

Board of Governors

Minutes of the meeting of the Board held on 18 May 2022 at 16.30.

Minutes 7189 – 7263

Present: Mr J Hanley (Chair), Dr J Aldiss (Senior Independent Governor), Ms J Andrew, Mr M Brockbank, Ms R Collins, Professor C Egbu, Mr M Feely, Ms T Ford-Escobar, Mr A Gilliland, Mr A Grills, Mr M Holden, Mr R Marchant (Vice-Chair), Ms S Milnes, Ms E Reed, Ms E Richards, Mrs S Rix, Mr P Southern, Rt Rev M Stock and Ms A Wilson.

In attendance: Mr D Butcher (Director of Finance & University Secretary), Ms C O'Connor (Pro Vice-Chancellor Education & Experience), Professor M Todd (Deputy Vice-Chancellor), Mr C Williams (Clerk to the Board of Governors and Company Secretary) and Ms R Ward (Student Union Vice-President)

Apologies: Mr B McCarthy, Mr P Dixon (Chief Operating Officer) and Dr A Torn (UCU Representative)

Welcome

7189 The Chair welcomed members and Ms R Ward (as SU observer) to the meeting which opened with a prayer led by Bishop Marcus Stock and the Board passed on their condolences, thoughts and prayers to the family and friends of Damian Litwin and to Mr B McCarthy and his family following the recent passing of Mrs Mary Patricia (known as Pat) McCarthy (his mother).

Declaration of Interest

7190 The Chair declared an interest in item 26 and advised members that he would be withdrawing from the meeting at that stage and that Mr Richard Marchant would Chair the item as Vice-Chair of the Board and Mr A Gilliland declared an interest in the city centre development. **Noted**

Minutes of Last Meeting

7191 The minutes of the Board of Governors and Development Day meetings held on 31 March 2022 were confirmed as an accurate record. **Approved**

Matters arising, including progress on action log from previous meetings

7192 **Received** the table of actions (paper G 22/44).

7193 The Board reviewed and noted the table of actions. **Noted**

Chair's Report

7194 **Received** a report from the Chair of the Board of Governors (paper G 22/45) providing an update on key activity undertaken by the Chair since the last meeting.

7195 The Chair briefed members on his visit to 1 Trevelyan Square in Leeds which would be covered later on the agenda under business developments update.

7196 The Board noted the Chair's report. **Noted**

PERFORMANCE

Health & Safety Update (Reporting by Exception)

7197 **Received** a verbal update from the Deputy Vice-Chancellor (DVC) who confirmed that there had been no reportable health and safety cases since the last Board meeting on 31 March.

7198 The Board noted the verbal report.

Noted

Covid-19 Update University Response

7199 **Received** a report from the Chief Operating Officer (COO) on the University's management of issues and implications associated with the COVID-19 pandemic (paper G 22/46)

7200 The Board thanked Mr P Dixon for his Covid update reports throughout the pandemic which had been assuring and the DVC updated members on staff sickness days lost due to the pandemic (LTU's rate was consistent with the sector).

7201 The Board noted that this would be the final formal Covid update (item will now be removed as a Standing item) and that reporting would be by exception.

Clerk

7202 The Board noted the report.

Noted

New Strategic Plan Key Performance Indicators

7203 **Received** an update report from the Director of Finance & University Secretary (DFUS) which presented the revised top level KPIs for the new strategic plan following feedback from Governors on the initial proposal presented at the March meeting (paper G 22/47).

7204 The DFUS reported on the two changes following feedback from consideration of the item at the last Board meeting and on future development of the KPIs.

7205 The Board questioned the careers and enterprise KPI in terms of what is meant by highly skilled employment and the DFUS made reference to the wording used in surveys that is an accepted definition (and which used particular SOC codes) for OfS monitoring and that generally 'jobs suitable for graduates' is the accepted term. The Vice-Chancellor (VC) expanded on the background to the target and OfS monitoring.

7206 The Board discussed the point of objectives being set without a baseline and the VC raised the issue management face in being able to determine some baselines on an accurate basis and it was agreed that two outstanding baselines would be included in due course.

7207 The Board discussed the need for a meaningful KPI on core staff cost ratio given the significant growth planned, the DFUS reported on plans to cover this as a key KPI as reported to F&R Committee which covers the detailed range of KPI subsets.

