



Buckinghamshire New University

Draft:	19 October 2011
approved for circulation:	28 October 2011
confirmed by Council:	21 November 2011

Missenden Council

Minutes

date: **18 October 2011**
time: **4.00 pm**
location: **Carrington Room, Missenden Abbey**

Present:

Roy Darby (Chair)	Co-opted Council member
Antony Bellekom	Independent Council member
Mitch Brown	Independent Council member
Antonia Byatt	Independent Council member
Ashley Coles	President, Students' Union
Roger Dalrymple	Senate Nomination
Ruth Farwell	Ex officio member and Vice Chancellor
Lori Flynn	Independent Council member
Stephen Fox	Senate Nomination
David Griffiths	Independent Council member
Ian Hillan	Independent Council member
Michael Hipkins	Independent Council Member
Sukhie Mattu	Elected Professional Services Employee
Pauline Odulinski	Co-opted Council member
Crystal Oldman	Elected Academic Employee
Simon Opie	Independent Council member
Keith Ryan	Independent Council member
Terri Teasdale	Independent Council member
Brian Tranter (Deputy Chair)	Independent Council member

Officers:

Ellie Smith	Clerk to the Council
Vanessa Pilon	Registrar (Governance)

In attendance:

Derek Godfrey	Deputy Vice Chancellor
John Cooper	Director of Finance
Chris Kemp	Pro Vice Chancellor, Faculty of Design, Media & Management
Trevor Nicholls	Pro Vice Chancellor, Campus & Facilities
Ruth Gunstone	Director of Student Experience
Amy Gordon	Vice President Student Involvement, Students' Union
Laz Wood	Vice President Education & Welfare, Students' Union

Apologies:

Baljit Dhillon	Independent Council Member
Jenny Newton	Independent Council Member
David Sines	Pro Vice Chancellor, Faculty of Society & Health

727 Chairman's Welcome

727.1 The Chair welcomed Michael Hipkins to his first meeting and invited him to introduce himself.

Mr Hipkins advised that he had studied at Imperial College to doctorate level and following some post doctoral work undertaken in France had lectured at Glasgow University for ten years. He had gone on to work in the civil service for twenty years mostly in the area of higher education, retiring from the Department of Business, Innovation and Skills in 2011. He was very pleased to be part of the on-going development of Buckinghamshire New University. He drew attention to the fact that he had also taken up a position of Governor at Bath University.

727.2 The Chair welcomed Amy Gordon, Vice President Student Involvement, Students' Union and Laz Wood, Vice President Education & Welfare, Students' Union to their first meeting to help the Council understand more about the needs of students.

727.3 Attention was drawn to the newly revised Governance Handbook provided to Council Members at the meeting. Comments and suggestions for useful additions were sought.

728 Declaration of potential conflicts of interest

728.1 No conflicts of interest were declared or identified.

729 Corporate Planning Statement 2010-11 (C/11/08)

729.1 This continued to be based around the S & 4P's (Student Experience, People, Partnerships Performance and Physical Environment). The statement had been updated following agreement by Remuneration Committee of key objectives for the Senior Management Team, to reflect priorities for the current academic year. The responsibility for each objective/measure and timescale were shown. Performance would be measured against these objectives both during the year and at the year end. Links to other reports include, the Key Performance Indicators reported to Council through the Resources Committee and financial measures for income growth related to the Financial Forecast approved and monitored as part of the Strategic Plan. A target has not yet been set for the Missenden Abbey Business Plan which is waiting for a decision by the Missenden Abbey Board and discussion/proposals about future options at the next Resources Committee.

729.2 More detailed information focused on the following objectives:

- National Student Survey 2010-11, including summaries of performance within Peer Group, individual scores, areas to address and response initiatives for 2011-12
- Access Agreement – work to be undertaken around Outreach, National Scholarship Programme and Retention with anticipated costs clearly detailed
- Public Information – work required to be undertaken by September 2012 included the Wider Information Set (WIS - in hand) and the Key Information Set (KIS - advice still to be provided and the work undertaken to be completed)

A sample of the WIS and KIS requirements were provided. Co-ordination of the work to be undertaken is already in hand.

