

**BOARD OF DIRECTORS
MINUTES OF THE MEETING HELD ON 8TH OCTOBER 2019 @10.00
FOR GENERAL RELEASE**

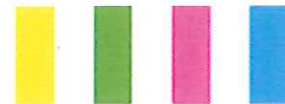
Present: Prof. Rob Campbell, Chair
Chris Mayo, Principal
Alan Doyle, Member
Tony Tyrrell [Proxy for Renee Tyrrell, Director]
Prof. John Brooks, Member
Gwyn Arnold, Member
Ben Norris, Vice Principal (Clerk)

In attendance: Kate Sayer, Secretary

1. **WELCOME BY THE CHAIR AND APOLOGIES FOR ABSENCE**
None.
2. **DECLARATIONS OF INTEREST**
None.
3. **MINUTES OF PREVIOUS MEETINGS**
 - a. Confirmation of the minutes of the previous meeting (doc1a and doc1b-BD0819) – the minutes were approved in terms of content and, excluding a couple of minor grammatical errors, in terms of accuracy. A discussion took place regarding the process of recording meeting proceedings and it was agreed that the meeting minutes should be factual and action orientated.

ITEMS FOR CONSIDERATION, DISCUSSION AND/OR RESOLUTION:

4. **MATTERS ARISING**
 - a.
5. **REPORTS (FOR INFORMATION):**
 - a. Chair's Report - the Chair reported that Chris Skidmore was the newly appointed Minister of State for Universities, Science, Research and Innovation.
The Chair is to take a 6 month role as part time Director of Higher Education at UKCBC in London. He asked the Board whether they would consider this a conflict of interest going forward. The Board agreed that this would not be an considered an issue.
 - b. Principal's Report:
 - a. Degree Awarding Powers (DAPs) and Strategic Planning update – the Principal reported that further work had been done in this area, and planning was now needed to map out the timeframe for fulfilling the work needed in order to be ready to apply for DAPs. A costed plan was also needed. Further consultation with known associates and different higher education could provide insight. Identifying and contacting Guild HE members who have recently been awarded DAPs could be beneficial.
 - b. Appointment of external Academic Board member – an external member for the Academic Board has been approached and has agreed to take on the role. Four internal members have put themselves forward for the committee so an election process will take place to select the two required members.



- c. Recruitment, retention and progression –
- d. Student performance data –

c. Financial Director Report (**doc4-BD0819**) –

- i. the Finance director reported on Futureworks' financial status. Increased staff costs shown were due to a short course that was run. The Financial Audit will soon be underway with the current estimated presentation date being 3rd December. The deadline for this work is the end of January, so there is some flexibility if the financial auditors are unable to complete the work for the provisional date.

An appropriate amount of staff training must be shown by an institution. This can include time taken for scholarship and research.

Futureworks is working on developing their KPIs. This will include targets for new student recruitment.

[Action: present the updated Strategic Plan including KPIs to the next Board of Directors meeting]

- d. Minutes of the Audit and Risk Assurance Committee (**doc5-BD0819**) - these were received by the Board and apart from minor errors were accepted. The work of the Risk Assurance and Audit Committee was commended.

6. Governance (for discussion):

- a. Mechanism for ensuring the successful performance of Board members – it is necessary to have a deputy for the Chair in the event that the Chair was unable to attend one or a series of meetings. It is also essential that there is a conduit for public interest disclosures/expressions of concern. A public interest policy needs to be created as Futureworks is funded by both public and shareholder money.

[Action: Creation of public interest policy].

- b. Proposed Board Skills Matrix template (**doc6-BD0819**) - the document was looked at and a few alterations are needed. An electronic version is to be created and distributed, and then results collated. The information gathered will assist the Board in identifying their strengths and weaknesses.

- c. OfS Programme of Events and Publications September 2019 to April 2020 (**doc7-BD0819**) – this was looked at and key events and publications noted.

- d. OfS Conditions of Registration Document (**doc8-BD0819**) – it was noted positively that most of the conditions are noted as compliant, with only three advanced monitoring conditions remaining

- e. Letter from the OfS regarding Access and Participation Plan – the Chair congratulated Futureworks for receiving confirmation and acceptance of their Access and Participation plan.

ITEMS FOR INFORMATION ONLY:

9. AOB

- a. Prevent Annual Return – this needs to come to the Board before the next meeting as the required sign off date is in December.

10. ITEMS FOR FUTURE DISCUSSION

Annual review of students complaints process

Financial Regulations and supporting policies

Institutional Academic Quality Action Plan

Strategic Plan

Risk Register

Attendance by programme

Report back on Actions from this meeting

11. DATE OF NEXT MEETING

The next meeting will take place on 11TH February 2020 @ 13.00