

Minutes of a Meeting of the Board of Governors
held at 4pm on Thursday, 18 July 2013
in 1B16, Technopark, London SE1

Present

David Longbottom	Chairman
Prof Martin Earwicker	Vice Chancellor and Chief Executive
Barbara Ahland	
Steve Balmont	
Douglas Denham St Pinnock	
Ken Dytor	
Prof Hilary McCallion	
Anne Montgomery	
Mee Ling Ng	
Andrew Owen	
Diana Parker	
Prof Jon Warwick	

Apologies

Dame Sarah Mullally	Vice Chair
James Smith	
Prof Shushma Patel	

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

1. The Chairman welcomed governors to the meeting.

Declaration of Interests

2. No governor declared an interest in any item on the agenda.

Report from Appointments Committee

3. The Chairman reported that prior to the meeting the Appointments Committee had re-appointed Steve Balmont and Andrew Owen each for a second term of four years to 31 July 2017. The Board congratulated them on their re-appointment.

Minutes of the previous meeting

4. The Board approved the minutes of the meeting of 23 May 2013. The Board requested the Executive to review the proposed redactions prior to publication.

Matters Arising

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

Vice Chancellor Appointment Update

6. The Chairman updated the Board on the progress of the Vice Chancellor Appointment Committee. It was reported that nine candidates were identified at the longlist meeting of 18 June 2013. Two candidates had subsequently withdrawn and the remaining seven candidates have been interviewed by the recruitment consultants Odgers Berndtson. The seven candidates will be met by the Chairman during the week commencing 22 July 2013 prior to the final interviews on 14 August 2013.
7. The Board welcomed the update and noted that a special board meeting had been arranged for 19 August 2013 to consider and if thought fit approve the appointment of the new Vice Chancellor.

Letter received from the University and College Union

8. The Board received a letter from the University and College Union (UCU) dated 17 July 2013, which UCU had requested the Board to discuss at today's meeting. The Board noted the proposals and requested the Vice Chancellor to respond to UCU on their behalf.

Budget 2013/14

9. The Board discussed the proposed budget for 2013/14 (paper **BG.32(13)**), previously considered by the Policy and Resources Committee. The target

surplus of £2.5m was in line with the latest five year forecasts. The budget assumed full time undergraduate recruitment of 2750 and undergraduate progression of 61%. There is an operating expense contingency of £0.5m, restructuring contingencies of £1.5m and an investment fund of £2m.

10. The Board approved the budget for 2013/14.

HEFCE Annual Accountability mid-year return

11. The Board approved the HEFCE annual accountability mid-year return and authorised its submission to HEFCE (paper **BG.33(13)**). It was noted that the Board had approved the five year forecasts, a key component of the return, at its meeting of 21 March 2013.

Strategic Proposals for the University

12. The Vice Chancellor introduced strategic proposals for the University (paper **BG.34(13)**). The proposals realigned disciplines within the current faculty structure to ensure the curriculum responded to the market. The proposals included creating a new school of Creative Industries, within the Arts and Human Sciences Faculty, incorporating the current Arts and Digital Media, Creative Writing and Performance, and Design departments; merging engineering areas together in a new Engineering School in the Faculty of Engineering, Science and the Built Environment; and to split the current Business Faculty into a Business School for Bachelors, Masters and Doctoral programmes and a “preparatory college” for HND courses and below.
13. The Board endorsed the proposals.

“16-20” Project Update

14. The Board noted an update on the “16-20” project which aimed to deliver £16m additional income at a 20% contribution by 2017 (paper **BG.35(13)**). It was noted that the pipeline of projects was reviewed monthly by the Executive and that the project was on target to deliver 2013/14 targets.
15. An update report at each meeting will track progress.

Vice Chancellor’s Report

16. The Board noted an update from the Vice Chancellor on the national scholarship programme funding, the employee engagement survey and the academic year 2012/13 (paper **BG.36(13)**).

17. The Board noted an update from the Vice Chancellor on the Office of the Independent Adjudicator (OIA). In its annual report of June 2013, the OIA had published details of LSBU's non-compliance in relation to the OIA's recommendation in one on-going academic appeal. The Vice Chancellor and members of the Executive had met the OIA's chief and deputy adjudicators that morning to discuss the specific case and other areas of best practice in academic appeals, which proved a constructive meeting. Internal auditors have been instructed to review compliance of procedures around complaints and appeals. The internal audit report would be reviewed by the Audit Committee and the Educational Character Committee. In addition, an external consultant had been engaged to review whether any further improvements could be made in the processes for academic appeals.

Recruitment Update

18. The Board noted an update on recruitment for 2013/14 (paper **BG.37(13)**). It was reported that full time undergraduate and international were on track to meet targets. The postgraduate market remained challenging.

Management Accounts summary to 31 May 2013

19. The Board noted the management accounts summary to 31 May 2013 which showed a forecast surplus of £4.2m (paper **BG.38(13)**).

Reports from committees

20. The Board noted reports from committees meetings (paper **BG.39(13)**). The Board noted that internal audit had reviewed ICT security and which had been given a high risk rating.
21. The Board approved the setup of online banking with Bank of Scotland, recommended by the Policy and Resources Committee.

Tuition Fees, 2014/15

22. The Board approved the proposed tuition fees for 2014/15 (paper **BG.40(13)**).

Educational Character Committee Annual Report

23. The Board noted the Educational Character Committee annual report (paper **BG.41(13)**). The Chairman of the committee reported that the members had gained a greater insight into the academic work of the University. The

committee considered that it would be helpful to rotate its membership more frequently.

Academic Board Annual Report

24. The Board noted the Academic Board annual report (paper **BG.42(13)**). It was noted that the Educational Character Committee had discussed its sections in detail during the year.

Revised Articles of Association

25. The Board approved the revised draft articles of association (paper **BG.43(13)**), recommended by the Policy and Resources Committee, and following consultation with the joint unions. The University would now consult on the draft with the Privy Council. The Board would be asked to approve the final version after the consultation.

Risk Register

26. The Board noted the corporate risk register (paper **BG.44(13)**), previously considered by the Audit Committee and the Executive.

Declarations of Interest

27. The Board authorised the declared interests (paper **BG.45(13)**) and the following declared in the meeting:
- a. Hilary McCallion – Visiting Professor at Bucks New University and King’s College University
 - b. Richard Flatman – governor and member of the Audit Committee at the newly created University of South Wales (the successor body to Newport University)

Financial Regulations

28. The Board noted the amendments to the Financial Regulations which had been approved by the Policy and Resources Committee at their meeting of 3 July 2013 (paper **BG.46(13)**).

Date of next meeting

29. The next meeting will be held at 4pm on Thursday 17 October 2013.

London South Bank
University

The Chairman reminded governors that a drinks reception with the senior management group followed the meeting. The Chairman closed the meeting.

Confirmed as a true record:

..... (Chairman)