729.3 Further clarification was sought as follows:

- Many of the objectives are quantifiable through financial targets, meeting of deadlines set either internally or externally and successful achievements eg the NHS tendering exercise currently being undertaken
- Although the Student Experience Action Plan clearly shows extensive areas to target improvements, many of the students' requirements are driven locally within departments and courses – this year improvements are being targeted in a small way at these levels to see if this has a greater impact on improving the student experience
- Identification of the lowest performing programmes in 2011 has been made and plans put in place to address the problems
- Potential students interpretation of the KIS data will be key to recruitment

- The approach to SMT accountability is supported but Council Members would like to see the approach of target setting and holding people accountable implemented throughout the organisation and reflected in departmental action plans.

729.4 It was **agreed** that the Corporate Planning Statement 2011-12 be approved.

730 Discussion on the NSS and Student Experience with the Students' Union Sabbatical Officers

730.1 Discussion Groups

A number of areas of students' concerns were discussed including the Students' Union Sabbatical Officers priorities for this academic year

- Teaching - commitment of lecturers varies – full use of allocated teaching hours – monitoring of teaching in the classroom undertaken in FE but not HE – students receive different experiences
- Talk to and listen to students about how they want delivery of teaching
- Electronic submission of work and timely feedback
- Living accommodation in halls for all first year student both at High Wycombe and Uxbridge
- Library – simplify quiet study room booking policy – reasonable policy for eating and drinking – limit computer use for social media
- Childcare
- The Bigger Deal – looking for Council support
- Higher Education Achievement Record (HEAR) and the employability agenda
- Dedicated outside sports facilities
- Community involvement
- Encourage experiences outside academic studies to enhance employability
- Be honest at Open Days – don't tell potential students something which cannot be fulfilled – external sports facilities, sports organisations contacts, coaching qualifications
- Complaints – set up a resolution centre/work on informal resolution/monitor facebook to identify trends/response time key/how do you address lecturers not turning up/how do you inform students – text is more immediate/what is a gripe vs a complaint

Ruth Gunstone, Amy Gordon and Laz Wood left the meeting after this item.

731 Partnership with Aylesbury College

Pauline Odulinski drew attention to her personal interest in this matter as Principal of Aylesbury College and offered to withdraw from the meeting. The meeting fully supported her continued attendance and participation in the debate.

It was noted that the various papers received for this item are highly confidential and commercially sensitive.

731.1 Minutes of the Council and SMT Working Group meetings held on 12 July and 27 September 2011

The Minutes of these meetings were noted.

731.2 Report of the Joint Partnership Committee

The report from the Joint Partnership Committee was noted. Attention was drawn to Section 6.2 in the report which detailed the proposed split of responsibilities between the overarching federal board and its constituent institutions. Work was ongoing to propose a governance structure that would enable this split of responsibilities to be implemented.

A number of questions were put forward with responses being made as follows:

- Discussions were very positive with an attempt to highlight and differentiate the responsibilities of the overarching federation and constituent institutions with various options being considered
- Further advice was being sought in relation to how funding bodies might interact with the individual institutions and the overarching federation as well as potential governance arrangements
- The objective was the educational vision for the local area as set out in the business case, for both employers and young people

731.3 Progress of the Joint Business Case

Further development of the Joint Business Case was presented for report and discussion. Additional work is to be undertaken in the areas of due diligence, risk and sensitivities, deliverability and governance. The following points were noted:

- The joint bid for a University Technical College based at Aylesbury has been successful
- Breakdown of the financial benefits, cost implications and student numbers should be given to provide greater transparency and also to spell out the risks
- This partnership will enable the two organisations to work together quickly to finesse opportunities as they arise
- Investment would need to be made in developing and selling the new concept of the integrated education system which was an intrinsic part of the federation. Specific articulation of the costs of this in the business plan was recommended.
- Local schools who are still managed by the local authority generally support the concept and see benefits in what is being developed

The Council supported the continued development of the partnership through the working group and the Joint Committees.

732 Date of next meeting

732.1 The next meeting of Council is scheduled to take place on:

Joint Senate/Council: Monday 21 November 2011, commencing at 4.00pm in the Boardroom, High Wycombe.

Council: Monday 21 November 2011, commencing at 5.45pm in the Boardroom, High Wycombe

The meeting started at 4.00pm and finished at 6.15 pm.

Signed: _____ Date: _____
(Chair of Council)

Prepared by Registrar (Governance) – 19 October 2011
Checked by Clerk to the Council – 21 October 2011
Confirmed by the Chair – 27 October 2011
Confirmed by VC – 25 October 2011