

NEWMAN UNIVERSITY

Council

**Minutes of the Meeting held at Newman University at 3pm
on Tuesday 4th October 2016 in DW111**

Present:

Mr Jonathan Day	Chair of the Council
Mr Glen Alexander	
Dr John Carlisle	
Rev Canon David Evans	
Ms Deirdre Finucane	
Dr Mark Goodwin	Vice-Chair of the Council
Mr David Harris	
Mr Stephen Kenny	
Mr Phillip Lennon	
Professor Peter Lutzeier	Vice-Chancellor & Principal
Ms Sarah Parkes	
Mr Nathan Richards	Students' Union President
Mr John Westwood	

In Attendance:

Ms Andrea Bolshaw	Registrar and University Secretary and Clerk to the Council
Professor Peter Childs	Pro-Vice-Chancellor – Research and Scholarship
Professor Duncan Lawson	Pro-Vice-Chancellor – Formative Education
Mr Tony Sharma	Director of Finance and Corporate Services
Ms Lyandre de-la-Haye	Deputy Registrar (in attendance for item 2.3)
Mrs Jackie Flowers	Minute Secretary

The meeting of the Council opened with prayers led by Rev. Canon David Evans.

1. Work of the Council1.1 Apologies

Apologies were received from Mr Mark Davies, Archbishop Bernard Longley, and Mrs Rosemary Thorp.

The Chair asked that members strive to attend every meeting, only missing meetings when it is absolutely necessary to do so. He emphasised that the full experience and expertise of every member should be available to the Council at every meeting. He also advised that attendance was tracked by the regulatory and funding body. It was noted that, when it is necessary for a Council member to miss a meeting, a reason should be provided for the absence.

1.2 Minutes of the Meeting held on 23rd June 2016

The following amendment was agreed: page 5, line 8 'Chancellor' to read 'Vice-Chancellor'. Subject to the amendment above, the minutes of the meeting held on 23rd June 2016 were received and confirmed as an accurate record.

1.3 Minutes of the Meeting held on 15th July 2016

The minutes of the meeting held on 15th July 2016 were received and confirmed as an accurate record.

1.4 Matters Arising from the Minutes

Arising from the meeting held on 15th July 2016, the Clerk to Council reported that Professor Davidson, the Vice-Chancellor elect, had agreed a mentoring programme with Professor Joy Carter, who had advised the Council on his selection. Professor Davidson had also started to meet members of the SMT and other members of the Newman community.

In response to a question about the cost of the search process, the Chair reported that the search had been completed within the budget. He added that there would be an opportunity to discuss the recruitment process later on within the agenda.

1.5 Reports from the Committees

It was agreed that, in future, when the minutes of a Committee meeting are provided to Council prior to their ratification by the Committee, they would be marked as 'draft' on the Council agenda.

Action: Clerk to the Council

1.5.1 Nominations Committee

The Council received the confirmed minutes of the Nominations Committee held on 9th June 2016.

The Interim Chair of the Committee advised the Council with great regret of the action taken to terminate Mr Shale Ahmed's membership of Council, pursuant to the Memorandum and Articles of Association. Mr Ahmed had missed numerous meetings and had not submitted basic information necessary for compliance. Many attempts had been made to contact him by telephone and by email. The Committee's conclusion was that personal circumstances had prevented him from fulfilling his responsibilities as a Council member.

The Council noted that although high quality candidates had come forward, more applications from Catholics and women were sought. The Interim Chair advised that the Committee was considering the use of an outside search company.

1.5.2 Finance and General Purposes Committee

The Council received the confirmed minutes of the Finance and General Purposes Committee held on 9th June 2016 and the draft minutes of the meeting held on 18th July 2016.

1.5.3 Audit Committee

The Council received the draft minutes of the Audit Committee held on 23rd June 2016.

It was noted that Dr Mark Goodwin should be added to the list of members present at the meeting.

1.6 Meeting Schedule for 2016/7

The schedule of Council Meetings for 2016/7 was noted and received. The Clerk to the Council drew attention to the change in dates for the Council Strategic 'Away Day' and to the inclusion of the 'thank you' meal for Sophia Pain and Deirdre Mattison. She reported that invitations for the University Carol Service to be held on the evening of 7th December would be sent separately.

