Confirmed Minutes of the meeting held on Monday 15 April 2013 at 1pm in Room VC4, Farnham Campus

Members:

Dr Simon Ofield-Kerr  Vice-Chancellor (VC)  Chair
Dr Roni Brown  Executive Dean, Faculty of Art, Media and Communication Design (ED AMCD)
Alan Cooke  Pro Vice-Chancellor, Corporate Resources (PVC CR)
Prof Mark Hunt  Deputy Vice-Chancellor (DVC)
Mark Little  Executive Dean, Faculty of Fashion, Architecture and Design (ED FAD)
Prof Kerstin Mey  Director of Research and Enterprise (DRE)
Marion Wilks  University Secretary and Clerk to Board of Governors (US & CBG)

In attendance:

Sam Weir  Executive Officer (EO)  Clerk

(* by name denotes absence)

1. To receive and note: Apologies

1.1 Noted: There were none.

2. To note: Chair’s Communications Oral

2.1 Board of Governors

2.1.1 Noted: A key focus of discussion at the most recent Board of Governors meeting on 19 March had been the nature of student recruitment. An update would be provided to the Employment and Finance Committee (E&FC) by telephone conference on 15 May.

2.1.2 Noted: Interviews would be taking place on 16 April for the recruitment of new governors.

2.2 Visit of M3 Corridor Vice-Chancellors’ Group

2.2.1 Noted: The Vice-Chancellors of the Universities of Chichester, Roehampton and Winchester, and the Interim Principal of St Mary’s University College, had visited Farnham on 22 March, and had been impressed by the University’s Campus and activities.

2.3 High Sheriff Elect Luncheon

2.3.1 Noted: The VC had attended a luncheon on 25 March hosted by the
Mayor and Mayoress of Medway at the Commissioner’s House, Chatham, to welcome the High Sheriff of Kent Elect.

2.4 Collaborative Partnership Meeting

2.4.1 Noted: [This minute has been redacted under section 43 of the Freedom of Information Act 2000 as disclosure would be prejudicial to commercial interests.]

2.4.2 Agreed: Consideration would be given to the form that a future collaborative arrangement might take.

2.4.3 Noted: [This minute has been redacted under section 43 of the Freedom of Information Act 2000 as disclosure would be prejudicial to commercial interests.]

2.5 Foundation and Beyond (FAB) Conference Proposal

2.5.1 Noted: The VC had commenced discussions with Paul Stafford, formerly Head of Foundation Studies in Art and Design at Kingston University, regarding the possibility of his appointment on a consultancy basis to deliver FAB events at the Farnham Campus. It was proposed that the conferences, aimed at Foundation Diploma course leaders from across the sector, would commence in Autumn 2013.

2.5.2 Agreed: The VC would liaise with the Director of Marketing and Communications regarding the proposal.

2.6 Professorial Board

2.6.1 Noted: The Professorial Board had met on 28 March to interview four members of staff who had applied for conferment of the title of Professor or Reader, as a result of which the following appointments would come into effect in the new academic year:

- Dr Martin Charter, Professor, School of Crafts and Design and Sustainable Design Research Centre;
- Steffi Klenz, Reader, School of Film and Media;
- Dr Victoria Kelley, Reader, School of Fashion;
- Luke Pendrell, Reader, School of Communication Design.

2.6.2 Noted and agreed: The Board had also approved the appointment of Iain Sinclair and Sunil Gupta as Visiting Professors. Confirmation would be obtained that they had been notified accordingly.

2.6.3 Noted: [This minute has been redacted under section 22 of the Freedom of Information Act 2000 as it contains information intended for future publication.]
2.7  Leadership Foundation for Higher Education Top Management Programme (TMP)

2.7.1  Noted: The Director of Library and Student Services (DLSS) had been nominated for the next TMP cohort commencing in July 2013 and had been accepted following a successful application.

2.7.2  Noted: The VC had received information regarding the MBA in Higher Education Management delivered by the Institute of Education, University of London. Consideration would be given to whether there were staff members who would benefit from undertaking this course.

2.8  Notification of Student Successes

2.8.1  Noted: The importance of the VC being notified of student successes as promptly as possible, to enable him to send congratulations to those concerned, was emphasised. Course Leaders would be reminded that the ED and VC should be advised of successes.

2.9  Principal of MidKent College (MKC)

2.9.1  Noted: Sue McLeod, currently Deputy Principal at MidKent College, had been appointed as Principal with effect from 1 September 2013. Current Principal Stephen Grix would continue as Chief Executive on a part-time basis until 2015.

