

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

Date: Tuesday 22 November 2022  
Time: 10.00 am in the Barns-Graham Room, AUP, Tavistock Place

Present:	Dr Sue Brownlow	Chair
	Anna Corbett	Deputy Chair
	Prof Paul Fieldsend-Danks	Vice Chancellor
	Margaret Campbell	Staff Member
	Andrew Cooper-James	Staff Member
	Mark Greaves	Independent Member**
	Andrew Honey	Independent Member
	Ian Parry	Independent Member
	Dame Janet Ritterman	Independent Member
	Rachel Soundy	Independent Member**
	Dr Ian Tunbridge	Independent Member
In attendance:	Nadyne Ebbens	Deputy Clerk
	Prof Stephen Felmingham	Pro Vice-Chancellor (Academic)*
	Steve Forsyth	Head of Pre Degree*
	Ian Hutchinson	Head of Development*
	Steve Trotter	Registrar
	Rich Watson	Chief Operating Officer
	Liz Wiltshire-Meads	Clerk to the Corporation
Observer:	Tim Gundry	Staff Member (with effect 01.01.23)

\*for part of the meeting

\*\*via google meet

**CONFIDENTIAL MINUTES**

**BG/22/51 APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY**

Apologies were received from Fraizer James, Student Member. There were no un-registered declarations of interest. The meeting was quorate.

**BG/22/52 MINUTES**

**BG/22/52/1 ACTION TRACKER**

It was noted that climate action was a standing item on the Senior Leadership Team's (SLT) agenda. All other actions were either completed or on the day's meeting agenda or the completion date had not been reached.

**BG/22/52/2 Minutes of the previous meeting**

The Minutes and confidential Minutes of the previous meeting held on Tuesday 11 October 2022 were considered to be a true and accurate record of proceedings.

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

**BG/22/53 STRATEGIC PLAN**

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

The Head of Development left the meeting.

**BG/22/54 VICE-CHANCELLOR'S REPORT**

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

**BG/22/55 KEY PERFORMANCE INDICATORS AND TARGETS**

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

**RESOLVED: to approve the Key Performance Indicators for 2023, 2025 & 2030.**

**BG/22/56 HE ACADEMIC PERFORMANCE REPORT**

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

**NOTED.**

The Clerk left the meeting due to illness, the Deputy Clerk clerked in the Clerk's absence.

**BG/22/57 FIVE-YEAR FORECASTS - OFS SUBMISSION**

**The Forecasts were recommended by the Finance & Estates (F&E) Committee for Board approval subject to further information being presented to the Board.**

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

**BG/22/58 CONFIDENTIAL ITEM**

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

**BG/22/59 EXTERNAL AUDITORS' REPORT, LETTER OF REPRESENTATION & FINANCIAL STATEMENTS**

The COO noted that as part of the Office for Students' annual accountability return, the financial statements had been considered and recommended to the Board by the Finance and Estates Committee and the Audit Committee. It was the Audit Committee's role to ensure the statement were externally audited.

**RESOLVED: To approve the Financial Statements for 2021/22 for signing by the Chair of Governors and Chief Executive, along with the Letter of Representation, and for all documents to be submitted to the Office for Students.**

Mark Greaves, Independent Member left the meeting.

**BG/22/60 ACADEMIC BOARD MINUTES & SUMMARY**

The Vice-Chancellor presented the Minutes of the Academic Board meeting held on 9 November 2022 and thanked Ian Tunbridge, Independent Member and Board Observer of Academic Board for his feedback. Ian Tunbridge updated Members on how useful it was in terms of his continuity in observing the Academic Board and could assure Members that the Academic Board was working well.

**NOTED.**

**BG/22/61 STAFF MEMBER (ACADEMIC) APPOINTMENT**

It was noted that the Academic Board had considered the process and result, and recommended the appointment of Tim Gundry, Principal Lecturer and Assistant Dean - Student Experience for the role of Staff Governor (Academic).

**RESOLVED: to approve the appointment of Tim Gundry as the staff member (academic) for a four-year term of office from 1 January 2023 until 31 December 2026.**

Steven Forsyth, Head of Pre-Degree joined the meeting.

