

Minutes of a Meeting of the Policy and Resources Committee
held at 4pm on Tuesday, 12 March 2013
in 1B27, Technopark, London Road, SE1

Present

David Longbottom	Chair (<i>for Dame Sarah Mullally</i>)
Dame Sarah Mullally	(<i>via conference call</i>) (<i>for minutes 1-14</i>)
Prof Martin Earwicker	Vice Chancellor
Anisa Ali	
Ken Dytor	
Sir David Melville	(<i>for minutes 1-16</i>)
Diana Parker	
Prof Jon Warwick	(<i>for minutes 6-20</i>)

In attendance

Richard Flatman	Executive Director of Finance
Beverley Jullien	Pro Vice Chancellor (External)
Ian Merhtens	Interim Director of Estates and Facilities (<i>for minutes 10-12</i>)
James Stevenson	University Secretary and Clerk to the Board of Governors

Welcome and Apologies

1. Apologies had been received from Anne Montgomery and Dr Phil Cardew.

Declarations of Interest

2. No member declared an interest on any item on the agenda.

Minutes of the previous meeting

3. The minutes of the previous meeting were approved as a correct record. The minutes were approved for publication subject to the proposed redactions (paper **PR.01(13)**).

Matters Arising

4. There were no matters arising which were not covered elsewhere on the agenda.

Student Recruitment Update

5. The Pro Vice Chancellor (External) updated the committee on student recruitment across the sector for 2012/13 and applications for 2013/14 (paper **PR.02(13)**). It

was noted that LSBU performed relatively well in the sector for 2012/13 with accepted applications down 4% compared with 13% across the sector. The enrolment of students from the “tier 1” schools and colleges were noted.

6. The committee noted that Home and EU applications for 2013/14 were up on last year by 5%. An important step was to encourage applicants to convert to accepting their offer. Initiatives including open days were proving useful. An update on applications for nursing courses was requested.

Prof Jon Warwick joined the meeting.

Revised Five Year Forecasts

7. The committee noted the revised five year forecasts (paper **PR.03(13)**). The committee noted that the target level of surplus should continue to be 5% of income and that the “target case” assumes growth in the student number control to 2,750 compared with 2,500 in 2012/13 and improvements in year 1 progression from 61% to 65% over the five years.
8. The committee discussed an e-mail dated 5 March 2013 from HEFCE proposing changes to the annual risk letter for LSBU. The changes related to seeking assurances as to how the University is responding to student recruitment challenges and the impact on its future sustainability. The proposed response from the Executive Director of Finance was also noted. The committee approved the proposed response, which included an explanation of the five year forecast.
9. The committee recommended approval of the forecasts to the Board.

Perry Library Upgrade

Ian Mehrtens joined the meeting.

10. The committee discussed proposals to enhance the Perry Library entrance and increase the social learning space (paper **PR.04(13)**). It was noted that initial proposals had been discussed by the Property Committee at its meeting of 30 January 2013. It was noted that the Executive considered the investment of £1.9 million to be necessary as the existing entrance to the library is inadequate and had the potential to seriously damage student recruitment. Works would take place during the summer 2013 vacation.
11. Governors welcomed the proposal and recommended taking the opportunity to enhance the public realm by seeking contributions from developments adjacent to the campus.

12. The committee recommended the investment of £1.9 million to the Board for approval.

Ian Mehrtens left the meeting.

South Bank University Technical College

13. The committee approved the proposal for the University to be the formal lead sponsor of the new South Bank University Technical College, due to open in September 2014 (paper **PR.05(13)**). The commitment from the university would be senior management time rather than financial.

OFFA Agreement for 2014: General Principles

14. The committee discussed general principles for the 2014 Office for Fair Access (OFFA) agreement which would be submitted to the Board for approval on 21 March 2013 (paper **PR.06(13)**). The committee approved the general principles and recommended to the Board the raising of headline fee to £9000 in 2014 and the adjustment of fee waiver levels in 2013/14 to accommodate only the requirements of the National Scholarship Programme and OFFA.

Dame Sarah Mullally left the meeting

Charitable Funds Review

15. The committee recommended to the Board proposals to amalgamate the University's historic charitable funds and transfer the amalgamated fund to the University, subject to Charity Commission approval (paper **PR.07(13)**). The committee agreed to provide oversight of expenditure of the fund and recommended the winding up of the Charitable Funds Committee to the Board.

Key Performance Indicators

16. The committee reviewed the Key Performance Indicators (paper **PR.08(13)**). The committee agreed that: (i) student satisfaction targets should remain at 90%; (ii) full-time undergraduate year 1 progression target should be 70%; and (iii) the KPI relating to the condition of the estate should not be reported as the collection of this data was not mandatory for HEFCE. The changes were recommended to the Board.

Sir David Melville left the meeting

Management Accounts to 31 January 2013

17. The committee noted the management accounts to 31 January 2013 which showed that the University was on course to deliver a year end surplus of £3.4m (paper **PR.09(13)**).

Treasury Management Report to 31 December 2012

18. The committee noted the Treasury Management Report to 31 December 2012 (paper **PR.10(13)**). The committee recommended to the Board the addition of Ralph Sanders, Financial Planning Manager, as an authorised signatory to all bank accounts.

Annual Health and Safety Report

19. The committee noted the annual Health and Safety report for the year to 31st July 2012. There were no reportable incidents during the period (paper **PR.11(13)**).

Date of next meeting

20. The next meeting of the committee will be Tuesday, 7 May 2013 at 4pm.

The Chair closed the meeting.

Approved as a true record:

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Chair