

BIRMINGHAM CITY UNIVERSITY

BOARD OF GOVERNORS

MINUTES OF THE MEETING HELD ON 10 APRIL 2014

PRESENT: Mr Alex Stephenson (Chair)
Professor Cliff Allan
Mr Jim Beeston
Professor Stuart Brand
Mr John Charlton
Mr Vic Cocker
Lord Bruce Grocott
Professor Graham Henderson (for agenda items 1 – 11)
Mr Mark Hopton
Ms Ann Jones
Mr Andrew Jowett
Mr Joe Kelly
Ms Jenny Ladbrooke
Ms Nicky Lloyd
Ms Jenny Loynton
Professor David Roberts
Mr Raaj Shamji
Mr Shaun Smith

IN ATTENDANCE: Ms Christine Abbott, University Secretary and Director of Operations
Mr Steve Bradley, Director of Campus Management and Services
(for agenda item 8.1)
Professor Mary Carswell, Pro-Vice-Chancellor
Mr Graham Rhodes, Director of Estates (for agenda item 8)
Professor Paul Ivey, Pro-Vice-Chancellor
Professor Bashir Makhoul, Pro-Vice-Chancellor
Ms Helen Matthews, Assistant University Secretary
Mr Trevor Potten, Director of Corporate ICT (for agenda item 7)
Mr Richard Spilsbury, Director of Finance and Resource Allocation
Professor Alan Staley, Head of Learning Technology Development
(for agenda item 5)

APOLOGIES: Dr Waqar Azmi
Mr Joe Boyd

21/14 ELECTION OF A DEPUTY CHAIR AND BOARD AND COMMITTEE MEMBERSHIP
(BGOV.14.04.01)

Arising from Minute 88/13, Mr Mark Hopton withdrew from the meeting while the University Secretary took the Chair and sought nominations for appointment to the role of Deputy Chair and Pro-Chancellor. Mr Hopton was formally proposed for the office by Mr Alex Stephenson and seconded by Mr Shaun Smith. No additional nominations were received.

As part of its membership and succession planning discussions, the Nominations and Governance Committee recommended the significant benefit of retaining Mr Jim Beeston's experience beyond his scheduled retirement date of 31 March 2015. The Board supported the extension of Mr Beeston's term of office by two years in order to ensure continuity and stability during a period of extensive estates development.

The term of office of Mr Joe Boyd, the student member of the Board for 2013/14, would expire on 30 June 2014. Mr Niall Magennis had been elected as President of the Union and had been nominated by the students as the student member of the Board for 2014/15. The Chair placed on record the Board's thanks to Mr Boyd for his contribution during his year of office.

Following detailed consideration by the Nominations and Governance Committee and discussions with the University Secretary and Chair of the Audit Committee, Ms Sally Beavan was recommended for appointment to the co-opted membership of the Audit Committee.

RESOLVED:

- 21.1 That Mr Mark Hopton be appointed to the role of Deputy Chair of the Board of Governors and Pro-Chancellor for a period of office commencing with immediate effect and concluding at the first meeting of the Board held on or after 1 April 2015.
- 21.2 That the current term of office of Mr Jim Beeston be extended to 31 March 2017.
- 21.3 That Mr Niall Magennis be appointed as the student representative on the Board for a period of office commencing on 1 July 2014 and concluding on 30 June 2015.
- 21.4 That Ms Sally Beavan be appointed as a co-opted member of the Audit Committee for a period of office commencing with immediate effect and concluding on 9 April 2017.

22/14 MINUTES OF THE MEETING HELD ON 30 JANUARY 2014 (BGOV.14.04.02)

Minutes of the meeting held on 30 January 2014 were received.

RESOLVED:

That the Minutes of the meeting held on 30 January 2014 be confirmed and signed as an accurate record.

23/14 TECHNOLOGY ENHANCED LEARNING AND TEACHING

Professor Alan Staley, Head of Learning Technology Development, was in attendance for this item and gave a presentation on a range of centrally supported technology enabled learning and teaching resources including Moodle, Shareville, MyCAT and ePortfolio (presentation attached).

24/14 CONFIDENTIAL ITEM

25/14 ON-DEMAND IT SERVICES

The Director of Corporate ICT, Mr Trevor Potten, was in attendance for this item and presented an outline proposal relating to the provision of on-demand IT services. A formal costed proposal would be considered by the Finance Committee in June prior to submission,

for approval, to the meeting of the Board scheduled to take place on 17 July 2014 (presentation attached).

26/14 CONFIDENTIAL ITEM

27/14 CONFIDENTIAL ITEM

28/14 OPERATIONAL KEY PERFORMANCE INDICATORS (BGOV.14.04.06)

The University Secretary and Director of Operations presented the report, which was now aligned with the four themes and related aims of the University's new Strategic Plan.

With specific reference to the theme of Transforming Students, the University's results in both non-continuation and completion results had continued to improve and were now better than benchmark.

Efforts had been made throughout the University to try to ensure that all programmes reached the 50% threshold response rate required for inclusion in the National Student Survey results. The overall response rate for the institution had risen subsequent to the production of the report and now stood at 65%.

29/14 APPROACH TO FULL-TIME UNDERGRADUATE FEES AND STUDENT SUPPORT FOR 2015 (BGOV.14.04.07)

A report was received that invited members to support the overall proposed approach to fees and student support arrangements to be included in the Access Agreement for 2015/16 to be submitted to OFFA.

