place, incorporating careers, volunteering and graduate enterprise
 - Employability (and KPIs) a part of strategic portfolios in Schools
 - Wider and targeted employer relationships
 - Strong collaboration with the Students' Union
 - Schools engagement in enterprise Launchpad
5. That Benchmarking and Data exercises include:
 - Registration Questionnaire (employment/enterprise experience)
 - TARGET connect careers CRM system (better data on students, their engagement and journey)
 - Coordinated approach to this year's DLHE survey
 - 791 graduates engaged with Reed (supporting graduates into employment)
6. That positive progress continues in relation to Enterprise and Employability and, looking ahead, further efficiencies and enhancements will be implemented to define Teesside University's offer by the extent, quality and range of employability.

TU 3371 STUDENT RECRUITMENT

It was **NOTED**:

[FOI EXEMPT - PREJUDICIAL TO COMMERCIAL INTERESTS]

TU 3372 REVENUE BUDGET MONITORING UPDATE NO 3 – 2017/2018

It was **NOTED**:

1. That the financial forecasts (2017-2020) were approved by the Board at its meeting in July 2017.
2. That this report updates the 2017/2018 estimates to reflect the latest 2017 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.
4. That the Resources Committee considered the update at its meeting held on 9 March 2018, positively endorsing the strong financial performance to date for 2017/18.

It was **AGREED**:

5. To endorse the Revenue Budget Monitoring 2017-18 Update No 3.

TU 3373 CAPITAL & ESTATES PROGRAMME MONITORING 2017/18 – UPDATE NO 4

It was **NOTED**:

1. That Phase 1 of the Campus Masterplan is well underway.
2. That the Board has been provided with the Capital and Estates Programme Monitoring Update No 4 for the 2017/18 financial year.
3. That the Capital Budget 2017/18 and Estates Programme 2017-20 were approved by the Board at its meeting in July 2017.
4. That an overview of the 2017/18 position in respect of the Capital and Estates programme for the period to 31 January 2018 has been provided to Members.

5. That the Resources Committee considered and positively endorsed the update at its meeting held on 9 March 2018.

TU 3374 STRATEGIC RISK MANAGEMENT UPDATE NO 3

It was **NOTED**:

1. That Members have received an update on Strategic and Operational Risk Management activity.
2. That Strategic Risks have been reviewed and updated by the relevant Risk Owners.
3. That there has been one change to the risk ratings and a number of additions to current and planned mitigating controls following the latest review:
 - 3.1 Risk L – ‘Failure to achieve target REF Outcome’ has been reduced from ‘major’ to ‘medium’.
4. That School and Departmental management teams have reviewed their Operational Risk Registers, with support from the Head of Business Assurance, as required.
5. That this update was endorsed by the Audit Committee at its meeting of 19 February 2018.

TU 3375 SCHEME OF DELEGATION

It was **NOTED**:

1. That, following annual review, Members have received a revised Draft Scheme of Delegation which has been considered and endorsed by the Audit Committee (19 February 2018), and the Resources Committee (9 March 2018).
2. That the Scheme of Delegation records the authority, within the University, for significant decisions being made in the name of, or on behalf of, Teesside University which should be read in conjunction with the University’s Articles of Government, Financial Regulations, and Contract Standing Orders.

It was **AGREED**:

4. To approve the revised Scheme of Delegation.

TU 3376 FINANCIAL REGULATIONS

It was **NOTED**:

1. That, following annual review, Members have received a revised Draft Financial Regulations which has been considered and endorsed by the Audit Committee (19 February 2018), and the Resources Committee (9 March 2018).
2. That the purpose of these Financial Regulations is to establish a framework of control over the totality of the University's resources and provide management with assurances that the resources are being properly applied for the achievement of the University's strategic plan and business objectives on a sustainable basis.

It was **AGREED**:

3. To approve the revised Financial Regulations for 2018.
4. To approve authority for any minor amendments or housekeeping updates required, prior to the annual review, to be made by the Chief Operating Officer in consultation with the Chairs of Audit and Resources Committees.

