

**Leeds Trinity University
Board of Governors**
Minutes of the meeting of the Board held on 15 May 2024
Minutes – 8860-8908

Present: Mr J Hanley (Chair), Mr L Bentley, Ms T Ford-Escobar, Fr P Grogan, Ms S Hogston, Mr M Holden, Mr R Maposa, Mr B McCarthy, Ms C Nursaw, Mr K O'Connor, Ms E Reed, Mrs S Rix, Bishop M Stock, and Ms A Wilson

In Attendance: Mrs S Clarkson (Executive Director of People & Culture), Ms J Green (Clerk & Company Secretary, Minutes), Mr C Williams (Governance Advisor)

Apologies: Governors: Mr D Oldroyd, Mr V Sharma, Ms T Smith
Other: Prof S Lea (Special Advisor to the Board)

OPEN SESSION		
8860	The reserved matters had completed at 7.30pm. It having become clear during the closed session that discussions would continue until late evening, a decision had been taken to release the attendees and observers (with the exception of the EDCP, the Clerk to the Governors and the Governance Advisor), so as to avoid keeping them waiting indefinitely. It was noted that a quorum was still present.	
		Action
Declarations of Interest		
8861	There were no further declarations of interest.	Noted
MINUTES OF PREVIOUS MEETING		
8862	Received: Draft minutes of 21 March 2024.	Received
8863	Resolved: To approve the 21 March 2024 minutes as an accurate record.	Resolved
MATTERS ARISING, INCLUDING PROGRESS ON ACTION LOG FROM PREVIOUS MEETING		
Matters Arising		
8864	There were no matters arising that were not on the agenda.	
Action Log		
8865	Received: Board action log (G 24/27).	
8866	A report relating to action 1 (staff pulse survey) was on the agenda.	
8867	Action 2 (governance review to consider Catholic Mission) was not yet due.	
8868	Action 3: In respect of the partnership work, the Board agreed as follows:	
8869	Resolved: To delegate to the Partnerships Committee authority to approve the release of the 'pause' on any paused partnership project, so that the University management team may elect to recommence work on the project.	Resolved
8870	Action 4 (circulate sub-committee minutes) was complete.	

8871	Resolved: To clear all actions from the action log, except for action 2.	Resolved
CHAIR'S REPORT		
Chair's Report		
8872	Received: Chair's report (G24/28)	Received
	<u>Executive Succession Planning: Delegation of Authority</u>	
8873	With an existing vacancy in the Provost Deputy Vice Chancellor role, and with the Director of Finance & University Secretary role expected to be vacated in December 2024 upon Mr D Butcher's planned retirement, succession planning was needed. The Board agreed as follows:	
8874	<p>Resolved: The Chair, acting jointly with the Chair of the Governance & Nominations Committee, shall have delegated authority for the next six months in cases where posts designated "senior posts" are vacant, become vacant, or where a vacancy in a post designated a "senior post" is anticipated:</p> <p>(i) To approve changes to existing, or any new, job descriptions, Executive portfolios, person specifications, and job titles, being satisfied that such approvals are in the best interests of the charity. For the avoidance of doubt such approvals may include the removal of compliance and academic quality assurance functions from the current Director of Finance & University Secretary and Provost & Deputy Vice Chancellor roles into one or more non-senior posts (as was currently being proposed); and</p> <p>(ii) To approve such elements of the recruitment and selection process as they shall deem necessary, including the appointment and composition of interview and selection panels, the use of recruitment consultants/agents, the wording and placement of job advertisements and other recruitment materials, acting at all times in the best interests of the charity and seeking advice as necessary, in line with the duty to take reasonable care.</p>	Resolved
	<u>Appointment of a Fitness to Study Appeal Panel</u>	
8875	<p>Resolved: An appeal having been received under the Fitness to Study Policy, to appoint the following to manage the appeal process and hear the appeal:</p> <p>(i) Ms C Nursaw;</p> <p>(ii) Ms S Hogston; and</p> <p>(iii) Ms T Ford-Escobar.</p>	Resolved
	<u>Students' Union Complaint</u>	
8876	The Clerk briefly described a student complaint against the Students' Union and the need for the Board to involve itself by appointing an independent investigator.	Resolved
8877	Resolved: To ratify the Chair of Governors' approval of the appointment of an independent investigator to look into certain complaints about the Students' Union and to direct that the investigator be instructed to commence work.	Resolved
8878	Resolved: To establish by regulations the following terms of reference for a case management team to be made up of independent governors only: It shall have delegated authority, to be exercised by simple majority decision, to make case management decisions on any procedural issues, as well as in respect of the merits of the complaints, and any conclusions and recommendations of the independent investigator commissioned by the Governing Body into the complaints against the Students' Union described to it on 15 May 2024. Additionally, it shall have delegated	Resolved

