

BOARD OF GOVERNORS

There will be a meeting of the Board of Governors from **4.00pm until 7.00pm on Tuesday 26 November 2019 in Hallam View, floor 6, Owen building, City Campus**. Following the meeting dinner will be served in Hallam View.

If you are unable to attend please notify Governance and Sector Regulation by [email](#)

If you have any queries please contact the Clerk to the Board of Governors by telephone on 0114 225 2051 or by [e-mail](#)

Members should notify the Clerk to the Board of any item to be raised under 'Other Urgent Business' at least 24 hours in advance of the meeting.

A G E N D A

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|-------------------|-----|--|
| 4.00pm
10 mins | 1 | Apologies for Absence |
| | 2 | Declaration of Interests

Members are reminded of their duty under the Articles of Government to declare any personal interest, financial or otherwise, relating to agenda items to be considered at the meeting. |
| | 3 | BG/5/19/M
BG/5/19/MC
Minutes of the meeting held on 10 October 2019

To <u>consider</u> the:
i) minutes;
ii) confidential minutes. |
| | 4 | BG/5/19/action
Matters Arising/Action Tracker

To <u>note</u> the action tracker |
| | 4.1 | Matters Arising: Minute 19/91 Staff Engagement Survey

To <u>receive</u> an oral report |
| | 4.2 | Matters Arising: Minute 19/111 Student Recruitment

To <u>receive</u> an oral report |
| | 5 | Other Urgent Business

To deal with other urgent business notified by 12 noon on Monday 25 November 2019 or accepted by resolution. |
| | 6 | University Strategy and its implementation |
| 4.10pm
5 mins | 6.1 | Strategy Event: October 2019

To <u>receive</u> an oral report on the governors' October 2019 strategy event outcomes. |

4.15pm 5 mins	6.2	BG/6/19/6.2 Confidential	Pay Gap 2019 To <u>approve</u> the pay gap report for publication.
4.20pm 10 mins	6.3		Students' Union Report including Student Voice Report 2018/19 To <u>receive</u> and <u>discuss</u> :
		BG/6/19/6.3i	i) a report on the activities of the Students' Union including progress towards its strategic aims;
		BG/6/19/6.3ii	ii) the Student Voice report 2018/19;
		BG/6/19/6.3iii	iii) the initial response to the Sheffield Hallam Students' Union Student Voice report 2018/19.
4.30pm 10 mins	6.4	BG/6/19/6.4	Review of the Students' Union and Constitution To:
			i) <u>receive</u> a progress report;
			ii) <u>approve</u> the membership, terms of reference and the delegation of authority to a Working Group of the Board.
4.40pm 10 mins	6.5	BG/6/19/6.5	University Performance Report (Period 3) To <u>receive</u> and <u>discuss</u> a report
	7		Corporate Governance
4.50pm 5 mins	7.1	BG/6/19/7.1	Audit and Risk Committee Annual Report to the Board of Governors and the Accountable Officer 2018/19 To <u>receive</u> a report including the opinions, prior to submission of the report to the Office for Students as part of the annual accountability returns.
4.55pm 15 mins	7.2	BG/6/19/7.2 Confidential	Draft Annual Report and Financial Statements for the year ended 31 July 2019 To <u>approve</u>
5.10pm 5 mins	7.3	BG/6/19/7.3 Confidential	Office for Students Financial Return 2019-2024 To <u>approve</u>
5.15pm 5 mins	7.4	BG/6/19/7.4	Office for Students Assurance Return and Research Return To <u>receive</u> the report that the Accountable Officer (Vice-Chancellor) as a governor will sign each of the assurance returns 2019 prior to submission to the Office for Students
5.20pm 5 mins	7.5	BG/6/19/7.5	Prevent Duty Monitoring Accountability and Data Return 2018/19 To <u>discuss</u> the report and <u>approve</u> the declarations for submission to the Office for Students

5.25pm **FIVE MINUTES BREAK**

8 Oversight of activities

5.30pm 8.1 BG/6/19/8.1 **Financial Regulations: Amendments**

5 mins

To approve

5.35pm 8.2 BG/6/19/8.2 **Modern Slavery and Human Trafficking Statement**

5 mins

To approve

5.40pm 8.3 BG/6/19/8.3 **Appointment of Internal Auditors**

5 mins

Confidential

To approve

5.45pm 8.4 **Report from Staff governors**

10 mins

To receive an oral report

5.55pm 8.5 BG/6/19/8.5 **Vice-Chancellor's report**

10 mins

To receive a report

6.05pm 8.6 BG/6/19/8.6 **Estate Developments**

5 mins

Confidential

To:

- i) receive a progress report;
- ii) note Chair's action for the acquisition of leases.

