

Minutes of a Meeting of the Board of Governors  
held at 4pm on Thursday, 9 July 2015  
in room 1B27, Technopark, London Road, London SE1

**Present**

David Longbottom	Chairman
Jerry Cope	Vice Chair ( <i>except minute 6</i> )
Prof David Phoenix	Vice Chancellor and Chief Executive
Steve Balmont	
Shachi Blakemore	
Douglas Denham St Pinnock	
Carol Hui	
Prof Hilary McCallion	
Mee Ling Ng	
Abdi Osman	SU President ( <i>for minutes 10 – 26</i> )
Andrew Owen	
Prof Shushma Patel	
James Smith	
Prof Jon Warwick	

**Apologies**

Kevin McGrath  
Prof Neil Gorman

**In attendance**

Prof Pat Bailey	Deputy Vice Chancellor
Mandy Eddolls	Executive Director of Organisational Development and HR ( <i>for minutes 10 – 12</i> )
Richard Flatman	Chief Financial Officer
James Stevenson	University Secretary and Clerk to the Board of Governors
Michael Broadway	Governance Manager

**Welcome**

1. The Chairman welcomed Abdi Osman to his first Board meeting. Apologies had been received from Kevin McGrath and Neil Gorman.
2. The Chairman reported that governors had just received an informative presentation on the University's partnership with The Welding Institute (TWI).

### **Declaration of Interests**

3. In relation to minute 19 below, Shachi Blakemore declared that a number of her clients were further education colleges in south London. The Board agreed that there was no conflict in relation to the item at this meeting, although the position may need to be reviewed as specific proposals were developed.

### **Minutes of the previous meeting**

4. The Board approved the minutes of the meeting of 14 May 2015 (paper **BG.25(15)**) and their publication with redactions.

### **Matters Arising**

5. The Chairman reported that the Hugh Astor Court sub-committee had met immediately prior to the Board meeting. Having reviewed the due diligence and method of contracting for the purchase, the committee approved exchange of contracts for the purchase of the leasehold of Hugh Astor Court from the Peabody Trust. Completion was expected by April 2016.

### **Appointment of Chair of the Board**

*Jerry Cope left the meeting for this item*

6. In the absence of the Vice Chair, and after due consideration, the Board unanimously approved the appointment of Jerry Cope as Chair of the Board and Pro Chancellor with effect from 1 August 2015 (paper **BG.26(15)**). His initial term as Chair of the Board would be for four years.

*Jerry Cope re-joined the meeting*

### **Appointment of Vice Chair of the Board**

7. After due consideration, the Board approved the appointment of Andrew Owen as Vice Chair of the Board and Pro Chancellor with effect from 1 August 2015 (paper **BG.27(15)**), to serve until 31 July 2017.

### **Vice Chancellor's Report**

8. The Board discussed the Vice Chancellor's report (paper **BG.28(15)**), which reviewed progress against the three outcomes in the corporate strategy: student success; real world impact; and access to opportunity.

9. The Board noted the following key points:
- a. Government policy initiatives and budget for 2015, including the introduction of a teaching excellence framework, the review of quality by HEFCE, and the replacement of maintenance grants with loans; and
  - b. Student recruitment for 2015/16, which was on target;
  - c. Tightened controls on immigration; and
  - d. Measures to improve progression, including the Edison project and summer re-assessment.

*Abdi Osman joined the meeting*

### **Health and safety annual report**

*Mandy Eddolls joined the meeting*

10. The Board discussed the health and safety annual report for 2013/14 (paper **BG.29(15)**). The Board requested amendments to future reports.

### **Strategic HR update**

11. The Board noted an update on workforce planning and the current voluntary severance scheme. It was noted that the maximum cost of voluntary severance through this exercise would be c.£1.1m.
12. It was noted that negotiations with the trade unions on the South Bank Agreement would continue into September 2015.
13. The Board noted that support for all staff was available through the employee assistance scheme.

*Mandy Eddolls left the meeting*

### **Chief Financial Officer's Report**

14. The Board discussed in detail the Chief Financial Officer's report (paper **BG.30(15)**). The full year forecast was a surplus of £1m against a budget target of £1m.
15. The Board discussed and approved the budget for 2015/16, which was in line with the five year forecasts. The budget target was income growth of 4.3% to £142.3m and a surplus of £1m.

16. The Board approved the proposals for loan / deposit offset at Barclays Bank and authorised the CFO to legally complete the arrangement.
17. The Board approved minor changes to the financial regulations as proposed except for the proposal to increase the CFO's authority to write off individual debts from £10k to £50k. It was agreed that a revised proposal would be taken to the Audit Committee.

#### **HEFCE annual accountability return**

18. The Board approved the five year forecasts for submission to HEFCE (paper **BG.31(15)**). The forecasts had been discussed in detail at the Board strategy day of 23 April 2015.

#### **Further education college options**

19. The Board discussed the opportunity for LSBU to deliver Further Education complementary to the existing vocational curriculum (paper **BG.32(15)**). The Board supported the idea in principle and requested the executive to develop a business case.

#### **Governance effectiveness review follow up**

20. The Board noted membership of committees for 2015/16 (paper **BG.33(15)**). The Board approved the Chairman of the Major Projects and Investment Committee to be a member of the Audit Committee, pending the appointment of new members of the Audit Committee.
21. The Board approved:
  - a. revised terms of reference for the Audit Committee;
  - b. revised terms of reference and membership for the Academic Board, subject to minor amendments;
  - c. a revised standing order on composition of the Board and methods of appointment, subject to minor amendments; and
  - d. a revised standing order on senior post holders.

The final versions would be circulated.

**Report on decisions of committees**

22. The Board noted the report on decisions of committees (paper **BG.34(15)**). The Board approved minutes of the final meetings of committees closed following the governance effectiveness review:
- a. Educational Character Committee;
  - b. Human Resources Committee;
  - c. Property Committee; and
  - d. Policy and Resources Committee.

**Corporate risk register**

23. The Board noted the corporate risk register (paper **BG.35(15)**).

**Any other business**

24. The Board noted that this was the last meeting for Jon Warwick and Shushma Patel, whose term of office as governors ended on 31 July 2015. The Chairman warmly thanked them for their effective contributions to the Board.
25. The Board noted that this was the last Board meeting for David Longbottom, Chairman of the Board, following eight years as Chairman. The Board warmly thanked David for his selfless dedication to the University in particular his energy, common sense and skill. A dinner to mark the Chairman's retirement would be held after the Board meeting.

**Date of next meeting**

26. The next Board meeting will be a strategy day on 1 October 2015, jointly with the Academic Board. The next Board meeting will be on 21 October 2015.

The Chairman closed the meeting.

**Confirmed as a true record:**

..... (Chairman)