

**Minutes of the twenty third meeting of the Board of Governors
held on 24 October 2007**

Present: Peter Anwyl, Chair

Jon Alsbury ****	Professor Zenobia Nadirshaw
Graham Castle	Raj Patel
John Haworth	Abdul Rahim
Stephan John	Brian Roper
Jeremy Mayhew	Finlay Scott
Bob Morgan	Abu Shohid

Clerk to the Board: John McParland

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

Apologies: John Gabriel, Michael Snyder and Sarah Tyacke

313. Chair's Announcements

The Chair welcomed Professor Paul Lister, Deputy Vice-Chancellor (Research and Development) to his first meeting of the Board.

314. Appointments of Chair and Vice-Chair
(Agenda item BG 23/1)

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 Vice-Chancellor took the Chair.

The Board noted the report and noted the recommendations of the Governance Committee for the appointment of the Chair and Vice-Chair.

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

- a) the appointment of Peter Anwyl as Chair
- b) the appointment of Abdul Rahim as Vice-Chair

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

315. Minutes of the meeting held on 20 June 2007

(Agenda item BG 23/1)

The Minutes of the meeting on 20 June 2007 were confirmed as a correct record.

316. Matters Arising

Minute 294 – Middle States Commission on Higher Education (MSCHE)

It was noted that the final report would be circulated to Governors.

(Action: Secretary and Clerk to the Board)

317. Report for the period 11.6.07 – 12.10.07 from the Vice-Chancellor and Chief Executive

(Agenda item BG 23/4.1)

The Board received the report by the Vice-Chancellor.

The following points were noted:

Staff/Management Consultative Forum

It was noted that the Minutes of the first meeting of the Staff Management/Consultative Forum were included in Part II of the Agenda. It was also noted that the feedback received from this meeting was positive and indicated that this was a helpful forum for the exchange of information between management and staff.

Director of Marketing Communications and Fund Raising

It was noted that the recruitment process was underway and should be completed by the New Year.

Community Sports Partnership with Hackney Community College

It was noted that this was a new sports initiative and there had been enthusiastic support for this exciting new development at the launch. Reports on progress would be submitted to future meetings of the Board.

(Action: Vice-Chancellor)

318. Student Recruitment – oral update

The Board received an oral update on student recruitment from the Deputy Vice Chancellor (Research and Development). The following points were noted:

1. That it was early in the Academic Year so current recruitment patterns could change.
2. Overall the University 's recruitment figures were 3% down when compared to the same point last year. This equated to approximately 650 students.
3. Currently home/EU students were down by 5% whereas overseas students were up by 14%.
4. Full-time students overall were down by slightly over 3%, whereas part-time students were down by 2%.
5. Undergraduate students were down by 4% but postgraduate students were up to 5%.
6. The recruitment pattern appeared consistent between overseas

and home/EU recruitment at both undergraduate and postgraduate level in both full-time and part-time modes. It was noted that this may reflect the approach taken by the University to these two markets.

7. The recruitment position across the University's departments was that one Department, Computing, Communications Technology and Mathematics, had so far under recruited by 500 students (24% of its target) and another by 333 students (4% of its target). The remaining departments were about par or over target.

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)

319. Olympic Update
(Agenda item BG 23/4.3)

The Board received the report on the Olympic proposals update. It was noted that although the Olympic Delivery Authority had decided it no longer wished to negotiate with the University directly this did not preclude the University's involvement in the legacy arrangements as a partner with other bidders.

The Board supported the lines of enquiry currently being pursued as set out in the report.

320. Croydon FE College
(Agenda item BG 23.4.4)

The Board received the report on how the partnership with Croydon College could be formalised and noted the process for further work.

It was also noted that the Croydon College Board of Governors had approved the recommendations set out in Section 3 of the report at its meeting on 17 October 2007.

The following points were also noted:

- That the University Centre models of Burnley and Oldham, were

examples of partnership models worth investigating as they were supported by the Higher Education Funding Council and Learning and Skills Council.

- The comments from Stephan John, also a Governor of Croydon College, including the point that 5 other Universities had expressed an interest in developing a formal partnership with Croydon College but LondonMet's proposal had been clearly favoured above them.
- The benefits for Croydon College of such a partnership, including the validation of new programmes, audit regimes and the development of third stream activities.

