

Solent University

[Confidential in respect of Minutes 19/23-27, 19/29-30, 19/34-36, 19/38-40]

BOARD OF GOVERNORS

Minutes of the meeting of the Board of Governors held on 24 April 2019

- Present
- Professor Graham Baldwin (Vice-Chancellor)
 - Stephen Bolton, Independent Governor
 - Dr Janet Bonar, Staff Governor
 - Alison Colley, Independent Governor
 - Phil Cotton, Independent Governor
 - David Cowley, Student Governor
 - Mark Dixon, Staff Governor
 - Nigel Duncan OBE, Co-opted Governor
 - Professor Ruth Farwell CBE DL, Independent Governor
 - Jennifer Glastonbury, Independent Governor
 - Graham Holland, Independent Governor
 - Councillor Satvir Kaur, Co-opted Governor
 - James Rimmer, Independent Governor
 - Lena Samuels, Independent Governor
 - John Simpson, Independent Governor
 - Dr Joan Stopp, Independent Governor
 - Philip Wake OBE RD, Independent Governor
- In attendance
- Dr Caroline Carpenter, University Secretary
 - Professor Julie Hall, Deputy Vice-Chancellor
 - Osama Khan, Pro Vice-Chancellor (Students & Teaching)
 - Tere McGonagle-Daly, Pro Vice-Chancellor (External Relations)
 - Andy Riggs, Chief Finance Officer
 - Grace Davies, Students' Union President Elect
 - Andrea Thompson, Chief People Officer
 - Bridget Woolven, Clerk to the Governors

19/19 Apologies & Welcome

- i. Apologies from Captain Emma Tiller. The meeting was quorate.

The Chair:

- ii. welcomed Dr Janet Bonar, Staff Governor, whose appointment had been approved by the Board prior to the meeting, on recommendation of Governance Committee;
- iii welcomed Grace Davies, Student Governor Elect, who would take up her new as Students' Union President (new titled Head of Student Voice) in mid-July.

19/20 Conflict of Interests - Graham Holland declared that Lambert Smith Hampton, of which he is a director, is conducting a survey regarding the mast removal at Warsash; a specialist area of work. Graham Holland is not involved in this work.

19/21 Minutes of the meeting held on 27 February 2019 - these were approved as a correct record.

19/22 Matters Arising. None.

19/23 Learning, Teaching and Student Achievement
By Osama Khan, Pro Vice-Chancellor (Students & Teaching)

Presentation
Confidential

This minute is confidential.

19/24 Vice-Chancellor's Report
By Professor Graham Baldwin

Oral report
Confidential

This minute is confidential.

19/25 Student Recruitment

Paper 19/BG/08
Confidential

This minute is confidential.

19/26 Financial Sustainability

Presentation
Confidential

This minute is confidential.

19/27 Key Performance Indicators (KPIs)

Paper 19/BG/09
Confidential

This minute is confidential.

19/28 2017/18 Student Equality Annual Report

Paper 19/BG/10

- i. Osama Khan presented the report together with a presentation which summarised retention and achievement by ethnicity, disability, gender, age and widening participation.

In discussion, the following points were made:

- ii. The gender attainment gap had increased by 6% to 14% with improved female attainment for three years and male attainment remaining static.
- iii. The latest access and participation plan was being written to cover the next five year period. It would include an access and participation target and would be self-evaluated.
- iv. It was possible to breakdown the report on health issues to distinguish between those students who had arrived at Solent with health issues and those that had developed them during their term at Solent. **ACTION: This information would be included in the report for 2018/19.**

19/29 Teaching Excellent Framework (TEF) Consultation

Paper 19/BG/11
Confidential

This minute is confidential.

19/30 Annual Report on Partnership Activity

**Paper 19/BG/06
Confidential**

This minute is confidential.

19/31 Safeguarding Committee & Policy Update

Paper 19/BG/013

- i. Osama Khan presented the Prevent Duty Accountability and Data Return and risk assessment for 2017-18 and asked for approval of a revised Safeguarding Policy and Procedure.

In discussion, the following points were made:

- ii. The Policy and Procedure had been amended to reflect current University structures, job titles and post-holders.
- iii. The Board noted that a letter dated 15 April 2019, had been received from the Office for Students (OfS) confirming that Solent had demonstrated due regard to the Prevent Duty and that the University was not at higher risk of non-compliance with Prevent.
- iv. **ACTION: Osama Khan would ensure that the policy includes reference to cyber risks. COMPLETED.**

19/32 Academic Board Report

Paper 19/BG/14

The report was noted.

19/33 Health & Safety Annual Report 2017/18

Paper 19/BG/15

- i. Dr Caroline Carpenter presented the report.

In discussion, the following points were made.

- ii. Near misses were being under-reported and this matter would be included in a procedural review.
- iii. The Board approved the Health & Safety Policy - General Statement.

19/34 Audit Committee 20 March 2019

Confidential

This minute is confidential.

19/35 Governance Committee

Confidential

The Board noted the minutes.

19/36 Membership of the Board and its Committees

**Paper 19/BG/16
Confidential**

This minute is confidential.

19/37 Four Yearly Review of Board Effectiveness

Paper 19/BG/17

The Clerk presented the paper which had been recommended to the Board by Governance Committee.

The Board agreed that the review would be carried out as follows:

- i. A survey of Governors' views by the Leadership Foundation for Higher Education - content to be reviewed and approved at the Board meeting on 17 July and issued during August.
- ii. An analysis of the Board's performance against the Statement of Primary Responsibilities - during Summer 2019.
- iii. Analysis of the Board's compliance with the CUC HE Code of Governance - during Summer 2019.
- iv. Findings and recommendations to be brought to Governance Committee and Board of Governors in November 2019.

19/38 Resources Committee 30 January 2019

Confidential

This minute is confidential.

19/39 Remuneration Committee

**Oral report
Confidential**

This minute is confidential.

19/40 Report of Honorary Degrees Scrutiny Group

**Paper 19/BG/18
Confidential**

This minute is confidential.

19/41 Affixing of the Seal

The Board was asked to note that the following documents were signed by the Vice-Chancellor and Clerk to the Governors, and the University Seal applied to:

- i. Transfer of whole registered title of 36 & 37 St Mary Street, Southampton from Solent University to Third Roodhill Leasing Limited;
- ii. Transfer of whole registered title of 36 & 37 St Mary Street, Southampton from Third Roodhill Leasing Limited to Solent University.

19/42 Meeting dates

The Board noted:

- i. The Naming Ceremony for the new ship 'Respect' at Timsbury Lake on Friday 5 July at 1.30pm;
- ii. The next Board meeting would be on Wednesday 17 July 2019 at 5.00pm and this would be preceded by a Governors' tour of the new maritime suite at 4.00pm.

19/43 Chairman's Address

Phil Cotton formally thanked Alison Colley, Vice Chair, for her outstanding contribution to the Board of Governors over the past nine years. Since 2010, Alison had served on Resources Committee, Audit Committee and Remuneration Committee. The Board wished Alison well in her future endeavours.