TU 3377 HEALTH, SAFETY & WELLBEING ANNUAL REPORT 2017

It was **NOTED**:

1. That Members have received the Health, Safety & Wellbeing Annual Report, providing details of key developments in health, safety and wellbeing provision over the last year, together with safety and sickness statistics from the same period.
2. That the report also forms part of the University's Environment Report, covering ECO Campus Category 1 on Health, Welfare and Safety and ECO Campus Category 9 on Environmental Emissions and Discharges.
3. That the Report was positively endorsed by the People and Organisational Development Committee at its meeting on 8 March 2018.

It was **AGREED**:

4. To approve the Health, Safety and Wellbeing Report 2017.

TU 3378 TU ADVANCE SCHEME

It was **NOTED**:

1. That further to the approval of the TU Advance scheme in July 2017 (TU 3269 refers), Members have received an update and an associated request to award the contract for the provision of equipment and services.
2. That the TU Advance Scheme involves the provision of iPads to academic staff and first year students from September 2018 alongside the provision of **[FOI exempt – Prejudicial to Commercial Interests]**, Aspire cards credited with £100 per annum for each progressive year of study to assist students with the purchase of course textbooks and other relevant materials.
3. That the Contract Award sets out details of the procurement process and a pricing schedule for the provision of equipment and related support services (not including the Aspire Cards) within the Scheme.

It was **AGREED**:

4. To approve the forecast TU Advance Scheme expenditure as provided to Members.
5. To award a contract to **[FOI exempt – Prejudicial to Commercial Interests]**, in connection with the TU Advance Scheme on the terms notified to Members and for the projected sum of **[FOI exempt – Prejudicial to Commercial Interests]**, (less **[FOI exempt – Prejudicial to Commercial Interests]**, already incurred).
6. To approve the ability for the Vice-Chancellor and the Chief Operating Officer to agree any increase or decrease in the cost of the TU Advance Scheme, and therefore, any sums payable to **[FOI exempt – Prejudicial to Commercial Interests]**, under the Contract Award based on any changes to actual student recruitment figures during the contract term and, providing that the unit costs, as set out in the Contract Award pricing schedule, are applied.

TU 3379 CRIMINAL FINANCES ACT 2017

It was **NOTED**:

1. That Members have been provided with a report relating to information on the obligations placed on the University in respect of the Criminal Financial Act 2017 and a 'Tackling Tax Evasion Statement (Criminal Finances Act 2017)' that would be published once approved.

It was **AGREED**:

2. To approve the 'Tackling Tax Evasion Statement (Criminal Finances Act 2017)'.

TU 3380 OFFICE FOR STUDENTS – REGULATION UPDATE

It was **NOTED**:

1. That Members have been provided with an initial introduction to the new Regulatory Framework for Higher Education under the Office for Students, published on 28 February 2018, and that further information will be presented to the Board as appropriate.

It was **AGREED**:

2. That a small sub-group of the governors be arranged in due course to give approval, on behalf of the Board of Governors, to the University's submission for registration to the Office for Students Regulatory Framework, prior to the deadline of 23 May 2018. Volunteers for this sub-group (approx. 5-6 members) would be sought by the University Secretary.

TU 3381 NATIONAL PAY NEGOTIATIONS – UPDATE

It was **NOTED**:

1. That current negotiations are in their early stages with Unions looking to engage employers in discussions at local and possibly national level.
2. That the Executive Director HR will continue to update Members on progress.

TU 3382 INSTITUTIONAL PERFORMANCE REIEW – HALF YEAR 2016-17

It was **NOTED**:

1. That Members have been provided with the Period 6 Corporate Performance Report for 2017/18.
2. That the report covers the period August-January 2018, providing performance to date and forecast outturn information.

TU 3383 HEFCE ASSESSMENT OF INSTITUTIONAL RISK

It was **NOTED**:

1. That, in relation to financial sustainability, good management and governance, HEFCE has assessed the University as “not at higher risk” (its highest possible assessment).

