

THE MANCHESTER METROPOLITAN UNIVERSITY

BOARD OF GOVERNORS

MINUTES OF THE MEETING HELD ON 23 NOVEMBER 2018

Present: Ms Vanda Murray (Chair to minute 1756)
Mr Norman Harrison (Chair from minute 1757)
Ms Evelyn Asante-Mensah
Ms Amie Atkinson
Dr Paul Bevan
Dr David Birch
Ms Lucy Follon
Professor Christopher Fox
Mr Mohammad Habeebullah
Ms Penny Macbeth
Mr Calum Mercer
Mr Mike Perls
Professor Malcolm Press
Mr Miles Rothbury
Mr Mark St John Qualter
Mr Neil Thompson
Mr John Varney

In attendance: Professor Jean-Noel Ezingear (Deputy Vice-Chancellor)
Mr Andrew Hewett (Director of Finance)
Professor Karen Moore (Chief Operating Officer)
Mrs Marie Morrissey (Head of Governance and Secretariat)
Ms Helen Barton (Director of Strategic Planning) for minute 1754
Mr Mike Sheppard (Director of Estates, Facilities and Capital Development) for minutes 1758 - 1759
Professor Andy Gibson (Faculty Pro-Vice-Chancellor, Science and Engineering) for minute 1759
Dr David Lambrick (Deputy Faculty Pro-Vice-Chancellor, Science and Engineering) for minute 1759
Mr Alex Thorley (Academic Registrar) for minute 1762
Mr Matt Robinson (CEO, Students' Union) for minute 1765

1751 APOLOGIES

Apologies for absence were received from Mr Russell Andrews and Mrs Janet Dawson.

1752 DECLARATION OF INTERESTS

Board members were reminded of the importance of declaring any possible conflicts of interest and were invited to declare any possible conflicts of interest on any matters being discussed at today's meeting. No declarations were received.

1753 VICE-CHANCELLOR'S BRIEFING

The Vice-Chancellor presented an update (BG/18/38) on University and sector developments. The main points of discussion included:

1753.1 External Environment

The external environment continued to be challenging and uncertain. Key features included:

- The current political turmoil and its impact on Higher Education (HE).
- The uncertainty associated with Brexit.
- The post-18 fees and funding review.
- The possible re-introduction of a cap on student numbers.

Despite the external challenges, the University was considered to be in a relatively good position and the ongoing work on scenario planning, enhancing quality and improving efficiency was welcomed.

1753.2 Cost of Delivery of Undergraduate Provision

The Department of Education had published the results of its survey, conducted by KPMG, on the cost of delivery of HE undergraduate provision. It was noted that the data showed that the average cost at Manchester Metropolitan University was £9,237. It was acknowledged that further scenario planning and financial modelling would be useful to help the University to plan effectively.

1753.3 Unconditional Offers

It was noted that although the University made some unconditional offers, applicants continued to be encouraged to maximise their achievement at level 3.

RESOLVED

that the report be received.

1754 OVERVIEW OF KEY PERFORMANCE TARGETS 2017/18

The Director of Strategic Planning presented a report (BG/18/39) on the University's Key Performance Targets, providing an overview of 2017/18 performance, progress towards 2020/21 targets and performance against the sector. The main points included:

1754.1 Overview of Performance

The analysis showed that there were encouraging signs of progress, with year on year improvement in all but one of the metrics. Although not all of the progress had been at the pace required to meet the University's internal targets or to improve against the sector, the University was focusing on and addressing

these challenges. In particular, the University was continuing to focus on improving quality. Areas where the University most needed to make improvements included:

- Graduate outcomes
- Teaching quality
- International recruitment

It was noted that actions were taking place to make improvements in all of these areas and updates on progress with the thematic strategies would be provided during the year. In particular, work was taking place to provide more placements, work experience and other activities for students to help to improve graduate outcomes. Similarly, activity was taking place to improve teaching quality and international performance.

Overall, the University was confident that it had the strategies, resources and processes in place to deliver the agreed strategic priorities and that it was on the right trajectory to deliver a step change in performance and profile.

