

**TEESSIDE UNIVERSITY
BOARD OF GOVERNORS**

A meeting of the Board of Governors was held on 28 September 2018.

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

The Board of Governors acknowledged the appointment of Mrs Marion Grieves to the Board as the representative of Academic Board and the Chairman welcomed Marian to her first meeting of the Board.

TU 3440 DECLARATIONS OF INTEREST

It was **NOTED**:

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

TU 3441 MEMBERSHIP, RECRUITMENT and COMMITTEE SCHEDULE

It was **NOTED**:

1. That Mr Robin Bloom has decided to step down from his role as independent Governor with effect from the November AGM and will also relinquish his role as Chair of the Resources Committee at the same time.
2. That, following an approach by the Chairman, Ada Burns has indicated that she is willing to accept the role as Chair of the Resources Committee, following confirmation at the November AGM.
3. That a number of expressions of interest have been received with regard to recruitment of new independent governors and these will be considered at a meeting of the Nomination & Governance Committee scheduled for later in the calendar year.

4. That, as 2018-19 is a transition year for the Office for Students (OfS), the University expects to receive guidance throughout this academic year of the changes in regulation and submission of data and, as a result, whilst the Committee schedule has been set for this year, it is being kept under review and may subsequently change in response to OfS data return requirements.

TU 3442 VICE-CHANCELLOR'S REPORT

It was **NOTED**:

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

TU 3443 MINUTES – 6 JULY 2018

It was **AGREED**:

1. To approve, as an accurate record, the minutes of the meeting held on 6 July 2018, subject to the following addition/amendment to TU 3426.3 – Treasury Management Annual Review:

*“It was **AGREED**:*

3. *To approve the reviewed Treasury Management Policy, subject to any minor amendments, including an update to confirm the use of internal and external expertise relating to the use of any hedging tools, such as derivatives, and that any such use will be clearly detailed for approval by the Resources Committee.”*

TU 3444 REVIEW OF DELGATED AUTHORITY OF THE ACCOUNTABLE OFFICER

It was **NOTED**:

1. That the Board, at its meeting in July 2015, acknowledged Professor Croney’s delegated authority to act as Accountable Officer for the Institution for the purpose of the OfS Terms and Conditions of Funding for Higher Education Institutions (previously the Memorandum of Assurance and Accountability (MAA) under 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, under the OfS Terms & Conditions of Funding and the Regulatory Framework, the Board is required to designate a senior officer as the Accountable Officer, this is usually the head (Vice-Chancellor) of the institutions.
4. The Accountable Officer is also personally responsible to the governing body for ensuring compliance with the OfS Terms and Conditions of Funding and for providing assurances to this effect to the OfS

It was **AGREED**:

4. To re-confirm the delegated authority of the Vice-Chancellor and Chief Executive as the Accountable Officer for Teesside University.

TU 3445 STRATEGIC RISK MANAGEMENT - UPDATE NO 1

It was **NOTED**:

1. That Members have received an update on Strategic and Operational Risk Management activity.
2. That the update was endorsed by the Audit Committee at its meeting held on 10 September 2018.

It was **AGREED**:

3. To endorse the Strategic Risk Management Update and the University's revised Strategic Risk Register.

TU 3446 RESEARCH EXCELLENCE FRAMEWORK – AMENDMENT TO KPI 8

It was **NOTED**:

1. That, the changed rules of REF prohibit universities from self-selecting staff for return to REF based on the quality of their research outputs, as was previous practice.
2. That all academic staff within the institution must be mandatorily returned unless the University can demonstrate that they do not have significant responsibility for research within their workload.
3. That the criteria for determining “significant responsibility for research” must be agreed separately by each institution through demonstrable staff consultation and agreement, within a set of parameters outlined by the REF panel and agreed with Research England in advance (20% or more of total workload assigned to research is expected to be main criterion).
4. That, based on our current understanding of acceptable criteria for these definitions and internal workload modelling, the University anticipates around 150 of current academic staff falling within the definition of having “significant responsibility” and therefore required to be returned to REF.
5. That in order to reflect the substantial changes in the rules and process of REF 2021, it is necessary to amend the definition of KPI 8 target for REF to ensure that it does not inadvertently result in our automatic disqualification from the REF process.

It was **AGREED**:

6. To revise the KPI 8 definition wording to read *“at least 150 academic staff assigned significant responsibility for research within their workload – with an expectation of an average research quality profile of >2.75;*
7. To amend the metric used to measure performance against this target to focus on “Research Power” (based on quality and quantity) rather than Quality GPA only to reflect the changed methodology – with the proposed revision to KPI 8 target being *Research Power of >413 (2.75 x 150) in REF 2021.*

TU 3347 FINANCIAL REGULATIONS (INCLUDING CONTRACT STANDING ORDERS)

It was **NOTED**:

1. That, following approval by the Board at its meeting held on 6 July 2018, to determine the University as a non-contracting authority and as such to opt out of the OJEU Regulations, the Financial Regulations have been updated to reflect the opt-out of OJEU, effective from 1 August 2018.
2. That the Financial Regulations have also been updated with some minor housekeeping changes:
 - any references to HEFCE within the document amended to OfS
 - references to the Data Protection Act amended to 2018
 - Section 17.1 amended to a five year forecast (was three year forecast)