2.10  Zandra Rhodes Digital Study Collection Launch Event

2.10.1  Noted: The VC recorded congratulations to all staff involved in this event, which had taken place at the Fashion and Textile Museum on 16 March and had brought the project to a very successful conclusion.

3.  To receive and note/confirm: Unconfirmed Minutes of the Meeting Held on 18 March 2013

3.1  Confirmed: The minutes were confirmed as an accurate record of the meeting.

4.  To note and consider: Matters Arising

4.1  Further Education (FE) Recruitment

4.1.1  Agreed: Further information would be sought regarding the scale of the downturn in FE recruitment that was being experienced elsewhere in the sector.

4.2  Sustainability within the Curriculum

4.2.1  Agreed: Heads of School would be reminded to provide the VC with a report regarding sustainability within the curriculum; the ED FAD would enquire whether reports had been submitted to
the Director of the Centre for Sustainable Design.

4.3 Conversion Plan (min 7.2 refers)

4.3.1 Noted: [This minute has been redacted under section 43 of the Freedom of Information Act 2000 as disclosure would be prejudicial to commercial interests.]

4.4 FE Strategy (min 8.1.3 refers)

4.4.1 Noted: The updated FE Strategy document would be brought to the next meeting of the Team.

ED FAD

4.5 Maidstone Studios (min 9.2 refers)

4.5.1 Noted: [This minute has been redacted under section 43 of the Freedom of Information Act 2000 as disclosure would be prejudicial to commercial interests.]

4.5.2 Agreed: [This minute has been redacted under section 43 of the Freedom of Information Act 2000 as disclosure would be prejudicial to commercial interests.]

ED AMCD

4.5.3 Noted: [This minute has been redacted under section 43 of the Freedom of Information Act 2000 as disclosure would be prejudicial to commercial interests.]

4.6 Noted: All other actions arising from the previous meeting had been completed, were on the agenda for the present meeting, or were on-going.

5. To receive and consider: 2013/14 Student Recruitment Update LT/97/13

5.1 Noted: The Team received and discussed current application, offer and firm acceptance data in respect of undergraduate courses.

DVC

5.2 Noted and agreed: Data had been interrogated at the Admissions, Enrolment and Retention Strategy away day on 9 April. A paper regarding the wider implications of issues discussed would be brought to the next meeting of the Team.

5.3 Noted and agreed: [This minute has been redacted under section 43 of the Freedom of Information Act 2000 as disclosure would be prejudicial to commercial interests.]

ED AMCD

5.4 Agreed: [This minute has been redacted under section 43 of the Freedom of Information Act 2000 as disclosure would be prejudicial to commercial interests.]

ED FAD

5.5 Noted: Updated planning assumptions would be received at the next meeting of the Academic Planning Committee, on 23 April.

5.6 Noted: [This minute has been redacted under section 43 of the Freedom of Information Act 2000 as disclosure would be
6. **2013/14 Funding Allocations**

6.1 To receive and consider:

Higher Education Funding Council for England (HEFCE) Recurrent Grant [LT/98/13]

6.1.1 Noted: The Team received a summary of the main components of the 2013/14 recurrent grant provisionally allocated to the University by HEFCE, together with details of any significant changes from 2012/13.

6.1.2 Noted: As HEFCE continued to phase out mainstream grant relating to ‘old regime’ students, teaching grant was increasingly prioritised on areas where tuition fees alone might be insufficient to meet full costs, including high-cost subjects, postgraduate provision, student opportunity for those from disadvantaged backgrounds, and high-cost distinctive provision at individual institutions. Accordingly, it would be desirable for the University to undertake a strategic review of those areas of its activity that were eligible for receipt of targeted funding, to maximise income in this regard.

6.2 To receive and consider:

FE Allocations – Education Funding Agency (EFA) and Skills Funding Agency (SFA) [LT/99/13]

6.2.1 Noted: The Team received details of the University’s EFA and SFA funding allocations for 2013/14, together with a summary of key national policy changes, and a paper from Library and Student Services (LSS) regarding changes to funding for disability and Specific Learning Difficulty support for FE students.

6.2.2 Noted: Consideration of the recommendations and policy implications within the papers would be undertaken in the context of further work on the FE Strategy, including review with the DLSS and Head of LSS Planning and Administration, and financial modelling.

ED FAD / DVC / PVC CR

7. To receive and approve:

Maidstone FE Delivery – Draft Feasibility Study [LT/100/13]

7.1 Noted: The Team received and discussed a draft report setting out the main assumptions, issues, options, financial appraisals and risks that would be associated with continuing FE provision at the Oakwood Park Campus beyond the proposed final withdrawal date of July 2014. The financial modelling undertaken had solely concerned FE in isolation in-year.

