

SHEFFIELD HALLAM UNIVERSITY

BG/1/19/M

BOARD OF GOVERNORS

Minutes of the meeting held on Tuesday 29 January 2019

Present:

Lord Kerslake, Chair	Ms N Mowlana
Prof J Bale	Ms M Munn
Mr D Bye	Prof J Patnick
Ms K Finlayson	Mr A Okud
Prof Sir C Husbands	Ms P Thompson
Prof C Kinsella	Dr S Timothy
Mr N MacDonald	Mr M Conway, University Secretary and Clerk to the Board

Apologies for absence from Mr D Bradley, Dr P Jones, Mr C Kenny, Dr J Morrissy, Mr K Taylor, and Prof P Wiles.

In attendance**For item**

Mr R Calvert, Chief Operating Officer	
Prof R Eccleston, PVC Research and Global Engagement	
Ms C Gandy, Director of Student Support Services	6.1
Ms D Harry, Chief Finance and Planning Officer	
Dr S Jackson, Director of HR and Organisational Development	
Prof K Kerrigan, PVC Enterprise and Dean of Sheffield Business School	
Ms C Marlow, Deputy Head of Governance Services (observer)	
Prof A Metcalfe, PVC Faculty of Health and Wellbeing	
Ms N Rawlins, Director of Admissions and UK Student Recruitment	6.3
Mr P Roddis, Head of Health, Safety and Wellbeing	6.1
Mr M Swales, Director of Estates and Facilities	
Prof C Wigginton, PVC Faculty of Social Sciences and Humanities	
Ms H Williamson, Head of Information Governance and Data Protection Officer	7.1
Ms T Goodwill, Governance Services, Minute Secretary	

Paper reference

Minute reference

BG/19/1

Chair's opening remarks

1.1

The Chair welcomed Clair Marlow, Deputy Head of Governance Services to the meeting.

BG/19/2

Declaration of Interests

2.1

There were no declarations of interests.

BG/6/18/M	BG/19/3	Minutes of the meeting held on 27 November 2018
	3.1	The minutes were approved as a <u>correct</u> record.
BG/6/18/action	BG/19/4	Matters Arising/Action Tracker
	4.1	The Board <u>noted</u> the action tracker.
	4.2	Matters Arising Minute 17/42 University Stakeholder Reception
		The University's vision had been shared with key stakeholders at a successful and well-received Parliamentary reception at the House of Lords in May 2017. Governors commented on similar events held by other universities and the value of such events for the University. The Board would receive an update on the University's next stakeholder event in due course.
		Action: Vice-Chancellor and Head of Development and Alumni Relations
	BG/19/5	Students and Staff - Mental Health
	5.1	The Chief Finance and Planning Officer who is the University's mental health champion introduced the presentation and set the University's approach to mental health, which was an intrinsic part of the overall wellbeing agenda, in the context of organisations and campaigns in the external environment. The Head of the Health, Safety and Wellbeing Service and the Director of Student Support Services presented details of the University's wellbeing framework which was common to staff and students. The proactive approach to delivering services was described using examples of the targeted specialist support and the widely accessible and inclusive services offered. The Board <u>received</u> the presentation.
	5.2	Governors commented that they welcomed the language and positive messages used to describe the University's inclusive approach to its common framework for wellbeing and <u>discussed</u> : <ul style="list-style-type: none"> i) the content of learning contracts which the University offered routinely to all students; ii) the approach to changing the way people think and act in connection with mental health issues. The use of a mnemonic to raise mental health awareness and embed the positive messages was suggested; iii) feedback in student surveys which did not cite the use of social media as a contributory factor in mental health issues; iv) issues giving rise to mental health issues which were not solely or necessarily related to time in higher education. The support services offered to students by the Students' Union including the management of finances and stress management were outlined. Subsequent to the meeting a summary of the number of students using the support services at the University was circulated to the Board; v) the work of the Sheffield Suicide Steering Group which had a range of stakeholders.

5.3 The Board welcomed the breadth of ownership and responsibility being taken for mental health across the University which was illustrated in the presentation and discussion. The Board confirmed its commitment to mental health within the overall wellbeing agenda.