TU 3384 HEFCE REVISED ANNUAL PROVIDER REVIEW OUTCOME 2016-17

It was **NOTED**:

1. That, for the 2016-17 academic year, HEFCE introduced the Annual Provider Review (APR) which assessed the University in two areas:
 - Quality and standards
 - Financial sustainability, good management and governance
2. That whilst no issues were identified with regard to financial sustainability, good management and governance, the outcome for quality and standards required the submission of an action plan and that HEFCE would monitor the implementation of it.
3. That HEFCE have confirmed that the University has made sufficient progress with its action plan and has therefore revised the outcome for quality and standards for the 2016-17 APR as 'Meets requirements. No action required'. This is the highest outcome of the APR.

TU 3385 ACADEMIC BOARD MINUTES – 10 January 2018

It was **NOTED**:

1. That Members have been provided with the Academic Board Minutes from the meeting held on 10 January 2018.

TU 3386 AUDIT COMMITTEE – 19 February 2018

It was **NOTED**:

1. That the Committee has considered:
 - 1.1 Financial Regulations – Annual Review
 - 1.2 Scheme of Delegation – Annual Review
 - 1.3 Strategic Risk Management Update No 3
 - 1.4 Policy Review Update
 - 1.5 Assurance Framework Update No 3
 - 1.6 Risk and Control Assurance Update No 3
 - 1.7 Internal Audit Report – Academic Courses
 - 1.8 Internal and External Audit Recommendations
 - 1.9 International Compliance Update No 3
 - 1.10 Prevent Duty Update No 3
 - 1.11 GDPR Update
 - 1.12 Whistleblowing Updates
 - 1.13 HEFCE – Assessment of Institutional Risk

TU 3387 RESOURCES COMMITTEE – 9 March 2018

It was **NOTED**:

1. That the Committee has considered:
 - 1.1 TRAC (Transparent Approach to Costing) Annual Return to the HEFCE.
 - 1.2 TRAC for the Teaching return as submitted to the HEFCE
 - 1.3 Revenue Budget Monitoring Update No 3
 - 1.4 Treasury Management Update No 3
 - 1.5 Institutional Performance Review – Half Year 2017/18
 - 1.6 University tuition Fees and Scholarships for 2018/19
 - 1.7 Financial Regulations
 - 1.8 Scheme of Delegation
 - 1.9 Environmental Policy
 - 1.10 Students' Union Finances – Update No 2
 - 1.11 Capital and Estates Programme Monitoring Report No 3

TU 3388 STUDENT EXPERIENCE COMMITTEE – 5 March 2018

It was **NOTED**:

1. That the Committee has considered:
 - 1.1 Future of the Committee
 - 1.2 Students' Union Bye-laws
 - 1.3 Student Employment Initiatives
 - 1.4 Prevent Update
2. That, after careful consideration to the role of the Committee in its current format, it was recognised that it does not currently fulfil a primary role of assurance to the Board based on its existing terms of reference and that Members will review options to ensure continued engagement with students.

TU 3389 PEOPLE & ORGANISATIONAL DEVELOPMENT COMMITTEE – 8 March 2018

It was **NOTED**:

1. That the Committee has considered:
 - Policy Development and Review
 - Health, Safety & Wellbeing Report 2017
 - General Staffing Update
 - Office for Students Regulatory Framework
 - Strategic Transformation and Change Update
 - National Pay Negotiations

TU 3390 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:
 - Pro Vice-Chancellor (Learning & Teaching)
 - Pro Vice-Chancellor (Enterprise & Business Engagement)
 - Pro Vice-Chancellor (Research & Innovation)
 - Pro Vice-Chancellor (International)

TU 3391 STUDENTS' UNION UPDATE

It was **NOTED**:

1. That Members have received an update relating to activities carried out to ensure that students receive continued service excellence and that the Students' Union maintains its reputation as one of the best in the UK.
2. That current and ongoing activities include:
 - Student Representation and SU on Tour
 - Clubs and Societies
 - Students' Union Elections
 - National Recognition – WUSCA top 10 Students' Union
 - Students' Union Strategic Plan

TU 3392 SCHEDULE OF MEETINGS & EVENTS

It was **NOTED**:

1. That the following times have been scheduled for meetings of the Board:
 - 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
 - Friday 12 July 2018
2. That the summer Graduation Ceremonies will take place, on Campus, from Monday 16 July 2018, to Friday 20 July 2018.