	authority, again exercised by simple majority decision, to make further or replacement appointments to its own membership, which shall not be less than two.	
8879	Resolved: To delegate to the Chair authority to appoint two independent governors to form the initial case management team.	Resolved
PERFORMANCE		
Vice-Chancellor's Report and Action Plan		
8880	Received: Vice-Chancellor's Report and Action Plan (G24/29)	
8881	The Board noted as follows:	
	➤ Consultation was underway on a Quality Assurance Agency Quality Code update and on Office for Students freedom of speech regulatory advice.	
	➤ The outcome of a review of the Graduate route visa could have important repercussions for the sector, including the University, as it was seeking to grow its international student numbers. 250 new international students were expected in the forthcoming intake: circa 175 in September; 75 in January.	
	➤ Government reforms and additional funding for apprenticeships were expected to enable up to 20,000 more apprenticeships, a significant part of the University's growth and diversification strategy. 76 new apprentices had enrolled this year.	
	➤ A delay in rolling out the Lifelong Learning Entitlement would see the first learners commences study from January 2026, instead of September 2025.	
	➤ The University's first Higher Technical Qualification (in Early Years Leadership) had passed the first approval stage.	
	➤ Undergraduate applications were up 6% despite decreases in Initial Teacher Training and Foundation Year, bucking the sector trend. Acceptance data was not yet mature.	
	➤ A refreshed Research Strategy was in development, along with a new Student Research Pathway. The University of Leeds had given formal approval for the University to offer PhDs by Alternative Assessment (publication) from 2024-25.	
	➤ The National Student Survey results would be published on 10 July. The University had had a 78% completion rate (79% in 2023).	
	<u>PwC Action Plan – response to systems and processes review</u>	
8882	Appendix B to the VC's report was a draft action plan that management had put together, partly in response to the review carried out by (professional services firm) Pricewaterhousecoopers LLP, and partly in response to activities taking place internally, such as in relation to placements and research ethics.	
8883	The Board noted the progress made to date on the action plan, which would be discussed by the Partnership Committee on 19 June. In the absence of the Executive team, discussion was deferred to the next Board meeting.	
Staff Pulse Survey Feedback		
8884	Received: Data analysis paper from the from the EDPC (G 24/30)	Received
8885	The EDPC said the May 2023 colleague survey data had indicated a misalignment between organisational culture and strategy. In the February 2024 Pulse survey,	

	overall perceptions had been lower than those gathered in May 2023, although experience varied across groups.	
8886	EDPC said some fundamental building blocks were clearly lacking, making it difficult to get 'the right things' accomplished in the 'right way'. This created friction, resistance to change and dysfunction, and was impeding operational efficiency and effectiveness.	
8887	The Board was pleased to hear that the EDPC had established key priorities and there would be increased accountability for the strategic People & Culture key performance indicators, which would be embedded in all University leaders' Performance and Development reviews, each having cascaded objectives within their own local context. Monitoring would continue via the Finance & Resources ("F&R") Committee.	
KPI Performance 2023/24: Mid-Year Update		
8888	Received: 2023/24 Mid-Year update on the Key Performance Indicators from Mr D Butcher, Director of Finance and University Secretary (G 24/31).	Received
8889	The status of the Key Performance Indicators was noted.	Noted
Health and Safety Safeguarding and Prevent - Reporting by Exception		
8890	The Clerk said Ms J Hynes, Chief Operating Officer ("COO"), had informed her that there were no material incidents or issues to report. This was noted.	Noted
FINANCE & RESOURCES		
Finance & Resources Committee: Unconfirmed minutes from the 9 May 2024 meeting		
8891	Received: The unconfirmed minutes of 9 May 2024 and a report from the F&R Chair (G 24/32)	
8892	The F&R Committee's minutes and report were received and its advice was noted.	Noted
Major Capital Projects Update		
8893	Following discussion, the risks were agreed to be within tolerance given the mitigations the management team was putting in place.	
8894	The F&R Committee had raised a concern about the potential impact of a delayed opening for the City Centre campus on student experience and had suggested that the Academic Assurance & Student Experience Committee be asked to consider the proposed arrangements in more detail. This was agreed.	
8895	Action: Academic Assurance & Student Experience Committee to consider in more detail whether there are adequate mitigations in place to manage the risk to student experience of delays to the completion of the City Centre project effectively and/or to advise on possible repercussions should the University fail to do so.	Clerk, AASEC
PARTNERSHIPS		
Partnership Committee: Minutes of 26 March and proposed revised Terms of Reference		
8896	RESOLVED: To approve the proposed changes to the terms of reference with immediate effect.	Resolved
8897	NOTED: The advice and other items of report from the Partnership Committee.	Noted

GOVERNANCE		
Scheme of Delegation: Proposed Amendments		
8898	Received: Report from Ms J Green, the Clerk (G 24/35)	Received
8899	Resolved: To approve the proposed amendments to the Scheme of Delegation.	Resolved
Board & Committee Membership		
8900	Received: Report from the Clerk (paper 24/36)	Received
8901	Resolved: To approve the Board and Committee membership report, subject to replacing all references to the current Student Governor with the name of the new Student Governor Ms Maddeleine Goodhand.	Resolved
Board Meeting Schedule 2024/25		
8902	Received: Report from the Clerk (paper 24/37)	Received
8903	Resolved: To approve the Board Meeting Schedule 2024/25, subject to a change to the start time of the 17 October 2024 Board meeting from 8.30am to 10am.	Resolved
8904	Action: Amend and circulate the Board Meeting Schedule 2024/25.	Clerk
DFUS Role Succession Planning		
8905	This was discussed earlier in the meeting.	
ITEMS FOR INFORMATION OR NOTING ONLY		
Any Other Business & Date of next Meeting		
8906	Governance Advisor Mr C Williams proposed the appointment of new Student Governor Ms Maddeleine Goodhand, confirming that she had been duly elected by the student body and would assume the presidency of the Leeds Trinity University Students' Union on 1 July.	
8907	Resolved: Pursuant to the Board's <i>Regulations for the Appointment of the Student Governor</i> , subject to satisfactory background checks (meaning to the satisfaction of the Clerk or in case of any doubt, the Chair) and subject to her fulfilling the criteria for appointment, to appoint Ms Maddeleine Goodhand as the Student Governor with effect from 1 July 2024 for a period of twelve months, up to and including 30 June 2025.	Resolved
8908	Date of Next Meeting: Wednesday 3 July 2024 at 10.00am (room AG 55)	