



**BOARD OF DIRECTORS  
ACTIONS AND KEY DECISIONS OF THE MEETING**

<b>Meeting Date and Time:</b>	Thursday 9 <sup>th</sup> May 2024 at 10.30am
<b>Location:</b>	Futureworks
<b>Present:</b>	Prof. Rob Campbell, Chair
	Chris Mayo, Principal
	Gwyn Arnold, Member
	Prof. John Brooks, Member
	Alan Doyle, Member
<b>In attendance:</b>	Ben Norris, Vice Principal, Clerk
	Kate Sayer, Secretary
<b>Apologies:</b>	Tony Tyrrell (proxy for Renee Tyrrell)

No.	ACTIONS
1	[This section contains commercially sensitive information and has been redacted.] (3ci-1)
2	[This section contains commercially sensitive information and has been redacted.] (3b-1)
3	[This section contains commercially sensitive information and has been redacted.] (3b-2)
4	Report on procurement to be brought to the next Academic Board and ARAC meetings. (4c-1)
5	[This section contains commercially sensitive information and has been redacted.] (4d-1)
6	[This section contains commercially sensitive information and has been redacted.] (4d-2)
7	[This section contains commercially sensitive information and has been redacted.] (4d-3)
8	[This section contains commercially sensitive information and has been redacted.] (4d-4)
9	[This section contains commercially sensitive information and has been redacted.]. (4d-5)
10	The lead column on the Operational Plan should be altered to include person responsible alongside the relevant committee. (4e-1)

No.	KEY DECISIONS
1	Written report on HR KPIs to be presented to next meeting in August.
2	[This section contains commercially sensitive information and has been redacted.]
3	Operating plan to be brought to every meeting going forward.



**BOARD OF DIRECTORS COMMITTEE**  
**MINUTES OF THE MEETING HELD ON 9<sup>th</sup> May 2024 @ 10.30 at FUTUREWORKS**  
**For General Release**

Present: **Prof. Rob Campbell, Chair**  
**Chris Mayo, Principal**  
**Prof. John Brooks, Member**  
**Gwyn Arnold, Member**  
**Alan Doyle, Finance Director**

In attendance: **Ben Norris, Clerk**  
**Kate Sayer, Secretary**

**1. WELCOME BY THE CHAIR AND APOLOGIES FOR ABSENCE**

The Chair welcomed the members and set out the order of the meeting. Apologies were received from Tony Tyrrell.

**2. DECLARATIONS OF INTEREST**

None declared.

**3. COMMITTEE BUSINESS:**

- a. Previous Minutes:
  - i. Minutes of 01.02.24 for accuracy – the minutes were approved in terms of content and accuracy. One minor grammatical error was noted.
- b. Action Plan – The action plan was accepted by the committee and completed actions accepted. The following actions were discussed in more detail:
  - [BoD]Feb-24|3ci(1) – [This section contains commercially sensitive information and has been redacted.]
  - [BoD]Feb-24|4d(1) – [This section contains commercially sensitive information and has been redacted.]
- c. Matters Arising:
  - i. Partnership arrangements – see 3b.
  - ii. Conflicts of Interest Register – this was accepted by the committee.
  - iii. KPIs for HR and people – a verbal report was given to the committee, which had identified that Futureworks' staff were on average younger than the sector average, and that absenteeism was generally very low. It was requested that a written report be presented to the next meeting.
  - iv. Campus arrangements proposal – see 3b.

**[Action: This section contains commercially sensitive information and has been redacted.] (3ci-1)**

**[Action: This section contains commercially sensitive information and has been redacted.] (3b-1)**

**[Action: This section contains commercially sensitive information and has been redacted.] (3b-2)**

**ITEMS FOR CONSIDERATION, DISCUSSION AND/OR RESOLUTION:**

**4. REPORTS (FOR INFORMATION):**

- a. Chair's Report – the Chair has been asked to become the Chair of the Board of Directors for Skills4Stem in Northampton, which facilitates apprenticeships in construction studies. There was felt to be no conflict of interests with this appointment.