The Board welcomed the progress that had been made and the work taking place to achieve the 2020/21 targets.

1754.2 Annual Quality and Standards Report 2017/18

The Board also received the University's Annual Quality and Standards Report for 2017/18, which provided a summary of the University's regulations, processes and procedures in place to set and maintain the standard of the University's awards and the student academic experience and student outcomes.

RESOLVED

that the report be received.

1755 ANNUAL REPORT AND FINANCIAL STATEMENTS 2017/18, ANNUAL ASSURANCE RETURN AND FINANCIAL COMMENTARY

The draft Annual Report and Financial Statements for 2017/18, the Representation Letter to the External Auditors, Annual Assurance Return and Financial Commentary (BG/18/40) were submitted for approval. It was noted that both the Audit Committee and the Finance and Resources Committee had reviewed and endorsed the Financial Statements. The external audit was complete and no material accounting and internal control weaknesses had been identified. The Board was pleased to note that good financial health continued to be maintained and financial strategy KPTs were being achieved.

There was positive feedback on the quality of the Annual Report. It was also suggested that the future presentation could be enhanced through the inclusion of a short summary at the beginning of the document to present some key factors, for example the size and shape of the organisation, key highlights of

the year and direction of travel. It was also noted that it was planned to produce a short summary for Governors of the University's key financial information.

RESOLVED

that the following be approved for submission to the Office for Students:

- Draft audited Financial Statements for 2017/18
- Representation Letter to the External Auditors
- Annual Assurance Return
- Financial commentary.

1756 AUDIT COMMITTEE ANNUAL RETURN

The Chief Operating Officer presented for approval the Audit Committee 2017/18 Annual Return (BG/18/41).

RESOLVED

that the Audit Committee Annual Return be approved for submission to the Office for Students.

1757 REAPPOINTMENT OF EXTERNAL AUDITOR

The Director of Finance and the Chair of the Audit Committee presented a report (BG/18/42) proposing the reappointment of KPMG as the University's external auditor for a further year.

RESOLVED

that the proposed reappointment of KPMG as the University's external auditor for a further one year up to the signing of the 2018/19 Financial Statements be approved.

1758 CONFIDENTIAL MINUTE

Not for publication in accordance with the Freedom of Information Act.

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Not for publication in accordance with the Freedom of Information Act.

1760 ESTABLISHMENT OF A UNIVERSITY HONG KONG ALUMNI CHAPTER

The Chief Operating Officer presented a report (BG/18/45) outlining a recommendation to establish an alumni chapter in Hong Kong as a Company Limited by Guarantee (CLG) with the formal name of 'Manchester Metropolitan University Alumni Chapter Hong Kong Limited'.

RESOLVED

that the proposed establishment of an alumni chapter in Hong Kong as a Company Limited by Guarantee be approved.

1761 ANNUAL STATEMENT OF COMPLIANCE WITH THE CONCORDAT FOR RESEARCH INTEGRITY 2017/18

The Vice-Chancellor presented for approval the Annual Statement of Compliance with the Concordat for Research Integrity (BG/18/46). The Statement formed part of the University's evidence for compliance with the UK Universities Concordat to support Research Integrity.

RESOLVED

that the Annual Statement on Compliance with the Concordat for Research Integrity be approved.

1762 ANNUAL REPORT ON THE IMPLEMENTATION OF THE PREVENT DUTY

The Academic Registrar presented the Annual Report on the Implementation of the Prevent Duty (BG/18/47). This report confirmed the effectiveness of the University's Prevent-related policies and processes during 2017/18 and also included the annual return required by the Office for Students.

RESOLVED

that the Annual Report on the Implementation of the Prevent Duty be approved for submission to the Office for Students.

1763 MODERN SLAVERY ACT STATEMENT

The Director of Finance presented for approval the University's Modern Slavery Act Statement 2017/18 (BG/18/48), which was a requirement of the Modern Slavery Act 2015.

RESOLVED

that the Modern Slavery Act Statement 2017/18 be approved.

