

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

Date: Tuesday 4 July 2023  
Time: 10.00 am – Barns-Graham Room, Tavistock Place

Present:	Dr Sue Brownlow	Chair
	Anna Corbett	Deputy Chair
	Prof Paul Fieldsend-Danks	Vice-Chancellor
	Margaret Campbell	Staff Member (Support)
	Mark Greaves	Independent Member
	Tim Gundry	Staff Member (Academic)
	Andy Honey	Independent Member
	Fraizer James	Student Member
	Ian Parry	Independent Member
	Dame Janet Ritterman	Independent Member
	Rachel Soundy	Independent Member
Dr Ian Tunbridge	Independent Member	
In attendance:	Maddy Blyth	Assistant Head of Pre-Degree
	Nadyne Ebbens	Deputy Clerk
	Prof Stephen Felmingham	Pro Vice-Chancellor (Academic)
	Stephen Forsyth	Head of Pre-Degree
	Dr Robin Kirby	Registrar & Deputy Vice-Chancellor
	Jacqui Moore	Director of External Relations
	Rich Watson	Chief Operating Officer
	Liz Wiltshire-Meads	Clerk to the Corporation
By invitation:	Beth Evans	New Student Union President

**CONFIDENTIAL MINUTES**

- BG/23/14 WELCOMES, APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY**  
The Chair welcomed Beth Evans, the new Students' Union President to the meeting. There were no apologies for the meeting. No unregistered declarations of interest were made and the meeting was quorate.
- BG/23/15 MINUTES**  
**BG/23/15/1 Minutes Of The Previous Meeting**  
The minutes of the previous meeting held on Tuesday 28 March 2023 were considered to be a true and accurate record of proceedings.  
**RESOLVED that the minutes be approved for signature by the Chair.**
- BG/23/15/2 Minutes Of The Previous Special Meeting**  
The minutes of the previous special meeting held on Friday 12 May 2023 were considered to be a true and accurate record of proceedings.  
**RESOLVED that the minutes be approved for signature by the Chair.**
- BG/23/15/3 Action Tracker**  
All actions were either complete, ongoing or the completion date had not been reached.

- BG/23/16      CONFIDENTIAL ITEM**  
This item was deemed to be confidential and was subject to a separate confidential minute.  
**Noted.**
- BG/23/16/1      Pre Degree Report**  
The Registrar & Deputy Vice-Chancellor introduced the report and noted that the Ofsted report provided the University with a reset point from 2017 quality improvement with positive reinforcement behind it. The final report would be the starting point for quality improvement plans for 2023-24.
- Discussion redacted due to confidentiality.  
**Noted.**
- The Head of Pre-Degree and Assistant Head of Pre-Degree left the meeting.
- BG/23/17      VICE-CHANCELLOR'S REPORT**  
The Vice-Chancellor introduced his report and noted that the Summer Shows had been the launch of the University's support for Trevi, a charity supporting vulnerable women in Plymouth. This association was inspired by attendance at the Violence Against Women and Girls (VAWG) Commission events in Plymouth. The University planned to support the Charity throughout the year, which was particularly relevant given that around 70% of the University's community were women.
- Discussion redacted due to confidentiality.  
**Noted.**
- BG/23/18      CONFIDENTIAL ITEM**  
This item was deemed to be confidential and was subject to a separate confidential minute.
- BG/23/19      CONFIDENTIAL: STUDENT RECRUITMENT UPDATE**  
This item was deemed to be confidential and was subject to a separate confidential minute.  
**Noted.**
- BG/23/20      CONFIDENTIAL: BUDGET 2023/24 AND FIVE YEAR FORECASTS**  
This item was deemed to be confidential and was subject to a separate confidential minute.
- BG/23/21      RISK REGISTER SUMMARY**  
The Chief Operating Officer noted that the SLT were happy with the revised structure of the risk register which fitted well with the new strategic plan and reflected committees and SLT key risks. The new structure and content was reported to Audit Committee on 13 June 2023 and the Audit Chair confirmed that they welcomed the new approach.  
**Noted.**
- BG/23/22      STUDENTS' UNION ANNUAL REPORT**  
The Student Union President presented his comprehensive report which outlined the work of the SU during the year which included: an engagement rise of 30%; an increase in the use of the food bank; an increase in contact about finance and accommodation; the success of Freshers 2022; and the Above and Beyond Awards.  
**Noted.**

**The Chair, on behalf of the Board, thanked the Student Union President and Student Governor for his work whilst on the Board, for the voice he brought to the table and wished him every success for his next steps.**

**BG/23/23**  
BG/23/23/1

**ACADEMIC ASSURANCE REPORTS**

**Academic Board Summary and Minutes - 14 June 2023**

The Vice-Chancellor noted that the Minutes demonstrated that due process had been taken in relation to academic matters and that assurance was given and could be taken by the Board as listed. Discussions are taking place around Artificial Intelligence (AI), and the impact on regulations, assessment and misconduct. An extraordinary Academic Board was scheduled in July in relation to an MA in Museum Studies. In discussion it was noted that a joint meeting of the Academic Board and Board of Governors was planned during the academic year 2023/24.

**Noted.**

BG/23/23/2

**Academic Performance Report**

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

**Noted.**

BG/23/23/3

**Annual Safeguarding Report & Policy Review**

The Chief Operating Officer noted that the annual report echoed the complexity of needs and utilisation of support had all increased significantly. A number of statutory services were unable or unwilling to support which meant the pressure on the University's services was intense.

The COO noted that the Policy had been reviewed with only minor amendments and no significant changes.