BG/1/19/6.2
Confidential

BG/19/6

Campus Masterplan Phase 1: Funding

6.1

The Chief Finance and Planning Officer reported that the Board of Governors Task and Finish Group's meeting scheduled for 28 January 2019 had been postponed. Due to the ongoing negotiations between the University, Santander and Barclays banks and legal advisers, the final contract documentation had not been ready for review by the Group. In order to progress the contract documentation and, subject to it being in line with the banks' Heads of Terms, a meeting of the Group would be arranged to review and approve the final documentation. A progress report would be made to the Finance and Employment Committee (FEC) at its meeting in February 2019 and the Board would receive a report at its meeting in March 2019.

Action: Chief Finance and Planning Officer and Chair of the Group/FEC

BG/1/19/6.3
Confidential
Tabled

BG/19/7

Student Recruitment

7.1

The Director of Admissions and UK Student Recruitment introduced the report and gave a detailed account of the challenging market context in relation to full-time undergraduate student recruitment, provided a retrospective analysis of the 2018 admissions round including risks for full-time undergraduate recruitment, outlined the recruitment position for 2019 including the University's overall position and reviewed the student recruitment and marketing activity for 2019/20 and beyond. The Board received the report.

7.2

The Board discussed:

- i) the difference in application patterns between the University's current and previous cycles and the approach to applications. The reasons why some of the University's courses had seen decline and others growth were outlined. Further analysis of courses which had seen a drop in applications was ongoing. The University's work to raise application interest in potential students including the development of a virtual reality offer were outlined;
- ii) Clearing. This included the University's approach to Clearing, the use of unconditional offers by institutions and the changes seen by the University in students' approach to Clearing;
- iii) the challenges, including competitive pressures, in student recruitment markets which continued year on year. The University's recruitment performance was compared with that of competitors and its approach in the short and medium term to mitigate risk to recruitment to target was outlined;
- iv) the continuing turbulence in the external environment. There would be a demographic fall in the number of 17 and 18 year

olds in the years to 2022/23 and the Augar Review of Post-18 Education and Funding was due to be published in March 2019.

7.3 The Board would receive a report on the strategic review of the academic portfolio. Portfolio changes would have implications for applications. The report would include a summary of the historic trends in applications to the University.

Action: Chief Operating Officer and Director of Admissions and UK Student Recruitment

BG/1/19
Confidential
Tabled

BG/19/8

Other Urgent Business: Remuneration Committee

8.1

The two student governors, the observer and members of the University Leadership Team left the meeting with the exception of the Director of Human Resources and Organisational Development (HROD). The Chair of the Remuneration Committee tabled a confidential report and a minute confidential to the Board was recorded.

BG/1/19/7.1

BG/19/9

GDPR implementation: update

9.1

The Head of Information Governance and Data Protection Officer introduced the report which provided:

- i) an update on the implementation of the University's duties under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) which came into force in the UK on 25 May 2018;
- ii) a statistical overview of the data protection and freedom of information work undertaken by the University's Information Governance team.

9.2

The Board received the report. Governors commented that the report was exemplary. The Chair of the Audit and Risk Committee (ARC) reported that following regular reports to the Committee it was assured that the University continued to have a robust approach to implementation of the GDPR and the DPA (minute ARC/18/68.3 refers).

9.3

The Board discussed the University's governance arrangements for data security:

- i) and the decision making following a data breach. The approach to the escalation of data breach reports to the Information Commissioner's Office, the Office for Students, the ARC and the Board of Governors was outlined. It was reported that lessons were learned from data breaches at the University and at other organisations and were used to inform the University's arrangements. The media response plan was outlined;
- ii) and the use of the University's email system. The promotion of the use of encrypted email and work, including training, to embed the requirements for and maintenance of data security in working practices across the University, were outlined. This included work by Digital Technology Services at the University

- to review the extent to which popular and free apps used on mobile devices met data security requirements;
- iii) including the approach to the University's collaborative projects and the associated data risks and liabilities. The implications for data protection statute arising from the UK leaving the European Union on 29 March 2019 were outlined;
 - iv) and the volume of data processed by the University in its recruitment of students. It was suggested that the processing of student recruitment data be assessed in real time to identify any University specific risks to data and enable any risks to be mitigated.

