



**BOARD OF GOVERNORS
MINUTES OF THE MEETING HELD ON 21st NOVEMBER 2017 @11.00
FOR GENERAL RELEASE**

Present: **Prof. Rob Campbell, Chair**
 Gwyn Arnold, Member
 Ben Norris, General Manager

In attendance:

- 1. WELCOME BY THE CHAIR AND APOLOGIES FOR ABSENCE**
Apologies from Prof. John Brooks and Chris Mayo who were unable to attend.
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES OF PREVIOUS MEETINGS**

As this was the first meeting of the Board, there were no previous minutes to discuss.

ITEMS FOR CONSIDERATION, DISCUSSION AND/OR RESOLUTION:

4. VERBAL REPORT BY THE MANAGING DIRECTOR:

The General Manager provided a brief report of recent activity at Futureworks and in the sector on behalf of the Managing Director; particular attention was drawn to recruitment and marketing, and to Futureworks data-management capabilities in light of changes coming in 2018 such as GDPR and the focus of data at the OfS under the proposed new regulatory regime.

5. VERBAL REPORT BY THE CHAIR:

The Chair provided a short account of his attendance at the HEFCE Annual Conference, and his thoughts on the consultation documents in circulation.

6. ENDORSING THE TERMS OF REFERENCE AND GUIDELINES OF THE BOARD (DOC1 -BG1117-1):

The Chair requested a minor amendment to the Terms of Reference for the Board, asking that point 4.1c be amended to read “first meeting of the year” instead of “last”. Those present were in agreement, and the Terms of Reference were approved, subject to the amendment above.

[Action: The General Manager to amend documentation and redistribute]

7. CONSIDERATION OF THE PROPOSAL TO RAISE ENTRY REQUIREMENTS OF DEGREE PROGRAMMES FROM 96 POINTS (CCC AT A2) TO 120 POINTS (BBB AT A2) FOR 2019/20 ENTRY:

The Board requests that a written research-based proposal be prepared and presented at the Spring 2018 meeting of the Board. It was also suggested that UCLan be consulted.

[Action: The General Manager to work with the management team to prepare a proposal; The General Manager to speak to colleagues at UCLan about any proposed changes]

8. CONSIDERATION OF THE OFS STAGE 2 CONSULTATION (DOC 2-BG1117-2):

The consultation documents were discussed, and the Board sought to clarify what registration category Futureworks was looking to enter the new regime at. It was noted that the Board would likely be required to assist in any such matters, and any clarification in this regard would



be helpful. The Board reminded the group of the need for Futureworks to develop a more thorough Access and Participation Plan, amongst other things.

[Action: The General Manager to liaise with HEFCE and Independent HE and get as clear a picture as possible of the requirements of the new regime under the Ofs]

9. CONSIDERATION OF THE GENERAL MANAGER'S ANNUAL REPORT (DOC3-BG1117)

- a. The Board reflected on the report provided and noted that, while very useful, it would be beneficial if the report were to contain certain aspects not currently included. Amongst these suggestions were increased self-criticality, more reflection on processes, an assessment of the quality assurance processes surrounding data and information relating to financial matters and related FSMG processes. It was also suggested that more granular data be sought for any comparisons to the sector, such as graduate awards by subject area rather than by provider.
- b. The Board recommended that Futureworks' Head of Academic Quality & Enhancement be encouraged and support to join external quality networks and other professional services networks.
- c. Futureworks approach to HEA membership was also discussed.
- d. Other suggestions for the future included inviting members of the Board to join other Futureworks meetings, incentivising Student Partners and the idea of student-led teaching awards.
- e. Finally, the group discussed the creation of a more thorough, organization-wide risk register.

[Action: The General Manager to ensure future annual reports are more self-critical and reflective; The General Manager to speak to Managing Director about the inclusion of FSMG-related data in future reports; The General Manager to seek more granular data for future reports; The General Manager to work with the Head of Academic Quality & Enhancement to investigate options for network membership; The General Manager to raise Student Partner pay and responsibility at the next meeting of the MCSG(P); The General Manager to work with Student Services to develop a student-led teaching award; The General Manager to liaise with the Chair to create a more detailed risk register]

10. A VERBAL REPORT ON THE HIGHER EDUCATION REVIEW (AP):

The General Manager provided a brief summary of the outcome of the recent HER(AP) review and subsequent report, which was highly satisfactory.

11. A VERBAL REPORT ON DAPs TIMELINE, MILESTONES AND PROGRESS:

The General Manager advised that Futureworks was very close to being ready for a DAPs application, noting the concerns above about data management and reporting, and the importance of these under the new regime.

ITEMS FOR INFORMATION ONLY:

12. AOB

13. ITEMS FOR FUTURE DISCUSSION

14. DATE OF NEXT MEETING

The next meeting will take place on 19th March 2018 @14.00