

Minutes of a Meeting of the Board of Governors
held at 3pm on Thursday, 21 March 2013
in 1B33, Technopark, London SE1

Present

David Longbottom	Chairman
Dame Sarah Mullally	Vice Chair
Prof Martin Earwicker	Vice Chancellor and Chief Executive
Barbara Ahland	
Steve Balmont	
Douglas Denham St Pinnock	
Ken Dytor	
Prof Hilary McCallion	
Sir David Melville	
Anne Montgomery	
Dr Mee Ling Ng	
Andrew Owen	
Diana Parker	
Prof Shushma Patel	
James Smith	
Prof Jon Warwick	

Apologies

Anisa Ali
Andrew Owen

In attendance

Dr Phil Cardew	Pro Vice Chancellor (Academic)
Richard Flatman	Executive Director of Finance
Beverley Jullien	Pro Vice Chancellor (External)
James Stevenson	University Secretary and Clerk to the Board of Governors
Michael Broadway	Governance Officer

Welcome and apologies

1. The Board welcomed Prof Hilary McCallion and Dr Mee Ling Ng as independent governors to their first Board meeting.

Declaration of Interests

2. No governor declared an interest in any item on the agenda.
3. The Board authorised Douglas Denham St Pinnock's declared interest as a member of the Council for the Defence of British Universities (paper **BG.00(13)**).

Minutes of the previous meeting

4. The Board approved the minutes of the meeting of 22 November 2012 and authorised their publication. There were no matters arising.

Appointment of new Vice Chancellor Committee

5. The Chairman updated the Board on the progress of the Vice Chancellor Appointment Committee (paper **BG.02(13)**). The Board noted that a final interview for the position had been held on 19 March 2013 and that the Vice Chancellor Appointment Committee did not recommend an appointment. Accordingly the search would continue with new recruitment consultants.

Student Recruitment, 2013/14

6. The Pro Vice Chancellor (External) updated the Board on student recruitment across the sector for 2012/13 and applications for 2013/14 (paper **BG.03(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.
7. The Board 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. A focus on students from the "tier 1" schools and colleges continued. The Board welcomed the report. The Executive continued to monitor progress.

HEFCE Grant Settlement, 2013/14

8. The Board noted a paper (**BG.04a(13)**) from the Executive Director of Finance on the HEFCE grant letter for 2013/14. The letter set out the adjusted teaching grant for 2012/13 of £31.1m (an increase of 1.5% on the provisional allocation for 2012/13) and initial grant for 2013/14 of £23.3m (a decrease of 25% compared with the revised allocation for 2012/13).

9. Further analysis of HEFCE's assumptions on student numbers was being carried out. Some targeted allocations had reduced or ceased. The Board noted the report.

Revised five year financial forecasts

10. The Board discussed in detail revised five year financial forecasts (paper **BG.04(13)**). The Board noted that the target level of surplus should continue to be 5% of income and that the "target case" assumes:
- assumed growth in student numbers to 2,750 in 2013/14 compared with 2,500 in 2012/13 and steady state thereafter;
 - improvements in year 1 progression from 61% to 65% over the five years;
 - a move to fees of £9,000 from 2014/15 with additional bursary spend of £1m pa from 2014/15 and fee inflation post 2015/16;
 - additional income of £16m pa by 2017/18 with a surplus thereon of 20% (£3.2m);
 - capital expenditure of £110m over the 5 year planning cycle although this may need to be reviewed depending on actual financial performance over the period; and
 - cost reduction of £1m in 2013/14 which is assumed to be structural and which will therefore roll forward.

Anne Montgomery joined the meeting.

11. The Executive Director of Finance reported on correspondence received from HEFCE proposing changes to the annual risk letter relating to the "sustainability" of LSBU and its response to student recruitment challenges. In a subsequent telephone conference with the Executive Director of Finance and the Vice Chancellor, HEFCE had confirmed that this would not alter its assessment that LSBU was "not at higher risk" at this stage (the better of two risk ratings).
12. In response to a question about international recruitment, the Pro Vice Chancellor (External) confirmed that organisational problems had been tackled and applications were now increasing.
13. The Board approved the revised five year financial forecasts for submission to HEFCE.

Ken Dytor joined the meeting.

OFFA Access Agreement, 2014/15

14. The Board discussed in detail the proposed Office of Fair Access (OFFA) Access Agreement for 2014/15 (paper **BG.05(13)**). It was noted that the Agreement proposed raising the headline tuition fees for 2014 to £9,000 and that student support would be focused on enhancing progression and would be in the form of bursaries and scholarships rather than fee waivers.
15. The Board approved the OFFA access agreement for 2014/15 and authorised the VC to approve any necessary changes prior to its submission in April 2013.