7208 The Board discussed the possible need for direct cost profit and loss analysis for business developments going forward and the DFUS reported that this would be included in future financial reports in due course.

7209 The Board discussed what meaningful engagement meant and how this would assist baseline consideration and queried underpinning KPIs for Research Degree Awarding Powers (RDAP) in terms of timelines and processes.

7210 The Board approved the Strategic Plan Key Performance Indicators in light of comments and the visibility afforded by F&R on the full range of KPIs.

Approved

VICE-CHANCELLOR'S REPORT & STRATEGIC CONSIDERATIONS

Business Plans – Next Steps

7211 **Received** a report from the Deputy Vice-Chancellor (DVC) which provided an update on the business plans (paper G 22/48).

7212 [Redacted]

7213 [Redacted]

7214 [Redacted]

7215 [Redacted]

7216 [Redacted]

7217 [Redacted]

7218 [Redacted]

7219 [Redacted]

7220 [Redacted]

7221 [Redacted]

7222 [Redacted]

[REDACTED]

7223

[REDACTED]

7224

[REDACTED]

[REDACTED]

7225

[REDACTED]

[REDACTED]

Vice-Chancellor's Report

7226 **Received** a report from the Vice-Chancellor (VC) which provided an update on activity since the last Board meeting on 31 March (paper G 22/49).

7227 The VC reported on responses to recent consultations (HE reforms and Lifelong Loan Entitlement), 2021 Research Excellence Framework results, the new High Potential Individual visa, Advance HE's guidance on data monitoring, the new Universities UK Chief Executive (Vivienne Stern MBE), undergraduate and postgraduate recruitment (2022-23 entry), Centre for Apprenticeships, Work-based Learning and Skills, Academic Partnerships Unit, LTU graduate employability, international, research and made reference to further details supplied in the embedded link in his report.

7228 The VC expanded on OfS consultations regarding value for money for students (baseline indicators), the Executive's gratitude for the staff involved with the relatively successful outcome of the Research Excellence Framework (especially Sport and English) and associated progress with the Research Degree Awarding Powers (RDAP) application and LTU's support for people from Ukraine.

7229 DVC reported on the ITT accreditation phase 1 outcome, LTU was not successful with phase 1 application but detailed feedback was received and the DVC reported that LTU was 'highly recommended' to submit a further application for phase 2. The DVC expended on plans to work with successful Universities from phase 1 and on contingency planning should phase 2 also be unsuccessful.

7230 The VC commented on the disappointing ITT result and feedback from Cathedrals Group Universities which has resulted in a meeting with Ministers being called on 19th May and the VC reported that he would report back to members in due course.

VC

7231 The Board queried the implications of phase 1 and 2 approval, queried government's awareness of the possible impact on teacher training that supports Catholic schools and the VC commented on his understanding of the government planning and position and that the phase 2 application would have Executive oversight to ensure that the best case was provided.

7232 The Board queried where the phase 1 bid failed and risks associated with other local HE providers that were successful in phase 1 (if the government is driving a

geographical approach to accreditation), queried the timelines involved, discussed the learning from feedback from the Cathedrals Group and the Bishop outlined that the CES had made representation to government on this matter (along with other faith groups).

- 7233 The Board discussed the concerning position on student recruitment as outlined in the detailed VC report on BoardPacks, the DFUS commented on underpinning issues with the recruitment process, the Board reflected on recent recruitment trajectory and the links to the business development agenda and the VC commented on student demand for some courses.
- 7234 The Board queried the difference between under and post graduate recruitment and management commented on the relatively small size of masters programmes (which skews the figures) and commented on the impact of the pandemic on the second year of recruitment under Covid
- 7235 The Board requested that 2022-23 recruitment be moved up the agenda for the next meeting and given sufficient Board time to be considered in more detail. **Clerk, Chair and Exec**
- 7236 The Board noted the Vice-Chancellor's Report **Noted**