**BG/22/62 PRE- DEGREE REPORT AND PRE-DEGREE SELF-ASSESSMENT REPORT (SAR) 2021/22 & QUALITY IMPROVEMENT PLAN (QIP) 2022/23**

This item was subject to a separate confidential minute.

**BG/22/63 HE ANNUAL MONITORING REPORT 2021/22**

The Registrar introduced the report and highlighted that recruitment & retention were the prime focus, together with student graduate outcomes. The process worked well and had now been further refined. The report had also been presented to the Academic Board. It was noted that there was now one Dean, Stephanie Owens, and that she could attend a future meeting to update further.

**ACTION: That the Dean, Arts Design & Media attend and Present to the July 2023 Board Meeting.**

**Noted.**

**BG/22/64 PREVENT ANNUAL REPORT & OFS RETURNS**

The Registrar presented the report to members. The Designated Governor for Prevent noted how impressed he was with how Safeguarding was managed.

**RESOLVED: to approve the Prevent Annual Report and returns including the accountability statement for signing by the Chair, for submission to OfS.**

**BG/22/65 STUDENT PROTECTION PLAN UPDATE**

The Registrar noted that the Plan had been presented and recommended by the Nominations & Governance Committee but had been further developed and expanded in the areas highlighted. The further amendments did not change the Plan fundamentally.

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

- a) The additional text was helpful, given the 'low' risk assessments recorded.

**RESOLVED: To approve the amendments to the Student Protection Plan.**

**BG/22/66 AUDIT COMMITTEE RECOMMENDATIONS**

**BG/22/66/1 CONFIDENTIAL: Risk Register Summary Update**

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

**BG/22/66/2 Annual Report of the Audit Committee 2021/22**

The Chair of the Audit Committee introduced the report, which demonstrated that the Audit Committee had completed everything delegated to it from the Board.

**Received.**

**BG/22/66/3 Internal Audit Annual Report 2021/22**

The Board received the Internal Audit Report for 2021/22.

**Received.**

**BG/22/67 COMMITTEE MINUTES**

The Minutes for the following Committees were received: Employment Committee held on 18 October 2022; Remuneration Committee held on 18 October 2022; Finance & Estates Committee held on 1 November 2022; and Audit Committee held on 8 November 2022.

**Received.**

**BG/22/68 REMUNERATION COMMITTEE RECOMMENDATIONS**

**BG/22/68/1 Annual Report to the Board of Governors 2021/22**

It was noted that the Report would be published on the College website in line with the HE Senior Staff Remuneration Code.

**Received.**

**BG/22/68/2 Annual Pay Award including SPH, Clerk & Deputy**

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

**BG/22/69 RESTRICTED CONFIDENTIAL COMMITTEE MINUTES**

The Board received the Restricted Confidential Minutes of the Employment Committee and the Remuneration Committee held on 18 October 2022.

**Received.**

**BG/22/70 GOODBYES**

The Chair also noted that it was the Registrar’s last Board meeting due to his retirement. The Chair thanked the Registrar for his immense work, and noted that he would be very much missed and wished him the best for his retirement.

**BG/22/71 RESTRICTED STRICTLY CONFIDENTIAL AOB**

This item was deemed to be confidential and was restricted to Board members only, with the exception of the Vice-Chancellor and COO.

The Vice-Chancellor and COO left the meeting. Margaret Campbell, Staff Governor rejoined the meeting.

**BG/22/72 RESTRICTED CONFIDENTIAL ANNUAL PAY AWARD VICE-CHANCELLOR**

This item was deemed to be confidential and was restricted to Board members only.  
**RESOLVED: To approve the Vice Chancellor’s pay award of +£12,000 (equivalent to 8.5% = staff pay award + incremental average uplift + market adjustment): i.e. £140,000 + 8.5% = £152,000 backdated to 1st August 2022.**

**BG/22/73 RESTRICTED ITEM**

This item was deemed to be confidential and was restricted to Board members only.

**BG/22/74 DATE OF NEXT MEETING**

Next Board of Governors’ meeting was scheduled to take place at 10.00 am on Tuesday 28 March 2023.

There being no further business, the meeting closed at 1.35 pm

Approved ..... Date .....  
Chair

Distribution: Board of Governors, Registrar, COO, Clerk, Deputy Clerk.