

# MANCHESTER METROPOLITAN UNIVERSITY

## GUIDANCE FOR AUTHORS OF PAPERS FOR GOVERNORS' MEETINGS

### 1 Introduction

This guidance has been produced to ensure that the Board of Governors is supplied with appropriate information to enable it to discharge its duties effectively. The guidance relates to all papers presented to the Board of Governors and its Committees.

### 2 Membership and Responsibilities of the Board of Governors

The University's Board of Governors is made up of twenty one members which include a majority of independent members and a number of staff and student members. The Board is responsible for determining the educational character and mission of the University, for oversight of its activities and for the efficient use of resources.

### 3 Content, Length and Format of Meeting Papers

Papers should be written for a readership of independent governors, who are often very experienced people but who may not have detailed knowledge of the day-to-day work of the University or of higher education processes. Prior knowledge of specific issues and projects should not be assumed. Therefore, when writing papers for Governors, please ensure that they:

- Are strategic, clear and concise;
- Are written in plain English;
- Do not contain jargon;
- Do not normally exceed 5 sides of A4 including the cover paper;
- Contain an executive summary cover paper, which helps Governors to extract the 'so what?' The cover paper should include:
  - Purpose of the report;
  - Key points for consideration by the Board or Committee, e.g. key benefits, how the proposal supports the achievement of the Corporate Strategy, any financial impacts, any risks and mitigating actions and whether the proposal has been considered/supported by a Committee previously;
  - Impact of the issue/proposal on the student experience;
  - Decision/Action required by the Board or Committee;
- Rather than extensive text, papers can also include diagrams, tables, flowcharts, etc to help the reader better understand what is being presented;
- Any additional information, e.g. more detailed appendices, should be clearly identified in the executive summary and will be circulated electronically only by the meeting secretary as reference material;
- Are in font size Arial 12;
- Paragraphs should be numbered sequentially with headings in bold.

### 4 Review of Papers

All papers should be approved and owned by a member of the University Executive Group and then sent to the Governance and Secretariat Team at least 2 weeks before the meeting for approval by the Clerk.

If you require any advice on the production of Governors' meeting papers, please contact the Governance and Secretariat Team.