GOVERNANCE & NOMINATIONS

Committee Membership 2022/23 Report

- 7237 **Received** a report from the Clerk to the Board of Governors on the proposed membership of the sub-committees for academic year 2022/23 (paper G 22/50).
- 7238 The Clerk reported on the background to and results from the Committee preference survey, the subsequent proposed Committee membership for 2022-23. The Clerk made reference to the typo on years and an error with regard to Remuneration Committee's membership and advised members that one place remains vacant on Remuneration Committee.
- 7239 The Board approved the committee membership for 2022/23 and requested that the Clerk instigate the procedure for the appointment of Chairs for Audit, F&R, G&N and AASE Committees in line with the revised Standing Orders approved at the last Board meeting. **Approved Clerk**

Membership Report

- 7240 **Received** a report from the Clerk to the Board of Governors on changes to the membership (paper G 22/51).
- 7241 The Clerk reported on the resignation of Ms C Grooby and Mr M Wilson, on the proposed continued co-option of Ms O Fleming, Mr R Atkinson and Mr T Denwood for 2022-23 and on the result of the call for Academic Staff Governor nominations.
- 7242 The Clerk updated members that one nomination had been received for the role of Academic Staff Governor from Prof Denis Kobzev (Director of Business Education) and that subsequently he is recommended to Board as the Academic Staff Governor from 1st August 2022.
- 7243 The Clerk reported on the two remaining vacancies (one of which is a CES nominated position) and pending recruitment work.
- 7244 The Board of Governors:
 - Noted Mr M Wilson and Ms C Grooby's resignations**Noted**

- Approved Ms O Fleming, Mr R Atkinson and Mr T Denwood as Co-opted Committee Members for 2022-23 and **Approved**
- Approved Professor Denis Kobzev as Academic Staff Governor from 1st August 2022 **Approved**

Board & Committees Meeting Schedule 2022/23

7245 **Received** the proposed Board and Committees meeting schedule for 2022/23 (paper G 22/52).

7246 The Clerk reported on plans to reduce the number of days that governance meetings take place on, the move to face to face meetings for particular Committee meetings and that meeting dates had been cross referenced with school holidays and Holy Days.

7247 The Board approved the Board and Committees meeting schedule for 2022/23. **Approved**

Regulation for the Appointment of Staff Governors

7248 **Received** a report and the revised regulation from the Clerk to the Board of Governors (paper G 22/53).

7249 The Clerk reported on proposed changes to the Regulation for the Appointment of Staff Governors to accommodate the revised titles.

7250 The Board approved the Regulation for the Appointment of Staff Governors. **Approved**

LTU and the Catholic Ethos

7251 **Received** a report from the Chair on the plans to consider how Leeds Trinity's Catholic identity and ethos is applied in the governance and operation of the university (paper G 22/54).

7252 The Chair outlined that the item would be carried over for discussion at the November Board dinner. **Clerk**

7253 The Board noted the report. **Noted**

ITEMS FOR NOTING ONLY

Academic Board: Terms of Reference & Deliberative Structures

7254 **Received and noted** a report on the revised deliberative structure for the Academic Board, as well as for other changes to the Terms of Reference and constitutions of the Academic Board and its Committees (paper G 22/55). **Noted**

BoardPacks to BoardEffect Upgrade Notification

7255 **Received and noted** a verbal update from the Clerk to the Board of Governors on the transition from BoardPacks to BoardEffect portal.

7256 The Board noted the update report. **Noted**

Any Other Business

7257 There were no items of any other business.

RESERVED MATTER

Observers, Executive, Professor C Egbu and Mr J Hanley withdrew from the meeting and the Vice-Chair took the Chair for the item.

Remuneration of Board Chair

7258	[REDACTED]	[REDACTED]
7259	[REDACTED]	[REDACTED]
7260	[REDACTED]	[REDACTED]
7261	[REDACTED]	[REDACTED]
7262	[REDACTED]	[REDACTED]

Date of Next Meeting

7263 The Board of Governors will be held on Wednesday 6 July 2022 at 10am in room AG21 (South Room).

Meeting closed at 18:55 and members gathered for dinner, during which the Chair noted that the Board meeting was the last meeting for Ms J Andrew who would be leaving the Board on 31st July but cannot attend the meeting on 6 July. The Board thanked Ms Andrew for her significant contribution to the work of the Board and various Committees since August 2013 (including work as Senior Independent Governor from 2014 – 2021) and wished her well for the future.