Action: Chair of the Audit and Risk Committee and Clerk to the Board

BG/19/10 Governors' strategy and development day on 29 January 2019

- 10.1 Members of the Board thanked the University for the content of the three sessions at the January 2019 governors' strategy and development day which had provided time to consider:
- i) the University's navigation of the uncertain external policy environment for higher education providers and its approach to mitigating risks. This included discussions of the Office for National Statistics classification of student loans in the Government's accounts, the Augar Review of Post-18 Education and Funding which was due to be published in March 2019 and the implications of the UK leaving the European Union on 29 March 2019. The discussions included information on the University's institutional planning and ongoing change projects, including the Professional Services and Academic Operating Models, to create a more agile and resilient University;
 - ii) pensions and the scale of the financial impact that they have on the University and, its challenges in influencing or planning for future funding variations;
 - iii) the role of governors as trustees of the University as an exempt charity.

BG/19/11 Vice-Chancellor's report

- 11.1 The Vice-Chancellor reported that:
- i) support was being given to a University student who had been the victim of an alleged hate crime incident;
 - ii) he had attended the annual international scholarships ceremony which had been held at the Millennium Galleries, Sheffield;
 - iii) a report was expected to be published in February 2019 following the UPP Foundation Civic University Commission independent inquiry into the future of the civic university: how can universities most successfully serve their place in the 21st century?

- BG/1/19/7.2 11.2 The Board received the Vice-Chancellor's report which gave a summary of University and higher education sector developments, some of which had been discussed at the January 2019 strategy and development day (minute BG/19/10 refers). In addition the report outlined the Office for Students (OfS) arrangements for

universities reports on access and participation and the arrangements for the forthcoming OfSTED inspection of the University's Higher and Degree Apprenticeship provision (minute BG/18/135.3 refers).

11.3

The Vice-Chancellor referred to his report and highlighted:

- i) grade inflation and the OfS report which reviewed and compared changes in degree classification across the higher education sector;
- ii) the drivers, including costs, informing the University's decision to continue to hold graduation ceremonies in November. The outcomes of the Board's brief discussion of the pros and cons of holding ceremonies in July and/or November were that whilst there was support to continue holding them in November for the foreseeable future, the University should review its position in 2020-21;

Action: Vice-Chancellor and the Chair of the Graduation Steering Group

- iii) the University's position in connection with the recording of lectures and learning recording (minute BG/18/129.3iv refers).

BG/19/12

President of the Students' Union Report

12.1

The President reported on the activities of the Sheffield Hallam Students' Union (SHSU) including the:

- i) preparations for the SHSU spring 2019 elections;
- ii) approach of the SHSU and its work with the University to raise students' awareness of mental health issues and the initiatives and support provided by the SHSU and University (minute BG/19/5 refers).

The Welfare and Community Officer described the:

- iii) work ongoing with the Director of Student Support Services in connection with the services offered to support mental health;
- iv) Mind Your Head initiative and its toolkit which would be launched to students shortly;
- v) National Union of Students' nationwide research to better understand how mental health affects its members and also ascertain what support services were available;
- vi) purpose of the Students' Rights Week which was to inform students about the support services on offer at the University in connection with accommodation services, extenuating circumstances and learning contracts. The President thanked the Director of Estates and Facilities for the support of the Directorate's accommodation services staff. It was reported that the University was the first to offer first year international students a guarantor scheme.

The Board received the report.

12.2

As part of its 2019 programme of activities the Students' Union was arranging:

- i) an *in conversation* event with a BAME attainment speaker.

- Subsequent to the meeting the President invited members of the Board to the February 2019 event;
- ii) a conference called Perspectives on Higher Education: Government, National Union of Students, an academic and a student.

BG/19/13 **Report from Staff governors**

13.1 There was no report from the staff governors.

BG/19/14 **Chairs' Reports**

14.1 The Chairs did not have any reports to add to those made at the meeting.

BG/1/19/9.1 BG/19/15 **Annual Report on Student Disciplinary Regulations 2017/18**

15.1 In response to a request the Chief Operating Officer summarised the key points of the annual report 2017/18 and assured the Board that the University's systems were in good order. There were no significant changes in trends in the 2017/18 data compared to the previous year. The Board received and accepted the annual report.

BG/1/19/9.2 BG/19/16 **Environmental Sustainability in the University Annual Report 2017/18**

16.1 The Board received and accepted the summary annual report.

BG/1/19/10 BG/19/17 **Schedule of Meetings and Outline Forward Planning Programme**

17.1 The Board received the forward planning programme and noted that the:

- i) next Board meeting would be held from 4.00pm until 7.00pm on Tuesday 5 March 2019;
- ii) two day strategy event would be held on Wednesday 9 and Thursday 10 October 2019 at the Royal Victoria Hotel, Sheffield.