Educational Character Statement

16. The Board approved the statement of the educational character of the University (paper **BG.06(13)**), which had been considered in detail by the Educational Character Committee and the Academic Board. The Board welcomed the continued mission of “creating professional opportunity for all who can benefit”. The statement would be widely published.

Vice Chancellor’s Report

17. The Board noted the Vice Chancellor’s report (paper **BG.07(13)**), which updated the Board on university business, including the integrated data project, estates matters and enterprise. A detailed update on enterprise would be brought to the next meeting.
18. The Board approved the following amendments to the key performance indicators: target for year 1 progression 70%; deletion of the estate condition KPI, which would instead be monitored by the Property Committee.

Progress on External Reporting

19. The Board noted an update on the progress of the external reporting project (paper **BG.08(13)**). HEFCE’s data quality standards had been met. The Board noted that substantial progress had been made and risks mitigated and requested the Audit Committee to continue to monitor progress.

Management Accounts to 31 January 2013 summary

20. The Board noted a summary of the management accounts to 31 January 2013 which showed an improved reforecast surplus of £3.4m (paper **BG.09(13)**).

Reports from committee meetings

21. The Board noted reports from committee meetings (paper **BG.10(13)**).
22. The Board approved the addition of Ralph Sanders, Financial Planning Manager as an authorised bank signatory.

Perry Library Entrance Scheme

23. The Board discussed the proposal to improve the Perry Library Entrance (paper **BG.11(13)**), supported by both the Policy and Resources and the Property Committees. The Board considered that the £1.9m of capital expenditure was essential as the current entrance is inadequate and could lead to a reduction in student numbers. Longer term decisions about the library would form part of the overall estates strategy.
24. The Board approved the investment of £1.9m and requested the Executive to follow up opportunities to enhance the public realm around the Perry Library.

Changes to the Staff Grievance Procedure

25. The Board approved the revised Staff Grievance Procedure (paper **BG.12(13)**), considered in detail by the Human Resources Committee.

National Pay Bargaining

The two staff governors, Prof Shushma Patel and Prof Jon Warwick, did not participate in this matter.

26. The Board approved the proposal for the University to remain in national pay bargaining for 2013/14 (paper **BG.13(13)**), considered in detail by the Human Resources Committee.

Pensions Auto Enrolment Policy

27. The Board approved the proposed pensions auto enrolment policy (paper **BG.14(13)**), which would automatically enrol all eligible staff to the Teachers' Pension Scheme (TPS) or Local Government Pension Scheme (LGPS) defined benefit schemes regardless of age or earnings. In addition, the University will take advantage of transitional delay to auto-enrolment until October 2017 for employees who are not members of the TPS, LGPS or the Universities Superannuation Scheme.

28. The Board discussed the proposal to use the Universities Defined Contribution Pension Scheme provided by Friends Life for a small number of employees not eligible to join TPS or LGPS and employees of South Bank University Enterprises Ltd (SBUEL). The Board approved the use of the defined contribution scheme on the terms set out in the paper and noted that its use for SBUEL would be considered by the SBUEL Board of Directors.
29. In relation to the Defined Contribution scheme, governors raised the level of charges and the security of the funds, which were both acceptable.

Corporate Risk Register

30. The Board noted the corporate risk register (paper **BG.15(13)**). The Board noted the addition of the risk of security of personal data which had been upgraded from the Registry's operational risk register.
31. The Board noted that following review, the Executive had considered the risk around accepting donations remains on the Development and Alumni Relations risk register and is not escalated to the corporate risk register (minute 25 of 22 November 2012 refers).

Charitable Funds Review

32. The Board approved the proposals to amalgamate the University's historic charitable funds and transfer the amalgamated fund to the University, subject to Charity Commission approval (paper **BG.16(13)**). The Board agreed that the Policy and Resources Committee would provide oversight of expenditure of the fund and approved the winding up of the Charitable Funds Committee to the Board. The form of resolution was approved for submission to the Charity Commission and the University Secretary was authorised to make any necessary amendments.

Annual Health and Safety Report

33. The Board noted the annual health and safety report (paper **BG.17(13)**). Questions were raised about the reporting of "near misses" and statistics of staff actually trained and the zero accident statistics for students. The style of the report would be reviewed by the Executive and brought to the Policy and Resources Committee in July 2013.

Any Other Business

- 34. The Board noted Sir David Melville's resignation as at 31 March 2013. As this was his final Board meeting the Board warmly thanked him for his valuable contribution to the Board and University over the last four years.
- 35. The Chairman reminded governors about the 2nd annual meeting of the University Court taking place in the Student Centre following the meeting.

Date of next meeting

- 36. The next meeting will be held at 4pm on Thursday 23 May 2013.

The Chairman closed the meeting.

Confirmed as a true record:

..... (Chairman)