1.7 Role of the Council

The Chair introduced a review of the search process for the recently-appointed Vice-Chancellor. The present Vice-Chancellor remained for the discussion as it was purely concerned with the process. The Chair highlighted what he felt had been the positive aspects: the relatively fast pace of the search; the professional support from the search consultants; the highly consultative nature of the process and the scope of the mandate given by Council to the Search Committee.

The Chair invited comments on the process from the Council and points arising were as follows. The Search Committee had been aided by the clear sense of the attributes required from the new Vice-Chancellor which had been identified during discussions at the Council Strategic Away Days. The Students' Union had been pleased that the search consultants had spoken to the President and Vice President to obtain students' views. The transparent and consultative nature of the process had suited Newman's organisational culture. However, it had been fortunate that there was general agreement about the preferred candidate. The support of the current Vice-Chancellor throughout the process had been most helpful.

Action: Council members to pass on any additional comments on the process to the Clerk of Council.

1.8 Appointment of New Council Members

The Interim Chair of the Nominations Committee presented the Committee's recommendation that Professor Femi Oyeboade be appointed as a member of the University Council. He gave an outline of Professor Oyeboade's career.

He was currently Consultant Psychiatrist with the National Centre for Mental Health Birmingham and Solihull Mental Health Foundation Trust and Professor of Psychiatry at Birmingham University. He had formerly been Executive Medical Director of South Birmingham and Solihull Mental Health NHS Trust and Head of Psychiatry at the University of Birmingham. In addition, he had been Chief Examiner for the Royal College of Psychiatrists and external examiner at a significant number of Universities in the UK and internationally. He had been a visiting professor at several overseas Universities.

The Committee's recommendations were on the basis of Professor Oyebode's wide range of skills and experience of senior leadership in large, complex organisations. His background was scientific, but he felt it important to use poetry, for example, to help medical students to have a human and compassionate face. He had shown a thorough understanding of the role of governors. From his post at Birmingham University, he was aware of the importance of student experience. He had also spent many years living and working in the local community.

Resolution 13/16 The Council approved Professor Femi Oyebode as a member of the University Council with immediate effect.

Action: Clerk to Council to notify Professor Oyebode of the Council's decision.

It was noted that there remained vacancies for one Catholic and one non-Catholic member of the Council. There were a number of applications pending for review by the Nominations Committee.

2. Future Issues

2.1 Outline of Future Issues

The Council received an oral report from the Vice-Chancellor, as follows:

The new Vice-Chancellor Professor Scott Davidson had been welcomed to the University and was meeting members of the Senior Management Team.

In recognition of the importance of raising the University's profile and reputation, the decision had been made to separate corporate marketing from student recruitment and Alison John had been appointed as Head of Corporate Marketing. She had previous experience of corporate marketing at Aston University and Warwickshire Council. Provision had been made in the planning round for four new dedicated posts to support the corporate marketing function: a marketing officer, an alumni officer; a communications officer; and a graphic designer.

Project Growth was generally proceeding well and this had been achieved against the current demographic with the prediction that the cohort of 18 year olds would continue to decline until 2020 and that consequently 10,000 fewer students would be available. The Vice-Chancellor noted the introduction of new courses at the University, for example, the degree in

Mathematics which had enrolled 10 students and the development of the degree in Accountancy and Finance.

Turning to the external environment, the Vice-Chancellor highlighted the main developments arising from the Higher Education and Research Bill and the Green Paper 'Schools that work for everyone'. He first reported on the progress of the Bill which was now in the Committee Stage. Two new bodies would be established: the Office for Students (OfS), and UK Research and Innovation (UKRI). Concerns expressed by the sector related to the OfS and its powers and impact on the autonomy of institutions and to the relationship between the OfS which would allocate teaching grant funding and the UKRI which would allocate research funding. It was felt that the division could create a split between research and teaching and the method of co-ordination between the two bodies was not clear.

He noted that the Teaching Excellence Framework (TEF) would be covered under item 2.4 of the agenda.