Members were advised that the approach proposed in the paper had been prepared against a backdrop of significant change in the areas of student number policy and student funding. As such, the proposals took full account of OFFA's advice, and retained the flexibility necessary to respond to any further changes that might be implemented in future years.

RESOLVED:

That the overall proposed approach to fees and student support arrangements to be included in the University's Access Agreement for 2015/16 be approved.

30/14 REPORT FROM THE VICE-CHANCELLOR ON KEY BUSINESS ISSUES (BGOV.14.04.08)

The Vice-Chancellor presented a report on key business issues not covered elsewhere on the agenda.

31/14 FINANCIAL ISSUES (BGOV.14.04.09)

The Director of Finance and Resource Allocation presented a report of financial issues, including treasury management, high value purchase orders and a request to extend the University's payroll services contract pending completion of the review of current payroll processes.

The University's overall liquidity position remained strong, with cash at bank and on deposit ahead of budget at 31 March 2014.

RESOLVED:

That the payroll services contract with Mouchel be extended to 31 March 2017.

32/14 MID-YEAR FINANCIAL FORECASTS FOR 2013/14 (BGOV.14.04.10)

The Board received the mid-year financial forecasts for 2013/14 for consideration which came forward with the support of the Finance Committee.

RESOLVED

That the mid-year financial forecasts for 2013/14 be approved.

33/14 REPORT OF CHAIR'S ACTION (BGOV.14.04.11)

The University Secretary and Director of Operations presented the paper to the Board.

Members endorsed the action taken by the Chair on its behalf to appoint KPMG LLP as the University's External Auditors for a period of five years from 1 August 2013 with the option to extend for a further two years. Action taken to approve a minor amendment to the University's Criteria and Procedures for the Conferment of Honorary Awards in respect of the award of Honorary Member of Birmingham Conservatoire was also endorsed. The revision ensured that former Conservatoire students who were enrolled with other faculties (eg BSc Music Technology students enrolled at TEE) could be eligible for the award and acknowledged in the same way as Conservatoire graduates.

34/14 REPORT OF THE MEETING OF THE NOMINATIONS AND GOVERNANCE COMMITTEE HELD ON 30 JANUARY 2014 (BGOV.14.04.12)

A report of the business transacted by the Nominations and Governance Committee at its meeting held on 30 January 2014 was received. A second meeting of the Committee had been held immediately prior to the April Board meeting to discuss the University's response to the Committee of University's Chairs consultation on the draft of the revised HE Code of Governance. The next steps in the consultation and development process would be reported to the Board in due course.

35/14 REPORT OF THE MEETING OF THE PERSONNEL AND REMUNERATION COMMITTEE HELD ON 6 MARCH 2014 (BGOV.14.04.13)

The Chair of the Personnel and Remuneration Committee presented a report of the business transacted at the Committee's meeting held on 6 March 2014.

The Board noted the potential additional cost to the University as a result of rises in employer and pension deficit contributions and National Insurance contributions, noting that the Executive was taking steps to mitigate the increase as far as possible.

36/14 REPORT OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 12 MARCH 2014 (BGOV.14.04.14)

A report was received of the business transacted by the Audit Committee at its meeting held on 12 March 2014.

37/14 REPORT OF THE MEETING OF THE FINANCE COMMITTEE HELD ON 20 MARCH 2014 (BGOV.14.04.15)

A report of the business transacted by the Finance Committee at its meeting held on 20 March 2014 was received.

38/14 REPORT OF THE MEETING OF SENATE HELD ON 19 FEBRUARY 2014 (BGOV.14.04.16)

A report was received of the matters considered, decisions taken and information received by Senate at its meeting held in February 2014.

39/14 APPLICATION OF THE SEAL (BGOV.14.01.17)

A report of the application of the University Seal since the Board meeting in January 2014 was received as follows:

- (i) On 18 February 2014 to an Amendment Letter to the revolving Credit Facility Agreement dated 20 December 2011 made between Birmingham City University (borrower) and Barclays Bank plc (lender).
- (ii) On 18 February 2014 to a Deed of Surrender relating to premises at Gosta Green, Birmingham between Aston University and Birmingham City University.
- (iii) On 18 February 2014 to a Deed of Novation in respect of the EcoCampus Programme between Nottingham Consultants Limited, Loreus Limited and Birmingham City University.
- (iv) On 20 March 2014 to a Piling Consultant to Employer Collateral Warranty to an Appointment relating to the Birmingham City University Phase 2 development at the City Centre Campus.
- (v) On 20 March 2014 to an MEP Services Sub-Contractor to Employer Collateral to a Sub-Contract relating to the Birmingham City University Phase 2 development at the City Centre Campus.
- (vi) On 20 March 2014 to an Agreement between Birmingham City University, Millennium Point Trust and Millennium Point Property Limited in respect of Land and Buildings at Jennens Road, Birmingham.

Application of the Seal to item (iii) above had been done under Chair's action under the authority delegated to the Chair to approve the application of the Seal between meetings of the Board and Committees in order to expedite transactions to which the necessary financial and other approvals have been granted.

40/14 DATE OF NEXT MEETING

The next meeting of the Board would be held on Thursday 17 July 2014 at 4.00 pm.

Chair:

Date: