**DocUC13/87**

 **(Confirmed)**

**University Court**

**Minutes of the meeting of the University Court held on 29th May 2014**

**(Minutes 13.146 – 13.169)**

**Present:** Mr Antony Brian, Chair

 Mrs Rhona Baillie, Mrs Hazel Brooke (Vice Chair), Mr John Chapman, Professor Pamela Gillies, Ms Laura Gordon, Mr Ian Gracie, Mr Tom Halpin, Mr Gordon Jack, Mr Austin Lafferty, Mr Matthew Lamb, Dr James Miller, Miss Davena Rankin, Mr Iain Stewart, Mr David Wallace, Mr Alistair Webster, Dr Bob Winter and Professor Stephanie Young

**Apologies:** Dr Douglas Chalmers, Dr Rajan Madhok, Professor Valerie Webster

**In attendance:** Professor Douglas Greenhalgh, Executive Dean, School of Engineering and the Built Environment and PVC

Ms Jan Hulme, University Secretary and Vice-Principal (Governance)

Mr Alex Killick, Director of People

Professor Mike Mannion, Vice-Principal and Pro Vice Chancellor ResearchMr Gerry Milne, Chief Financial Officer and Vice-Principal Finance & Planning

Professor Lesley Sawers, Vice-Principal and Pro Vice Chancellor Business Development, Enterprise

and Innovation

Professor Karen Stanton, Vice-Principal & Pro Vice-Chancellor Global Engagement

Professor John Wilson, Executive Dean of the Glasgow School for Business & Society and Pro Vice

Chancellor Learning and Teaching

 Ms Janice Bruce, Minute Secretary

**Chair’s Opening Remarks**

The Chair warmly congratulated Mr Alex Killick, Director of People, and his team for their recent success in being shortlisted for the HR Magazine HR Excellence Awards in the categories of change management strategy and internal communications strategy.

**Minutes of the meeting of the University Court held on 20th March 2014**

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| 13.146 | Agreed |  | Document UC13/71, the unconfirmed draft minutes of the Court meeting held on 20th March 2014 were an accurate record. |

**Matters Arising Briefing Note**

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| 13.147 | Noted |  | Document UC13/72, a progress report on matters arising from the meeting of Court held on 20th March 2014. |

**Chair’s Report**

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| 13.148 | Noted |  | Document UC13/73, a report from the Chair of Court on the activities he had undertaken and meetings he had attended on behalf of Court.  |

**Principal’s and Executive Board Report**

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| 13.149 | Noted | i. | Document UC13/74, the Principal’s and Executive Board Report to Court.  |
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|  |  | ii. | The Principal gave an oral update on her visit to the Caledonian College of Engineering in Oman. She informed Court that the College was making progress with its application for university status.  |
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|  |  | iii. | The Principal informed Court of her appointment as Board Member on theGlasgow Colleges Regional Board by the Cabinet Secretary. The first meeting had been held at GCU the previous day.  |
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|  |  | iv. | The Principal referred to the fire which the Glasgow School of Art had suffered the previous week and advised that the University, in common with other universities, had offered its support. This had been taken up by the GSA.  |
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|  |  | v. | The Principal advised Court that Scotland’s 2020 Climate Group, of which GCU was a member, had received funding from the Scottish Government to help deliver the “Scotland Lights Up Malawi” awareness and fundraising campaign. Professor Sawers, VP and PVC Business Development, Enterprise and Innovation, had led a successful bid for a proportion of this funding to allow the University’s Centre for Climate Justice to act as research partner for the project. Court commended all those involved.  |
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|  |  | vi. | The Principal informed Court that the visit to GCU New York by Glasgow City Council led by Councillor Gordon Matheson had been very successful and there was likely to be scope for working in partnership with the City there.  |

**University Secretary’s Report**

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| 13.150 | Noted | i. | Document UC13/75, the University Secretary’s Report.  |
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|  |  | ii. | In response to a query, Court was advised that the Staff Policy committee would receive a report on the outcome of the Staff Survey. A high level summary would be submitted to Court. |
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| 13.151 | Agreed |  | To approve the appointment of Mr Tom Halpin and Professor Stephanie Young to the Chair of Court Appointing Panel with immediate effect. |

**Health and Safety Committee Report: 19th March 2014**

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| 13.152 | Noted |   | Document UC13/76, a report on the substantive issues of business discussed at the Health & Safety Committee meeting on 19th March 2014. |

**Finance & General Purposes Committee Report: 1st April 2014**

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| 13.153 | Noted |   | Document UC13/77, a report on the substantive issues of business discussed at the Finance & General Purposes Committee meeting on 1st April 2014. |

**Staff Policy Committee Report: 9th April 2014**

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| 13.154 | Noted |   | Document UC13/78, a report on the substantive issues of business discussed at the Staff Policy Committee meeting on 9th April 2014. |

Performance and Development Policy

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| 13.155 | Considered |  | Document UC13/79, the Performance and Development Policy. |
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| 13.156 | Noted | i. | In his introduction, the Director of People stated that the policy had been developed through an amalgamation of two existing policies, namely the Policy on Learning & Development for Staff and the Performance & Development Scheme Policy. A single policy would simplify and streamline procedures and processes. In developing the policy, there had been a positive working partnership between management and the Trade Unions.  |
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|  |  | ii. | The Director of People highlighted the main differences between the existing policy and the new policy which were largely to do with timing and flexibility in implementation, and clarified a point in the Equality Impact Assessment for the policy.  |
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|  |  | iii. | If approved by Court, the new policy would be communicated to staff ahead of the year end Performance and Development Annual Review discussions for 2013/2014.  |
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| 13.157 | Agreed |  | To approve the Performance and Development Policy.  |

**Audit Committee Report: 29th April 2014**

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| 13.158 | Noted |   | Document UC13/80, a report on the substantive issues of business discussed at the Audit Committee meeting on 29th April 2014. |

**Appointment of Internal and External Auditors**

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| 13.159 | Considered |  | Document UC13/81, which set out the Audit Committee’s recommendations in relation to the appointment of the internal and external auditors. |
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| 13.160 | Reported | i.ii. | The Chair of the Audit Committee stated that the panel, agreed by the Audit Committee, had met to consider tender submissions and receive presentations from potential providers on 22nd April 2014.The Chair advised Court that the Audit Committee had agreed to use the Advanced Procurement for Universities and Colleges Ltd (APUC) Framework Agreement for External and Internal Audit Services. As this was the first time the Framework had been used, the panel, along with Procurement, would be meeting to have a formal debrief on the process to document lessons learnt.  |
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| 13.161 | Agreed | i. | The re-appointment of KPMG LLP as the University’s external auditors for a minimum period of three years commencing 1st August 2014, with the University retaining the option to extend for two further periods of one year each. |
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|  |  | ii. | The appointment of Ernst & Young LLP as the University’s internal auditors for a minimum period of three years commencing 1st August 2014, with the University retaining the option to extend for two further periods of one year each. |

**Students’ Association Half Yearly Report**

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| 13.162 | Considered |  | Document UC13/82, the half yearly report from the Students’ Association. |
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| 13.163 | Reported | i. | The President of the Students’ Association updated Court in detail about the Associations’ activities and achievements during 2013/2014. Court commended the range and depth of activities in which the Association was involved and, in particular, the increasing level of engagement with students.  |
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|  |  | ii. | The Principal wished to record her personal thanks to Mr Lamb, the Student President, for his outstanding leadership of the Students’ Association. She stated that the metrics and impact he and his team had achieved had been exceptional. The Principal paid tribute to the energy, dedication and enthusiasm with which Mr Lamb had carried out his role as Student President and his role as Court governor.  |

**GCU New York Update**

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| 13.164 | Noted | i. | Document UC13/83 an update on the development of GCU New York. |
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|  |  | ii. | The Vice Principal and PVC Research advised that the University’s legal counsel in New York had been in touch with the NY State Education Department to arrange a meeting to discuss the progress with the educational licence application. The Principal would join the meeting which was likely to take place in the next few months.  |
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|  |  | iii. | In response to a query about the current projected income figures for GCU New York compared with those included in the original business case, the Chief Financial Officer advised that these would be reported to the Finance & General Purposes Committee meeting the following week as part of the discussion about the University draft annual budget 2014/2015; thereafter they would be submitted to the Court meeting on 3rd July 2014. The Committee was advised that additionally a number of new potential sources of income were being explored which had not been anticipated when the original business case had been developed.  |
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|  |  | iv. | In response to a query about the lead in time for recruiting postgraduate students, the VP and PVC Research advised that, based on having the educational licence application approved towards the end of the year, there would be a nine month lead-in time to September 2015. In the first instance only US students would be recruited. A successful application to Homeland Security would be necessary before international students could be recruited to GCUNY. The University had not received an answer to its enquiry as to timescales for the turnaround in applications to Homeland Security but he would pursue again. Moroever, while the Univesrity was not yet in a position to undertake recruitment to its degree programmes, much work was being done in the background to allow swift mobilisation when the licence and in due course the Homeland Security permission were received.  |

**Equality and Diversity Annual Report**

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| 13.165 | Considered |  | Document UC13/84, the Equality and Diversity Annual Report for the period April 2013 to April 2014.  |
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| 13.166 | Noted | i. | Good progress had been made in implementing the actions set out in the University’s Equality Outcomes Framework which had been prepared in 2013. Next year’s report would be not only an annual report to Court but a legislative requirement of the Equality Act 2010. |
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|  |  | ii. | In response to a query about the findings from the basic equal pay audit, Court was advised that it had not raised many issues and where it had further investigation had demonstrated that there was a sound rationale.  |
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|  |  | iii. | Work on preparing data on protected characteristics was ongoing and would be included in the 2015 Equality and Diversity Annual Report. The University Secretary said that the application which the University had recently submitted for the Athena Swan Bronze Award had provided a good template for reporting on protected characteristics in future and would ensure that there was more consistency in the approach to monitoring data. Currently the Staff Policy Committee received pertinent data about at least some of the protected characteristics. The Director of People stated that the results of the Staff Survey would also provide a useful understanding of the staff experience.  |

**HESA Performance Indicators 2014**

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| 13.167 | Noted | i. | Document UC13/85, an overview of the University’s performance in the HESA performance indicators published in late March 2014.  |
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|  |  | ii. | Court noted the University’s strong performance in the HESA PIs and commended all involved in this achievement. |

**Student Recruitment 2013-2014**

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| 13.168 | Noted | i. | Document UC13/86, an overview of student recruitment in 2013/2014.  |
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|  |  | ii. | The increase in the number of international students. |
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|  |  | iii. | Clarification was sought about the two different figures for student numbers quoted in the report – 20,000 and 14,564. Court was advised that not all categories of students required to be reported to HESA, for example the non-School population such as GCU Lead and the Graduate School, and this accounted for the ostensible disparity. It was agreed that it would be helpful to have a note of the make-up of the figure of 20,000.  |

**Date of next meeting**

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| 13.169 | Noted |  | The next meeting of Court would be held on Thursday 3rd July 2014 at 4.30pm. |

**Chair’s Closing Remarks**

The Chair, noting that Mr Lamb was attending his last Court meeting, stated that he had been a hugely committed, enthusiastic and effective Student President who had put the continued improvement of the student experience and student welfare at the heart of all his work in the past year. His energy in pursuing this had been boundless and irresistible. In addition, and against a history of excellent participation from Student President governors, Mr Lamb had made an exceptional contribution to the debate at Court and committee meetings.

The Chair warmly thanked Mr Lamb and wished him all success for the future**.**