The Vice-Chancellor drew attention to the recently published Green Paper (Schools that work for everyone) to which responses were due by 12th December 2016. He drew attention to the section of the Green Paper which argued that Universities should have a greater and more direct role to play in improving pupil attainment and school quality. To achieve this, it was proposed that all HEIs should establish a new school in the state system or sponsor an academy in the state system and that this would be a condition of charging higher tuition fees. There was an expectation that failing schools would be selected for University sponsorship. The Council discussed the implications and possibilities for the University, the main points raised being as follows. It was not clear how schools would be allocated to HEIs. The Council felt that the University facilitated better attainment in schools by providing excellent teachers and that this also created a strong relationship with schools. It was noted that the University was in the early stages of discussion with the Diocese about the development of a 3-19 SCITT.

2.2 Council Prevent Submission 1 December 2016

The Council received and considered a paper which highlighted the key points of the guidance and requirements for the submission of the annual report due on 1st December 2016. The Council noted the advice given by the Council of University Chairs (CUC) about the responsibilities of University Governing Bodies under Prevent in its Illustrative Practice Note 2 on the Prevent Strategy.

The Clerk to Council described work that was being done in compliance with the Prevent strategy and conveyed her satisfaction with progress to date. She reported work being done on IT filtering, in consultation with the University's Director of IT Services taking JISC guidance into account. The Council received confirmation that the student body had been fully involved and engaged in the implementation of the Prevent duty through the Students' Union Development Manager and the its President, both of whom were on the University's Safeguarding Working Group.

The Clerk to Council proposed that the draft annual report be considered by the Audit Committee at its meeting on 11th November 2016 and then for review and sign-off by the Council on 24th November 2016 in order to meet the deadline of 1st December. This timescale was agreed by the Council.

2.3 HEFCE Annual Accountability Return

A paper giving information about the new way in which HEFCE would exercise its statutory duty to assess the quality of education in the HEIs that it funded was considered by the Council. The new approach was termed 'the revised operating model for quality assessment' and required closer oversight from governing bodies who would submit on an annual basis assurances about the continuous improvement of the student academic experience and of student outcomes and the reliability of degree standards.

The Council received an oral briefing from the Deputy Registrar to describe and explain the University's current quality assurance processes. She outlined the role of external examiners and reported that every external examiner's report was read by the Vice-Chancellor, the Pro-Vice-Chancellor (Formative Education) and herself and a summary was received by the Academic Standards Committee (ASC). Good practice was shared and points of concern were responded to by the subject concerned. She noted that further external verification came from QAA, Ofsted, professional and accreditation bodies.

The Committee structure and membership, the validation and review process and the annual enhancement round were summarised with it noted that there was external and student membership of validation and review panels. Students' feedback was obtained through Module Evaluation Questionnaires, reports of which were sent each semester to the ASC; an internal student survey with the same questions as the NSS and with the results reported to the ASC; Staff Student Consultative Committees, the notes of which were reviewed by the Quality Office; there was student membership on University committees and there was an item for student business on agendas.

The Pro-Vice-Chancellor (Formative Education) observed that all external examiners had confirmed that standards were appropriate and that every QAA visit had found that University's quality assurance procedures to be acceptable. The University, therefore, would be continuing to use processes which had been developed and refined over time and which had been externally verified.

Council was advised that the new Annual Accountability Return had to be submitted to HEFCE on 1st December 2016. It was agreed that the timescale for this year had precluded the report being seen by ASC, but on action by the Chair of ASC would be submitted to Senate on 16th November 2016 and then to the Council on 24th November 2016. In future years, the report would be presented to ASC prior to its consideration by Senate.

In response to a question, the Clerk to Council noted that HEFCE was aware of the forthcoming change of Vice-Chancellor and that there would be a meeting between Professor Davidson and the HEFCE regional officer early in 2017.

It was noted that the responsibility for signing off the Return lay with the Vice-Chancellor as a trustee on behalf of the trustees. It was agreed that appropriate documentation would be available in the meeting room for Council members to see.

2.4 TEF Update

The Pro-Vice-Chancellor (Formative Education) gave an oral update on the Teaching Excellence Framework (TEF) which would apply initially only to undergraduate programmes. The Council heard that ratings for TEF Year One had been completed and institutions that had passed their last QAA inspection would be able to raise tuition fees in line with inflation for 2017/8. In September 2018 TEF Year Two would be in operation with a differentiated excellence framework of gold, silver and bronze. Institutions being placed in the bronze category would probably not be able to increase tuition fees in line with the full rate of inflation. There would be a right of appeal against the category awarded.

Rating differentiation would be based both on metrics and on a contextual statement to be provided by each institution. The metrics used would be teaching excellence, the learning environment and student outcomes and learning gain; data would be incorporated from student destination figures, retention rates and student responses to questions from the National Student Survey. The PVC described the mechanism for assigning HEIs to the three categories. During TEF Year Three, assessments would be piloted at subject level and TEF Year Four would be subject related.

Professor Chris Husbands, Vice-Chancellor of Sheffield Hallam University, had been named as the first Chair of the TEF panel. Other Panel members include Professors Joy Carter (VC at Winchester University) and Professor Helen Higson (Provost at Aston University). TEF assessors were currently being appointed.

The contextual statement for TEF Year Two had to be submitted by the end of May 2017 and the newly appointed Deputy Head of Academic Practice would be preparing the first draft of the contextual statement.

3. The Current State of the University

3.1 Introduction by the Vice-Chancellor

The Council received and noted the Vice-Chancellor's report on internal and external developments, and major external activities and engagements undertaken since the previous meeting of the Council.

The Vice-Chancellor reported that the student who had been suspended was still suspended pending the outcome of a police investigation. Since writing his report, he had suspended another student. In both cases the suspension had been made to protect members of the University community.

The employment indicators for the sector for 2014/5 had been released in July and were the best result for the last six years.

Newman was the second highest provider for students from state schools and third highest provider for working class students. Nearly one third of the students at the University were mature students. The Vice-Chancellor noted that all of these indicators point to the University's Mission of Service.

Fr Leslie Moras, President of the Xavier Board of Higher Education in India, had visited the University and had reiterated the Xavier Board's interest in linking with Newman. Three initial projects were being considered. There would be a further meeting in Delhi in November.

In discussion of the National Student Survey results, the Council noted the 4% drop in 'Overall Satisfaction' compared to last year. The Vice Chancellor reported that the source of student dissatisfaction with regard to organisation and management on ITE had been identified and measures had been put in place to prevent recurrence.

3.2 Recruitment and Initial Student Numbers 2016/7

The Clerk to the Council introduced a report on recruitment and enrolment for the academic year 2016/7. She noted that the figures would remain fluid for a few weeks until all students were fully enrolled. She reported that the numbers were positive. The Council congratulated and thanked University staff for their work in the recruitment achieved.

3.3 Financial Expectations for 2016/7

Paper UC28/16, which gave a financial update for the 2016/7 financial year, was received and considered by the Council. The Director of Finance and Corporate Services informed the meeting that, at the time of the production of the paper, the enrolment period for the 2016/17 academic year had yet to be completed. There would be greater certainty about student numbers and the associated income by late October. The Finance and General Purposes Committee would receive updated information based on confirmed recruitment at its meeting on 1st November 2016 and the finalised recruitment figures would be confirmed within an update paper to be received at the next Council meeting. The Council were advised that, at this point, there were no matters of concern.

3.4 Estates Matters

Update on Estates Strategy Implementation

An update on the work associated with the Estates Strategy was given by the Director of Finance and Corporate Services. Work on the Julian of Norwich building was progressing well and costs remained within the agreed contract sum plus contingency. It was expected that the refurbishment would be completed in late November 2016. The creation of the car park on the Newman Close site would be delivered in late October 2016. The project was on budget.

With regard to the Halls of Residence and the Sturge extension/refurbishment, the tender returns received in June 2016 had costs which were significantly above the previous forecasts. There had been a value engineering exercise in June and July to reduce costs to an acceptable level

whilst retaining high levels of quality. A minor planning amendments submission was approved on 22nd September. As a result of the time taken by this process it would not now be possible to deliver the Halls of Residence for September 2017. There had been discussion about whether to delay the work on Halls and the Sturge extension but after consideration it had been agreed to proceed with both projects. The Halls were seen as a key to project growth, the cost of separating the contracts was high and to proceed immediately would allow momentum to continue with the estates strategy and for the work on the Darwin refurbishment to start in January 2018. It was now expected that the Sturge extension would be ready in October 2017 and that the Halls would be delivered around December 2017.

Council members asked how student expectations would be managed now that the Halls would not be ready for September 2017. In response, the Council was advised that literature would be changed to refer only to new halls in 2017 and would not specify a month. It was intended to be open and transparent about the schedule. He added that a clearer picture of timescale would emerge in about six months' time and that contingency plans were being considered for some student accommodation for the period from October to December 2017.

Deed of Dedication Football Foundation Grant

The Council was reminded that in June 2015 the Finance and General Purposes Committee had approved the development of the all-weather pitch which was to be 79% grant funded by The Football Foundation. In June 2016 the Council had approved the provision of a charge or deed of dedication to the Football Foundation. Planning consent had since been obtained and it was now necessary to clear all pre-construction grant conditions in order for the University to reclaim costs and sign the construction contract.

The Council was presented with a Deed of Dedication for consideration and during discussion some concerns were raised. It was felt that whilst the Council supported this project and wished it to proceed, the document needed some points of clarification. It was noted that the University hoped to commence work during the next few weeks before winter started.

After further discussion it was agreed as follows:

Resolution 14/16 To establish a special committee (that might take place via telephone and email correspondence as necessary) consisting of two members of the Council, Mr Stephen Kenny and Mr John Westwood, who were given a delegation to receive and consider the final proposal and to make amendments as necessary.

3.5 2015/6 Financial Year End Update

The Council received a report giving an update on the 2015/6 financial year and noted that the University was likely to achieve an operating surplus of £1,870,000 in 2015/6. The surplus was at the level expected although non-pay costs were higher than anticipated due to approved higher long term maintenance costs and capital/transfers relating to the estates strategy.

3.6 Report from the Pro-Vice-Chancellor (Research and Scholarship)

This item was deferred to the next meeting of the Council.

3.7 Students' Union Report of Benchmarking Tour of other HEIs

This item was deferred to the next meeting of the Council.

3.8 Internal Reports:

Complaints

The Council noted and received a report on formal complaints received by the University from students.

Student Discipline

The Council noted and received a report on student discipline for 2014/5.

Dignity at Work and Studies Policies

The Council noted and received the Dignity at Work Policy and Procedures and the Dignity at Study Policy and Procedures which had been approved by the University's Equality and Diversity Committee on 8th September 2016.

Equality and Diversity Committee Annual Report

The Council noted and received the annual report of the Equality and Diversity Committee for 2015/6.

Annual Summary of Staff Equality Data and Activity – 2015 Report

The Council noted and received the annual summary of staff equality data and activity, 2015.

Annual Health and Safety Report

The Council received the Health and Safety report for 2015/6 and noted progress.

4. Any Other Business

The President of the Students' Union reported that there had been two nominations received for the student governor post and that by the November meeting the election would have taken place.

5. Date of the next Council Meeting

The date of the next meeting of Council was confirmed as Thursday 24th November 2016.

The Council
Action Plan from the meeting held on 4th October 2016

Minute	Agenda Item	Action to be Taken	Person Responsible
1.2	Minutes of the Meeting held on 23 rd June 2016.	To amend the minutes as agreed.	Clerk to Council
1.5	Reports from Committees	For unratified minutes of the Committee to be marked as 'draft' when presented on the agenda of the Council.	Clerk to Council
1.7	Role of the Council	To send comments on the search process for the new Vice-Chancellor to the Clerk to Council.	Council members
1.8	Appointment of new members	To notify Professor Oyebode of the Council's decision.	Clerk to Council
3.4	Estates Matters - Deed of Dedication Football Foundation Grant	To receive and consider the final report and to make amendments as necessary.	Mr Stephen Kenny Mr John Westwood