

**Minutes of the nineteenth meeting of the Board of Governors
held on 18 October 2006**

Present: Peter Anwyl (in the Chair)

Philip Bignell	Abdul Rahim
Stephen Bromwich	Brian Roper
Graham Castle	Cherrill Scheer
John Gabriel	Abu Shohid
Stephan John	Cllr Barbara Smith
Jeremy Mayhew	Michael Snyder
Bob Morgan	Timothy Thompson
Prof Zenobia Nadirshaw	Sarah Tyacke
Raj Patel	

Clerk to the Board: John McParland

In attendance:	Bob Aylett	Rachel Thomas
	Lyn Link	Chris Topley
	Pam Nelson	

Apologies: Sir John Carter, Alastair Clark, John Haworth, Linden Ife, Dame Barbara Mills and Finlay Scott

246. Re-appointment of Governors
(Agenda item BG 19/1)

The Board received the report on Re-appointment to Governorships. It was noted that the appointment of two Independent Lay Governors had come to an end of 30 September 2006 and that normally a report would have been submitted to the June Board. However, as it had not been possible to previously hold the EGM, Governors were recommended to extend the three

year terms of office of the Governors affected to a fourth year which would enable any changes to take place over the coming year.

The Board agreed to approve the re-appointment of Raj Patel and Sarah Tyacke to serve as Independent Lay Governors from 1 October 2006 to 30 September 2007.

(Action: Secretary and Clerk to the Board of Governors)

247. Appointment of Chair and Vice-Chair

(Agenda item BG/19/2)

It was noted that as it was the first meeting of the Board in the academic year it was necessary to appoint a Chair and Vice-Chair for the ensuing year in accordance with Article 8 of the Memorandum and Articles of Association.

The Board noted the report and noted the recommendations of the Nominations Committee for the appointment of the Chair and Vice-Chair. The Chair had indicated his desire to stand down at the end of the 2006 calendar year.

The Board approved the following appointments **nem con**:

- a) the appointment of Sir John Carter as Chair until 31 December 2006
- b) the appointment of Peter Anwyl as Chair from 1st January 2007
- c) the appointment of Peter Anwyl as Vice-Chair until 31 December 2006

The Board noted that recommendations for a Vice-Chair to take up office from 1st January 2007 would be submitted to the Nominations Committee initially and to the Board thereafter.

(Action: Secretary and Clerk to the Board of Governors)

248. Presentation

The Board received a comprehensive presentation on Academic Standards and the role of Governors together with a copy of the University Planning Cycle. (Attached.)

It was noted that a meeting of the Joint Standards Board, the remit of which was to ensure that the degree awarding powers were being properly

discharged, would be arranged as soon as the appropriate monitoring methods had been established. The Joint Standards Board would report annually to the Board of Governors on the maintenance of academic standards.

(Action: Deputy Vice-Chancellor (Academic))

249. Minutes of the meeting held on 21 June 2006

(Agenda item BG 19/4)

The Minutes of the meeting on 21 June 2006 were confirmed as a correct record.

250. Matters Arising

(Agenda item BG 19/5)

The Board received the report on the position concerning the Employment Appeal Tribunal. It was noted that the Finance and Human Resources Committee would consider the matter at its next meeting and a report would be submitted to the next Board meeting.

(Action: Director of Human Resources/Clerk to the Board)

Minute 237 Matters Arising

It was noted that the President of the Student Union (SU) was unable to bring forward the proposed changes to the SU Constitution because these would be affected by the amendments to the University's Memorandum and Articles. It was confirmed that none of the changes would affect the ability of the Union to present proposals. The Board reiterated that allowing further time to bring the proposals forward should not lead to lack of impetus and that this matter should be pursued with urgency and acted upon expeditiously. The President stated that the Union had already undertaken a substantial amount of work on the Constitution. It was agreed that he would provide a report to the Secretary and Clerk to the Board immediately after the meeting and that a report would be submitted to the next meeting of the Nominations Committee with the final report being submitted to the December Board of Governors.

(Action: President of the Student Union)

Minute 239 Management Information, Agency Staff

It was noted that a report on Agency staff would be submitted to the December Board.

(Action: Director of Finance)

Minute 240 Budget 2006/07

The Teaching Staff Governor raised a concern about the resourcing of the Women's Library when the University had not benefited from any of the publicity that the Library had received. However, it was noted that at the last meeting of the Women's Library Council members had expressed the view that it wished to be more closely integrated within the University. It was also noted that a number of collaborations had already taken place and these were being extended. The matter would be kept under review.

(Action: Vice-Chancellor)

JNCHES Framework agreement

The non-teaching staff Governor stated that there had been no mention of the discussions about the JNCHES Framework agreement in the minutes. The Vice-Chancellor responded that this matter had been discussed at an earlier Board.

It was reiterated that the Board had been fully apprised from the outset about the JNCHES framework by the Finance and Human Resources Committee and that the Board would continue to be informed of progress. The Non-Teaching Staff Governor also stated that HEFCE would withhold funds if the University did not sign up to the JNCHES framework.

Governors expressed concern about the nature and amount of letters received prior to the Board meeting which in the view of some members were more about "propaganda" than a fair minded description of the issues. It was stressed by Governors that accurate information was essential for all those who had the interests of the University at heart.