Dr Ian Tunbridge, Governor Lead for Safeguarding & Prevent, noted that he was extremely impressed with the commitment of staff. There was a question as to whether an annual report to the Board was sufficient to understand key indicators around safeguarding.

**RESOLVED: to approve the Safeguarding Policy and to note the annual safeguarding report.**

**BG/23/24**  
BG/23/24/1

**COMMITTEE REPORTS**

**NOMINATIONS & GOVERNANCE COMMITTEE: Governance Report**

The Clerk noted the recommendations from the Nominations & Governance Committee that met on 12 June 2023.

**RESOLVED:**

- 1. To note the Governance Effectiveness Review final report;**
- 2. To delegate to the N&G Committee responsibility to oversee the action plan to address the recommendations set out in the report;**
- 3. To approve the recommendation from N&G Committee to delay consideration of recommendation one of the report until 2024/25, noting that this related to updating the Instrument and Articles of Governance;**
- 4. To approve the appointment of Ciara Eastell to the Board as an Independent Member for a four-year term of office, ie 4 July 2023 to July 2027, and as a member of the Employment Committee;**
- 5. To approve the appointment of Nigel Godefroy to the Board as a Co-opted Member for a four-year term of office, ie 4 July 2023 to July 2027, and as a member of the Finance & Estates Committee, noting**

- that the Nominations and Governance Committee were satisfied in respect of due diligence around his declared business interests;
6. To approve that Dame Janet Ritterman be appointed as the Senior Independent Governor (SIG) until November 2024;
  7. To approve the recommendation that both Staff Governors are appointed to a Committee; Margaret Campbell to continue as Member of Remuneration Committee only and Tim Gundry to be appointed as a Member of Employment Committee;
  8. To approve the reappointment of Nick Lewis as Independent Committee Member on Audit Committee for a further one year term of office, from 1 August 2023 until 31 July 2024;
  9. To approve the appointment of Beth Evans as Student Governor for a one year term of office, from 1 August 2023 until 31 July 2024.
  10. To approve the Board of Governors' Cycle of Business for 2023/24;
  11. To approve the Governor Development Programme for 2023/24;
  12. To approve the amendments to the Nominations & Governance Committee Terms of Reference.

#### **AUDIT COMMITTEE REPORT**

BG/23/24/2

##### **Confidential Prevent Annual Report Outcome Letter 2021/22**

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

**Received.**

#### **FINANCE & ESTATES COMMITTEE REPORTS**

BG/23/24/3

##### **Financial Regulations Update**

The COO introduced the amendments to the Financial Regulations that were recommended to the Board for approval by the Finance & Estates Committee. The COO noted that Uniac, the University's internal audit service, were undertaking a review to look at approvals and financial approvals which could influence further amendments to the Financial Regulations.

**RESOLVED: to approve the amendments to the Financial Regulations.**

BG/23/24/4

##### **Tuition Fees For Entry In Academic Year 2024/25**

The R&DVC noted that there was no comparator data for 2024/25 and that the only changes were for Masters fees. It was noted that student financial support had not kept pace with the cost of living. There was potential for an undergraduate fee increase from 2025/26. The Board received a recommendation from the F&E Committee to approve the Tuition Fees for 2024/25.

**RESOLVED: To approve the following changes to tuition fees:**

- home MA full time from £8,700 to £8,900; and
- home MA part time from £4,850 to £4,985.

BG/23/24/5

##### **Students' Union Budget 2023/24**

The Registrar & Deputy Vice-Chancellor presented the report which was recommended to the Board for approval by the F&E Committee.

**RESOLVED: to approve the allocation of funding totalling £79,500 to the Students' Union for 2023/24.**

BG/23/24/6

##### **Management Accounts to 31 May 2023**

The Board received the management accounts.

**Received.**

#### **REMUNERATION COMMITTEE REPORT**

BG/23/24/7

##### **Annual Pay Award Recommendation (including SPH, Clerk & Deputy)**

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

**RESOLVED: to approve the consolidation of the UCEA recommendation to a total 5% pay award from 1st August 2023 (not backdated to February 2023) and remain aligned to the JNCHES single spine model.**

BG/22/24/8 **Committee Minutes**

The Minutes of the following Committees were received:

**Nominations & Governance** - 12 June 2023; **Audit** – 13 Jun 2023; and **Finance & Estates** – 2 May & 20 June 2023; **Employment** - 26 June 2023. **Received.**

The Senior Leadership Team left the meeting.

**BG/23/25 RESTRICTED**

BG/23/25/1 **Restricted Confidential Minutes of Board Meeting - 28 March 2023**

The Restricted Confidential Minutes of the Board Meeting held on 28 March 2023 were considered to be a true and accurate record of proceedings.

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

BG/23/25/2 **Restricted Confidential Minutes of Remuneration Committee - 26 June 2023.**  
Received.

**REMUNERATION COMMITTEE REPORT**

BG/23/25/3 **RESTRICTED CONFIDENTIAL ANNUAL PAY AWARD VICE-CHANCELLOR**

The discussion was deemed to be confidential and subject to a separate restricted Minute.

**RESOLVED: To approve that the Vice Chancellor’s pay award be 8%, with effect from 1 August 2023.**

**8% = staff pay award of 5% + uplift of 3%. I.E. £152,000 + 8% = £164,160.**

**BG/23/26 DATE OF NEXT MEETING**

Next Board of Governors meeting 10.00 am on Tuesday 17 October 2023. There being no further business, the meeting closed at 1.07pm.

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

Distribution: Senior Leadership Team, Clerk & Deputy Clerk.