It was **AGREED**:

3. To approve the amended Financial Regulations with effect from 1 August 2018.

TU 3347 CONTRACT AWARD (T17.83) – TRAVEL MANAGEMENT COMPANY

It was **NOTED**:

1. That the University’s Financial Regulations require Board approval for all purchases in excess of **[FOI Exempt - Prejudicial to Commercial Interests]**
2. That the Contract relates to the purchase of travel services for the University and is used by all Schools and Departments, but controlled via the Travel Team within Finance & Commercial Development.
3. That the procurement process followed was via OJEU Tender/Contracts Finders and the contract was directly awarded to the highest ranked supplier based on **[FOI Exempt - Prejudicial to Commercial Interests]**

It was **AGREED**:

4. To approve the Contract Award to Key Travel Limited for the provision of travel services to the University to the value of **[FOI exempt – Prejudicial to Commercial Interests]**, over the contract life span – i.e. 2 years, plus the option to extend for a further 3 x 12 month period (approximately **[FOI exempt – Prejudicial to Commercial Interests]**, per annum).

TU 3348 COMMENTARY TO THE FINANCIAL FORECASTS 2018-23

It was **NOTED**:

1. That the Board have been presented with the financial commentary to the University's Financial and Student Number Forecasts for the period 2018-23 ('the five-year forecast') as submitted with the five-year forecast to the Office for Students (OFS) which was approved at the meeting held on 6 July 2018.

TU 3349 NATIONAL STUDENT SURVEY (NSS) RESULTS

It was **NOTED**:

1. That Teesside University scored 84.4% for 'Overall Satisfaction' in the 2018 NSS (up from 81.7% in 2017). The average score for all universities in the UK for 'Overall Satisfaction' was 83.7% (based on results from 130 universities).
2. That 11 subject areas scored over 90% with the following three subject areas scoring 100% 'Overall Satisfaction':
 - Accounting
 - Medical Technology (Radiography)
 - Medicine (Dentistry)
3. That, in relation to the NSS areas in the (current) Teaching Excellence Framework (TEF), the following outcomes were achieved (with comparison to 2017 and the average score for all UK universities):
 - The teaching on my course – 86.3% (up from 84.1%). The average score for all universities in the UK was 84.1%
 - Academic support – 81.2% (up from 79.2%). The average score for all universities in the UK was 79.3%.
 - Assessment and feedback – 76.8% (up from 75.9%). The average score for all universities in the UK was 72.4%

TU 3350 PRO VICE-CHANCELLOR PORTOLIOS – KEY THEMES 2018/19

It was **NOTED**:

1. That the Board has been presented with the key themes for 2018/19 relating to the portfolios of each Pro Vice-Chancellor and that Members will continue to receive an update on portfolio progress at future meetings.

TU 3351 OFFICE FOR STUDENTS AND RESEARCH ENGLAND: TERMS AND CONDITIONS OF FUNDING FOR HIGHER EDUCATION INSTITUTIONS

It was **NOTED**:

1. That the Board have been presented with a summary overview of the Office for Students: Terms and Conditions of Funding for Higher Education Institutions and the Terms and Conditions of Research England grant.

TU 3352 MAPPING AGAINST THE COMMITTEE OF UNIVERSITY CHAIRS (CUC HIGHER EDUCATION CODE OF GOVERNANCE)

It was **NOTED**:

1. That, following the updated mapping exercise in September 2017, the Board has been presented with a further revised (June 2018) CUC Higher Education Code of Governance.
2. That the updated mapping is intended to give members reassurance of the Board's continued compliance against the provisions of the Code.
3. That a specific change to the Code is at section 2, Remuneration paragraph 3.14, which has been revised to include the following wording, "Remuneration Committees, when considering Head of Institution remuneration, **must** be chaired by a senior independent governor who is not Chair of the Board" and is a result of the recent publication by the CUC of the HE Senior Staff Remuneration Code in June 2018.
4. That, whilst paragraph 3.14 appears as a 'must' statement, the Board is reminded that the Code operates on an 'apply or explain' basis, and in this instance, the mapping exercise 'explains' why this statement is not followed and this will be reflected as required in the Corporate Governance statement to the annual financial statements.
5. That the mapping will continue to be updated as appropriate as governance arrangements continue to be reviewed.

TU 3353 STUDENT'S UNION BRIEFING

It was **NOTED**:

1. That the Board has been presented with a briefing on the current activities of the Students' Union including:
 - Freshers Fortnight
 - Clubs and Societies
 - Student Representation and SU on Tour
 - The National Student Survey
 - Current Campaigns

- Sexual Health Awareness
- Drug/Alcohol awareness and doping in sport

TU 3354 SCHEDULE OF MEETINGS & EVENTS

It was **NOTED**:

1. That the following times have been scheduled for meetings of the Board:

Friday 16 November 2018

Friday 25 January 2019

Friday 29 March 2019

Friday 24 May 2019

Friday 12 July 2019

Friday 27 September 2019

Friday 15 November 2019

2. That the Winter Graduation Ceremonies for 2018 will take place, at the newly refurbished Town Hall, from Monday 3rd December 2018, to Tuesday 4th December 2018.