- [This section contains commercially sensitive information and has been redacted.]
- b. DAPs update –an update was given on the progress towards applying for Degree Awarding Powers. The DAPs Steering group meetings continue to take place every fortnight. Internal programme validation is to focus on the two franchised courses as UCLan will conduct reviews on the other seven programmes. [This section contains commercially sensitive information and has been redacted.]
  - c. Principal’s Report –the Principal’s report covered the areas of Strategic/Business Matters, Academic and Student Matters, Operational Matters, and the External Environment. The work of the Academic Board was praised, with the Academic Regulations having been updated and approved by the committee. A lot of work had been done in the area of academic quality and enhancement which is now felt to be in a strong position ahead of DAPs. The role of Marketing Manager was being recruited to, with interviews underway at the time of the meeting. [This section contains commercially sensitive information and has been redacted.] Student retention is currently strong which was attributed in part to more student social events and guest workshops, alongside students feeling more connected with the institution with the Principal attending the Student Partner meetings. The National Student Survey results will be announced in July; Futureworks’ participation rates were down 9% on last year. Making the current building more attractive to prospective students was mentioned; opportunities to get grant funding for lighting for example could be investigated. [This section contains commercially sensitive information and has been redacted.] It was requested that a report on procurement be brought to the next meetings of both the Academic Board and ARAC. The Student Partner meetings are working well this year, led by a very capable Lead Student Partner; it was identified that this area was improving year on year. Futureworks has been awarded Unreal Silver Academic Partner status for 4 of its degree programmes, which will be shared widely on social media.
  - d. Financial Management update Q2 2023/24 – [This section contains commercially sensitive information and has been redacted.]
  - e. OfS Condition D was mentioned and a commentary showing that Futureworks are meeting this requirement was requested for the next meeting.
  - f. Operational Plan – this was presented to the Board who welcomed the document [This section contains commercially sensitive information and has been redacted.] It was requested that the lead column be altered to include who is responsible/accountable as well as the committee. The plan should be brought to every meeting going forward and could possibly be presented together with the Strategic Plan and DAPs plan.

**[Action: Report on procurement to be brought to the next Academic Board and ARAC meetings.] (4c-1)**

**[Action: This section contains commercially sensitive information and has been redacted.] (4d-1)**

**[Action: This section contains commercially sensitive information and has been redacted.] (4d-2)**

**[Action: This section contains commercially sensitive information and has been redacted.] (4d-3)**

**[Action: This section contains commercially sensitive information and has been redacted.] (4d-4)**

**[Action: This section contains commercially sensitive information and has been redacted.] (4d-5)**

**[Action: The lead column on the Operational Plan should be altered to include person responsible alongside the relevant committee.] (4e-1)**

## **5. GOVERNANCE (FOR DISCUSSION AND/OR APPROVAL):**

- a. Institutional Risk Register– the Risk Register and summary document were accepted by the committee.



- b. Compliance/regulatory returns – all statutory returns were up to date and were submitted in advance of given deadlines. Condition B3 is no longer a notable concern.
- c. External Governance Review – the comments made at the last meeting have been taken into account in the Terms of Reference for the review. The field work for this review is due to take place over the summer.

**6. ITEMS FOR INFORMATION ONLY:**

- a. Minutes and Action plans of sub-committees to the Board:
  - i. Audit and Risk Assurance - The minutes and action plans were accepted by the committee. The Board of Directors had found the detailed commentary regarding financial control helpful and thanked ARAC for their input.
  - ii. Academic Board - The minutes and action plans were accepted by the committee. The issue of consistency across programmes regarding portfolio requirements was mentioned, alongside the need for clear and transparent grading criteria.

**7. AOB:**

None.

**8. ITEMS FOR FUTURE DISCUSSION:**

None.

**9. DATES OF NEXT MEETINGS:**

- Tues 27<sup>th</sup> August at 10.30am