The Board approved the following recommendations:

1. To agree in principle to establish a partnership agreement.
2. That each Board would receive for approval the Heads of Agreement (including key milestones) and legal framework and be responsible for monitoring the progress of key milestones.
3. That each Board would annually approve the Joint Strategic and Joint Academic Plans and both Boards would receive annual monitoring reports.
4. That a joint Governors' Committee would be formed, comprising two or three Governors from each institution. This Committee would meet twice per year to consider and endorse the draft Strategic and Academic Plans and the draft Tuition Fee Policy before recommending them to the Boards; and would monitor progress of both plans and submit reports to both Boards.
5. That Stephen John, as a Governor of both the College and the University, would be the main Governor conduit.
6. That in the case of Croydon College the HEC Council would make recommendations to the College Board about those aspects that would be delegated to the Council.

The Board also approved the following timetable:

Joint Management Group set up

31 October 2007

Heads of Agreement, key milestones	31 December 2007
Joint Governors' Committee set up and in receipt of draft joint Strategic and Joint Academic Plans and draft tuition fee policy	31 February 2007
Strategic and Academic Plans approved by both Boards, final version available for discussion with HEFCE	31 March 2008
Agreement on proposed net charges for 2008/09	31 April 2008
Publication of a joint prospectus and linked web-sites	31 May 2008
Production of capital development plan	To be agreed

(Action: Deputy Vice-Chancellor (Academic))

321. Management Information (Agenda item BG 23/5))

The Board received and noted the report from the Director of Finance on Management Information for the two months to 30 September 2007 and the forecast for the year to 31 July 2008.

The following points were also noted:

- That the University's performance was better than budget by some £660k
- That £2.7m had been set aside in 2007/08 for severance costs
- That general contingency stood at £3.6m
- That student number data was not yet completed as Autumn term enrolment was still underway

- That the main risk to achievement of the University budget was the impact of lower than budgeted fee and grant income, particularly HEFCE holdback
- That the gross debtor position as at 30 September 2007 was £42.5m
- That non-tuition fee debts were £4.9m
- That cash and short term deposits totalled £43.7m
- That the year end cash balance was projected at £41.4m
- That expenditure on capital projects up to the end of September amounted to £659k

The following comments were also noted:

- That the auditors had confirmed an operating surplus for 2006/07 as £0.6m which compared well with the operating surplus in the Business plan of £0.5m
- That HEFCE Holdback remained unresolved and it was not yet possible to predict the final figure. A further report would be submitted to the December Board and the Finance and Human Resources Committee in November.
- Overall the results were better than expected but it was important to note the exceptional items like the sale of Tufnell Park.
- That the Tuition fee position was as reported in the paper.
- That the cash balance at the end of last week showed an all time high of £54m.

It was noted that no transfers had been proposed from General contingency. £2.7m had been set aside for severance costs and the Board agreed that staff development costs, such as re-training for redeployment which related to restructuring, could be included against that budget.

(Action: Director of Finance)

322. Update on Industrial Relations Issues (Agenda item BG 23/6)

The Board received the report on recent developments in relation to various employment matters, together with the following appendices:

- (a) Joint Management/UCU press statement
- (b) Proposed Recognition Agreement
- (c) Proposed Facilities Agreement
- (d) Proposed Disputes Procedure
- (e) Current Severance Policy

The following points were also noted:

Recognition Agreement

That there were some differences between this recognition agreement and the earlier agreement, the main changes being the external communication arrangements during disputes, revisions to the facilities agreement and meeting arrangements.

Governors were supportive of the agreement and hoped that the principles set out in the documents would be reflected in any future communications from the Trade Union.

Voluntary Severance

That it was important to ensure that all staff applying for voluntary severance were treated consistently and equally. It was noted that appropriate selection mechanisms were in place. It was also noted that for monitoring purposes diversity categories had already been agreed with the Trades Unions and they were currently being consulted about the scheme.

JNCHES

It was noted that the University could not be directed by HEFCE or the UCEA to implement the JNCHES framework agreement. Neither HEFCE or the UCEA had contacted the University since being approached by the Trade Unions and the University's position remained as advised to the Board ie that the University would only implement those aspects of the framework which it believed supported strategic objectives and which were affordable.