8.7 BG/6/19/8.7 **Acquisition of Land**

Confidential

To approve

9 Board and committee matters

6.10pm 9.1 **Chairs' Reports**

5 mins

To receive and discuss oral reports

6.15pm 9.2 BG/6/19/9.2 **Academic Assurance: Report from the Academic Assurance Committee**

20 mins

- i) To receive the unconfirmed minutes of the Academic Assurance Committee held on 25 October 2019;
- ii) To receive a report on and note the outcomes of the Committee's discussion of the:
 - a) University's response to the Ofsted inspection of level 4 and 5 Apprenticeship provision;
 - b) University's Annual Quality Review;
 - c) annual review of effectiveness and annual report for 2018/19.

6.35pm 5 mins	9.3		Minutes of the Committees of the Board of Governors
		BG/6/19/9.3i	To <u>receive</u> the unconfirmed minutes of the:
		BG/6/19/9.3ii To be tabled	i) Finance and Employment Committee (FEC) meeting held on 12 November 2019;
		BG/6/19/9.3iii To be tabled	ii) Audit and Risk Committee (ARC) meeting held on 12 November 2019;
			iii) joint meeting of the FEC and ARC held on 12 November 2019.
6.40pm 5 mins	9.4		Nominations Committee
			To:
		BG/6/19/9.4i + ii Confidential	i) <u>approve</u> the revisions to the constitution and quorum of the Nominations Committee;
			ii) <u>approve</u> the appointment to the Committee of a staff member of the Board;
		BG/6/19/9.4iii	iii) <u>note</u> the 2018/19 annual report of the Nominations Committee
6.45pm 5 mins	9.5	BG/6/19/9.5 Confidential	Appointments to the Board's committees: Chair's Action
			To <u>approve</u>
6.50pm 5 mins	10		(+) Unless members indicate to the Chair at the start of the meeting that they wish to raise specific points, the following items marked (+) will not be discussed at the meeting
	10.1	BG/6/19/10.1	(+)Health, Safety and Wellbeing Management Review Report 2018/19
			To <u>note</u>
	10.2	BG/6/19/10.2	(+)Health Safety and Wellbeing Committee minutes
			To <u>note</u> the confirmed minutes of the Health, Safety and Wellbeing Committee meeting held on 19 June 2019
	10.3	BG/6/19/10.3	(+)Academic Board
			To <u>note</u> the unconfirmed minutes of the meeting of the Academic Board held on 25 September 2019.
	10.4	BG/6/19/10.4 To be tabled	(+)Students' Union Financial Statements for year ended 31 July 2019
			To <u>note</u>
	10.5	BG/6/19/10.5	(+)Students' Union Complaints Procedure
			To <u>note</u>
	10.6	BG/6/19/10.6	(+)The University's Subsidiary Company Reports and Financial Statements
			To <u>note</u> the reports from each company

- 10.7 BG/6/19/10.7 **(+)Treasury Management Policy – Annual Report**
To note
- 10.8 BG/6/19/10.8 **(+)OfS Compliance with regulatory deadlines: reminder for governing bodies**
To note the letter from the OfS
- 10.9 BG/6/19/10.9 **(+)Use of the Corporation Seal**
To note
- 6.55pm 11 BG/6/19/11 **Schedule of Meetings and Outline Forward Planning Programme**
To note the forward planning programme and that the:
i) next Board meeting will be held on Tuesday 28 January 2020 from 4.00pm to 7.00pm;
ii) January 2020 Board meeting will be preceded by an update and development day from 9.00am to 3.00pm at City Campus.

Michaela Boryslawskyj
University Secretary and Clerk to the Board
20 November 2019