

Confidential

COUNCIL

7 May 2020 at 14:00

Microsoft Teams

MINUTES

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Members:	Chair – External member	Mr Michael Queen
	Joint Vice-Chair – External member	Mr Vib Baxi
	Joint Vice-Chair - External member	Ms Rachel Hubbard (all meeting except 20/041 and 20/042)
	Treasurer - External member	Mr Robert Napier
	President & Vice-Chancellor	Prof Max Lu
	Provost & Executive Vice-President	Prof Michael Kearney
	Vice-Provost, Education	Prof Osama Khan
	Vice-Provost, Research & Innovation	Prof David Sampson
	Chief Operating Officer	Mr Andy Chalklin
	Vice President, External Engagement	Mr Patrick Degg
	President, Students' Union	Ms Gemma Paine
	Member elected by Senate	Prof Esat Alpay
	Member elected by Senate	Prof Helen Griffiths
	Member elected by Senate	Prof Amelia Hadfield
	External member	Mr Elliot Antrobus-Holder
	External member	Dr Tony Bragg
	External member	Ms Judith Eden
	External member	Mr Charlie Geffen
	External member	Dr Mike Goodfellow
	External member	Ms Pam Jestico
External member	Mr Nigel Jones	
External member	Mr Peter Maskell	
External member	Ms Pam Powell	
External member	Ms Jan Sawkins	
External member	Mr Nick Standen	
	*denotes member unable to attend	

In attendance: Ms Ros Allen, Head of Governance Services
Ms Martine Carter, Director of Strategy and Executive Officer
Mr Phil Grainge, Chief Financial Officer
Ms Sarah Litchfield, University Secretary & Legal Counsel

By invitation: Ms Lucy Evans, Chief Student Officer (minute 20/040)
Mr Greg Melly, CEO of BPL (minute 20/048)

A INTRODUCTORY ITEMS

20/033 Preliminary items

- .1 The Chair welcomed Andy Chalklin and Robert Napier to their first Council meeting.
- .2 It was noted that Steve Allen, the University's Employment Lawyer, was attending as an observer.

20/034 Apologies

- .1 Apologies were received from Pam Powell who joined the meeting late.

20/035 Declarations of Interest

- .1 None

20/036 Minutes

- .1 The minutes of the meeting held 22 February 2020 were **adopted** and **agreed** for publication.
- .2 The minutes of the Council/EB Awayday held on 25 March were **adopted**. It was **agreed** that March Awayday minutes would not be published, but this would be reviewed for future awaydays.

20/037 Matters Arising

- .1 The updated actions log was **noted**.
- .2 With respect to the ERP (Enterprise Resource Planning) Project, it was noted that the project had been paused given the current climate. However, progress was continuing to be made internally against areas identified within the discovery phase of the project as needing review.
- .3 Given other priorities, the Marketing Strategy and Major Incidents had been postponed to the July meeting.

20/038 Chair's Items

- .1 Council **ratified** the resolution passed on 12 March to appoint Robert Napier as the new University Treasurer.
- .2 Council **ratified** the resolution passed on 25 March to not charge student accommodation fees from Easter to end of academic year for those not in residence.
- .3 Council **ratified** the resolution passed by Chair's action to seek a small lottery license to allow a raffle to raise funds for a suicide prevention charity.
- .4 Council **ratified** the resolution passed by Chair's action to supply PPE to the Royal Surrey County Hospital during the current COVID crisis.

20/039 Vice-Chancellor's Report

- .1 It was noted that the Government had announced a package of measures to support universities through the current issues. There had been disappointment with the measures, particularly that no new money had been provided. However, there may be more funding

provided through research support measures yet to be announced.

- .2 The update on the University's response to the COVID-19 pandemic was noted and thanks expressed to all staff and students.
- .3 It was noted that an interim budget would be set for 2020-21 in the next few weeks. As part of that process, risks and opportunities were being assessed.
- .4 Council noted an update on progress on the Transnational Education (TNE) opportunity in China, including an update on discussions with the potential commercial partner.

B ITEMS FOR CONSIDERATION AND/OR APPROVAL

20/040 Student numbers, recruitment and marketing update

- .1 Lucy Evans, the Chief Student Officer, joined the meeting for presentation of the item. MC gave a presentation.
- .2 It was noted that meeting plans for UG student recruitment would be challenging in the current year, without significantly impacting on student intake quality. The University was therefore focused on growing the Foundation Year numbers.
- .3 With respect to UG numbers, the University was assuming that there would not be a significant number of deferrals by Home students, given the lack of travel and job opportunities in the current climate. However, this would only become clearer through Confirmation and Clearing in August.
- .4 With respect to PGT numbers, UK students may increase through people choosing to study when there is less employment available in a recession, but again this would not become clearer until late in August. A mitigation of the loss of international PGT students may be possible with the introduction of a February start for some programmes.
- .5 There was discussion of messaging and support for current students, recognising that the personalised messaging sent out to prospective students set high expectations among students on arrival at Surrey. The University was looking at building an online module on employability skills for jobs, available to all students.

20/041 Finance update

- .1 Phil Grainge gave a presentation on the University finances.
- .2 Council noted the Finance update, including the expected impact of COVID-19, which if unmitigated would quickly compromise financial sustainability.

20/042 Student Experience Action Plan: the response to COVID-19 and future educational opportunities

- .1 Osama Khan gave a presentation.
- .2 It was noted that the NSS results were expected on 1 July, subject to review of whether COVID-19 appeared to have skewed the results.

- .3 It was recognised that in some respects, the COVID-19 crisis had accelerated some of the necessary actions on the student experience action plan, particularly the reduction in the volume of assessment.
- .4 Council noted the significant consultation with existing students regarding assessments in the current circumstances.
- .5 It was noted that Microsoft Teams was used for a variety of student interactions including tutor meetings, counselling, library support and the Hive. It was not felt that the University needed to provide technology or support to enable students to communicate with each other.

20/043 OfS reportable events plan

- .1 Sarah Litchfield presented the paper.
- .2 Council **approved** the plan.

20/044 Amended Ordinances and Scheme of Delegation

- .1 Sarah Litchfield presented the papers.
- .2 Council **approved** the amended Ordinances.
- .3 Council **approved** the updated Scheme of Delegation.

20/045 SSP amended Articles and new Governance Agreement

- .1 Sarah Litchfield presented the papers.
- .2 Council **approved** the amended SSP Articles.
- .3 Council **approved** the new Governance Agreement.

20/046 Senate amended Terms of Reference

- .1 Michael Kearney presented the paper.
- .2 Council **approved** the amended Terms of Reference.

20/047 External Engagement Report

- .1 Patrick Degg presented the report.
- .2 It was noted that it had been decided to postpone the launch of Campaign due to logistical and sensitivity reasons. It was hoped to launch it in Spring 2021.
- .3 Noting the successful fundraising campaign to support students in hardship in the current crisis, thanks from the Students' Union in particular were noted.

20/048 Blackwell Park Update

- .1 Greg Melly, the CEO of BPL joined the meeting for the discussion of the item.
- .2 Council **approved** the changes to Part 1 of the Strategy.
- .3 Council **agreed** the following resolution:
The University seek to deliver a high quality, Landowner Legacy development and achieve an adequate return for the risks and investment associated with such a complex, long term project. The University as a long-term institution may prefer to defer this project if the ambitions and returns cannot be reasonably assured in the timescales expected.
- .4 Council **endorsed** the formation of a subcommittee to progress the partnership transaction process.

C ITEMS FOR INFORMATION ONLY

20/049 HR and Equality, Diversity and Inclusion update
Council **noted** the report.

20/050 Biannual DISC report
Council **noted** the report.

20/051 Latest Balanced Scorecard
Council **noted** the report.

20/052 Health and Safety Report
Council **noted** the report.

20/053 Summary minutes of sub committees
Council **noted** the report.

D CLOSING ITEMS

20/023 Any Other Business
Thanks to all members and the executive team were noted in these challenging times.

20/024 Dates of next meetings

2020
16 July
26 November (meeting plus strategy away day)

Mr Michael Queen
Chair