That at the recent Committee of University Chairmen Conference

members were of the view that there could be a weakening of national pay bargaining with a move towards the option of local or consortia pay bargaining.

Recognition

The Board approved that UCU be recognised for the purposes of collective bargaining as set out in the attached recognition agreement and associated documents ie facilities arrangements and disputes procedures, subject to the formal signing of the documentation by UCU and the Director of Human Resources on behalf of the University.

Voluntary Severance

The Board approved the implementation of a third voluntary severance scheme to apply to all staff groups within the University. It was noted that the recently revised severance policy would be the basis for the terms and conditions of the scheme.

The Board noted the position in relation to compulsory redundancies.

The Board re-affirmed the University's position in respect of the JNCHES Framework.

323. Committee Membership (Agenda item BG 23/7.1)

The Board received the report on Committee Membership and on the recommendation of the Governance Committee approved the following changes:

Audit Committee

That a further co-optee would be sought

Finance and Human Resources Committee

That Abdul Rahim be appointed as Chair

That Raj Patel be appointed to serve

Governance Committee

That John Alsbury be appointed to serve

Enterprises

That Paul Lister be appointed as a Director

(It was also noted that Abdul Rahim had resigned as a Director)

Women's Library Council

That Prof Zenobia Nadirshaw be appointed as Chair

University Research Ethics Committee

That Prof Zenobia Nadirshaw be appointed to serve and fill the Governor vacancy previously held by Celia Phillips

Joint Standards Board

It was noted there should be a record of the members of this Board.
(NB This is held on the Governors' Intranet site)

324. Student Representation

(Agenda item BG 23.7.2)

The Board received and noted the report on Student Representation.

The Board approved:

- a) the Governance Committee's unanimous recommendation that the priorities set out in paragraph 5 of the paper should be the priorities for the development of representation
- b) that work commence and continue on the priorities in paragraph 5 in the current year and be led by the University with such contribution as was possible from the Student's Union but not be dependent on it
- c) the timescale for proposals on the SU constitution:

Discussion and preparation of proposals agreed between the University and the Student's Union by January 2008

Student Council ratification by February 2008

Governance Committee approval 12 March 2008

Board approval 19 March 2008

325. Appointments of Senior Staff

(Agenda item 23/7.4)

The Board received and noted the report on the Appointments of Senior Staff.

The Board agreed that the Schedule of Reserved matters agreed in 2003 be amended to allow the delegation of the appointment of Senior Staff (except the Vice-Chancellor) to a Panel or Committee of the Board provided that such a Panel or Committee consist of two lay Governors normally being the Chair and Vice-Chair. Such appointments to be notified to all Board members.

326. Date of Next Meeting

The Board agreed that Board meetings would commence at 5pm in future.

It was noted that the next scheduled meeting of the Board would be held on Wednesday 12 December 2007 at the **Institute of Directors, 116 Pall Mall, W1** at **5pm**.

AGENDA PART TWO

327. The Board noted for information

(Agenda items BG 23/8.1 - BG 23/8.6)

- a) Dates of Future Meetings
- b) Current Membership
- c) Outline Agenda for next meeting
- d) Islington's Sustainable Community Strategy
- e) Systems and Services Transformation Programme
- f) Companies and Charities Acts

328. The Board noted the unconfirmed Minutes of:

(Agenda items BG 23/9.1 – 20/9.8)

- a) Minutes of the Joint Standards Board – 19 June 2007
- b) Minutes of the Women's Library Council – 28 June 2007
- c) Minutes of London Metropolitan Enterprises – 4 July 2007
- d) Minutes of the Audit Committee – 11 July 2007
- e) Minutes of the Finance and Human Resources Committee – 18 July 2007
- f) Minutes of the Women's Library Council – 20 September 2007

It was noted that the role and scope of the Women's Library was actively being reviewed in an attempt to clarify the issues. The University had not altered its financial support for the library but was examining ways and means of better integrating the Library within the University and improving fundraising.

- g) Minutes of Staff/Management Consultative Forum – 19 September 2007
- h) Minutes of the Governance Committee – 16 October 2007