(Action: Director of Human Resources/Clerk to the Board)

251. Report for the period 13.3.06 – 2.6.06 from the Vice-Chancellor and Chief Executive (Agenda item BG 19/6.1)

The Board received and noted the report by the Vice-Chancellor.

252. Student Recruitment

The Board received the oral report on recruitment from the Vice-Chancellor (Research and Development) as at the 13 October 2006. The following points were noted.

- that it was still very early in the recruitment cycle. Previous experience had indicated that the pattern of enrolment had not been established until about week 6 or 7 and that the data presented were for week 3.
- that during the early enrolment period, there had been some short-term difficulties with IT systems, which produced delays in enrolment. It was noted that the recruitment figures could improve further as the position was resolved.
- that the overall picture was not encouraging. It was noted that taking into account all types and levels of student, the University was currently 5.2% down on the equivalent position last year.
- one aspect appeared to be related to returning students' perception of the enrolment procedure. A significant number of students seemed to believe that planning a programme and having it accepted was equivalent to enrolment, which was not the case. It was noted that if this was the case the position should improve, although the University was not confident that these additional enrolments would be sufficient to cover the shortfall.
- that Home student numbers were down 5.4% and Overseas student numbers were down 2.6%.
- that Full-Time students were down more than Part-Time, the latter being down by 4.4%.
- that the most serious shortfalls were in Home Undergraduate Full-Time students. Overall, Home Undergraduate Full Time were down by 6.1%, but within this the new first year Undergraduates were down by as much as 22% (c1000 students). It was noted that despite the fact that it was early in the recruitment cycle this was a very large shortfall and could be the effect of the new fees regime.
- that postgraduate numbers were also down, more or less consistently in all categories at around - 6.2%.
- that of the University's Academic Departments, five were at a comparable position relative to the same time last year and that four of these, Applied Social Sciences, Humanities Arts and Languages, Health and Human Science, and Management and Professional Development, were ahead of last year. Education was on a par with last year. The remainder of Departments

were all down compared to last year, the most serious (either because of the percentage shortfall, or because they were large Departments where even a small percentage represented a large number of students) being Computing Communications Technology and Mathematics, Law Governance and International Relations, and Business and Service Sector Management.

It was also noted that since 13 October the current recruitment position had improved.

The main comments noted were:

- that it was too early to compare recruitment figures across the sector
- that the indications were that recruitment targets may be adrift of budget
- that last year's recruitment figures were exceptional, probably prior to the tuition fee changes, and the recruitment position would be more realistic if compared with the previous year's figures
- that the increasing demands on the University's IT systems had resulted in overloading, which had probably led to the problems during enrolment. A report was awaited but it seemed inevitable that this matter would need to be given high budgetary priority.

It was noted that a report on actual student recruitment figures would be submitted to the December Board, together with any financial implications and if necessary revisions to the Business Plan.

(Action: Deputy Vice-Chancellor (Research and Development)/Director of Finance)

Financial Reports

253. Management Information (Agenda item BG 19/7)

The Board received and noted the report from the Director of Finance on Management Information for the two months to 30 September and the forecast for the year to 31 July 2007.

The following points were noted:

- that University performance was better than budget by some £750k for the first two months of 2006/07 due to lower cost levels
- that implementation of JNCHES proposals was yet to be determined. No costs had been accrued and £3m had been included in the budget for 2006/07 for possible implementation.
- that general contingency stood at £2.7m and proposed transfers to September amounted to £676k
- that total outstanding debt amounted to £6.9k when compared to £6.2m at the same time last year. It was noted that much of this would be cleared shortly.
- that cash and short term deposits totalled £10.9m at 30 September when compared to £25m at the same point last year

Reports on Formal Matters

254. Membership of Companies

(a) London Higher (Agenda item BG 19/8.1.1)

The Board received the report on Membership of London Higher.

Governors agreed to approve the University's membership of London Higher in accordance with the Articles of Association of that company; and that the Vice-Chancellor and Chief Executive exercise the duties under the Articles of the University as a member of the company.

(Action: Secretary and Clerk to the Board)

255. The JISC (Joint Information Systems Committee) Content Procurement Company Ltd

(Agenda item BG 19/8.1.2)

The Board received the report on Membership of the JISC Content Procurement Company Ltd.

Governors agreed to approve the University's membership of the JISC Content Procurement Company Ltd in accordance with the Articles of Association of that company; and that the Vice-Chancellor and Chief

Executive exercise the duties under the Articles of the University as a member of the company.

(Action: Secretary and Clerk to the Board)

256. Report from Academic Board

(Agenda item BG 19/9)

The Board received the report from Academic Board and noted and commended the revised Committee structure which had been adopted by that Board.

257. Date of Next Meeting

It was noted that the next scheduled meeting of the Board would be held on Wednesday 13 December followed by dinner as it would be the Chair's last meeting (venue to be confirmed).

AGENDA PART TWO

258. The Board noted for information

(Agenda items BG 19/10.1 - BG 19/10.4)

- a) Dates of Future Meetings
- b) Current Membership
- c) Outline Agenda for next meeting
- d) Academic Board Business 06/07

259. The Board noted the unconfirmed Minutes of:

(Agenda items BG 19/11.1 – 19/11.4)

- a) Minutes of the Audit Committee - 12 July 2006
- b) Minutes of the Finance and Human Resources Committee - 19 July 2006
- c) Minutes of the London Metropolitan Enterprises Ltd - 26 July 2006
- d) Minutes of the Women's Library Council - 28 September 2006