1764 UNIVERSITY ETHICAL STATEMENT

The Chief Operating Officer presented a report (BG/18/49) outlining a proposed University Ethical Statement. The statement aimed to provide clarity for staff, students, Governors and other stakeholders about the University's commitment to the highest standards of ethical conduct in all of its activities and it provided a framework through which other existing policies and procedures in this area would operate.

RESOLVED

that the University Ethical Statement be approved.

1765 STUDENTS' UNION CONSTITUTION

The Students' Union Chief Executive Officer presented for approval the Students' Union constitution (BG/18/50). The Board was reminded that one of the specific requirements of the Education Act 1994 was for university governing bodies to take all reasonably practical steps to ensure that Students' Unions operated fairly and democratically and accounted for their finances. This included a specific requirement for governing bodies to ensure that the SU had a written constitution, which was reviewed by the governing body every five years.

It was noted that the SU constitution had been subject to a light touch review during 2018 and although no changes were proposed at the current time, the Students' Union's Trustee Board had resolved to transfer the legal form of the SU from an unincorporated association to a charitable incorporated organisation in 2019. It was therefore planned to review the SU constitution again in 2019.

RESOLVED

that the current Students' Union constitution be approved.

1766 BOARD MEMBERSHIP

The Chief Operating Officer presented a report (BG/18/51) on Board membership.

Mr Mike Perls and Ms Penny Macbeth withdrew from the meeting for this item.

RESOLVED

That the following proposed reappointments be approved:

- (i) Mr Mike Perls as an Independent Governor for a further three-year term of office from 21 March 2019 to 20 March 2022.
- (ii) Ms Penny Macbeth as the Academic Board Nominee for a further three-year term of office from 1 April 2019 to 31 March 2022.

1767 MINUTES OF THE BOARD MEETING HELD ON 29 JUNE 2018

RESOLVED

that the minutes of the Board meeting held on 29 June 2018 be approved as a correct record and signed by the Chair.

1768 ACTIONS ARISING FROM THE PREVIOUS MEETING

A report (BG/18/52) was submitted setting out actions to be taken following the meeting of the Board held on 29 June 2018 and progress made with regard to those actions.

1768.1 Risk Management

Arising from minute 1747, it was noted that staff productivity was included in the University's Risk Register in the risks around Income Diversification and Employee Engagement.

RESOLVED

that the report be received.

1769 NOTES OF THE JOINT BOARD OF GOVERNORS AND UNIVERSITY EXECUTIVE GROUP STRATEGY MEETING HELD ON 11 AND 12 OCTOBER 2018

RESOLVED

that the notes of the of the meeting held on 11 and 12 October 2018 be approved as a correct record.

1770 REGISTRATION WITH THE OFFICE FOR STUDENTS

A report (BG/18/53) was submitted confirming the successful outcome of the University's application for registration with the Office for Students.

RESOLVED

that the report be received.

1771 BOARD OF GOVERNORS' ANNUAL REPORT 2017/18

A report (BG/18/54) was submitted providing an update on the current membership of the Board and a summary of the work of the Board and its Committees during 2017/18.

RESOLVED

that the report be received.

1772 ACADEMIC BOARD REPORT

A report (BG/18/55) was submitted providing an update on business conducted by the Academic Board at its meetings on 10 October and 7 November 2018.

RESOLVED

that the report be received.

1773 ACTION TAKEN BY THE CHAIR

A report (BG/18/56) was submitted outlining actions that the Chair had taken on behalf of the Board in accordance with Article 6.2 of the Articles of Government.

RESOLVED

that the report be received.

1774 RISK MANAGEMENT UPDATE

A report (BG/18/57) was submitted by the Chief Operating Officer providing an update on risk management.

RESOLVED

that the report be received.

1775 COMMITTEE REPORTS

The following reports were submitted for information:

- Audit Committee – 2 November 2018 (BG/18/58)
- Finance and Resources Committee – 31 October 2018 (BG/18/59)
- Remuneration Committee – 21 September 2018 (BG/18/60). Attached to the report was the Remuneration Annual Report.

RESOLVED

that the reports be received.

Signature of Chair _____

Date _____