7.2 Agreed: The potential impact of scenarios in respect of FE delivery at Maidstone would be modelled in the financial forecasts, including estimated numbers for progression from FE to HE, to inform a final decision at the next meeting of the Team.
8. **Finance**

8.1 To receive and consider: **2013/14 Budget Update**

8.1.1 Noted: The Team received and considered the updated budget which now reflected the HEFCE and FE funding allocations, together with increased International student numbers. However, further work would be required to incorporate additional costs associated with the latter, together with projected staffing costs.

8.1.2 Agreed: [This minute has been redacted under section 43 of the Freedom of Information Act 2000 as disclosure would be prejudicial to commercial interests.]

8.2 To receive and consider: **Capital Loan Facility**

8.2.1 Agreed: The University would continue negotiations to extend and vary the capital loan facility that was currently due to expire on 31 July 2014.

9. To receive and consider: **Zandra Rhodes Digital Study Collection – Image Licensing Draft Agreement**

9.1 Noted: Whilst the 2000 low resolution watermarked images contained within the Zandra Rhodes Digital Study Collection had been made freely available through the Visual Arts Data Service (VADS) for educational use under a Creative Commons licence, the possibility of exploiting for commercial purposes the high resolution images from which they had been generated had also been explored.

9.2 Noted: The University had drafted an agreement with Zandra Rhodes as copyright holder that would permit it to grant licences to clients for use of high resolution images upon her approval and in return for a fee; this could also be used as a template in relation to similar commercial arrangements that might be operated by VADS in the future.

9.3 Agreed: The proposed agreement was approved.

10. To receive and consider: **2013/14 Institutional Subscriptions List**

10.1 Noted: The Team received details of proposed corporate subscriptions for 2013/14 funded from the Governance cost centre.

10.2 Agreed: The University’s membership of the Association of Colleges would not be renewed unless the Head of School, FE,
advised that use was made of this. All other subscriptions were approved.

11. To receive and consider: Proposal to Rename Farnham Library

   11.1 Noted: [This minute has been redacted under section 22 of the Freedom of Information Act 2000 as it contains information intended for future publication.]

   11.2 Agreed: [This minute has been redacted under section 22 of the Freedom of Information Act 2000 as it contains information intended for future publication.]

12. To receive and note: University Library Farnham Gateway Project – Progress Report

   12.1 Noted: The closing date for receipt of tender submissions was 19 April.


   13.1 Noted: Work was underway to adjust caretaker shift patterns in order to ensure both coverage of evening and weekend opening, and compliance with the European Working Time Directive. The Head of Estate Services Management (Facilities) (HESM) was liaising with the Campus Operations Managers regarding the types of area that were required to be available during extended opening, and the implications of this in terms of HSRP and security coverage.

   13.2 Agreed: Only low risk areas such as studios would be made available during evening and weekend hours. However, further consideration would be necessary in respect of such areas where the security of equipment might present cause for concern.

   13.3 Agreed: This would be fed back to the HESM and a further update brought to a future meeting of the Team.

14. To receive and consider: Destination of Leavers from Higher Education (DLHE) Survey Update

   14.1 Noted: The initial Commit stage of the 2011/12 DLHE return had been completed, and would be followed by a period of review by Higher Education Statistics Agency (HESA) analysts, during which they would feed back to the University any queries for comment prior to final submission.

   14.2 Agreed: A meeting would be scheduled for Team members to be taken through the return.

   14.3 Noted: It would be desirable to review the approach to be taken to the return in future to ensure its management in the most
To discuss:  **Research Student Alignment to Schools – Nature of School Input to Operation of Resources**

15.1 Noted:  At the meeting of Academic Board on 27 March some concern had been expressed by Heads of School that they were required by the research student recruitment process to formally confirm the availability of suitable space to support the proposed programme of research, despite such resources falling within the purview of the EDs and Campus Operations Managers.

15.2 Agreed:  The process concerned simply required the Head of School to liaise with the relevant ED or Campus Operations Manager as appropriate, and would be confirmed at the next Faculty Management Team meetings.

**ED AMCD / ED FAD**

To receive and note:  **Confirmation that UKBA Highly Trusted Sponsor (HTS) Status has been Renewed**

16.1 Noted:  The Team recorded its congratulations to the International Department on successfully securing renewal of HTS status.

17. To note:  **Professional Services Alignment (PSA) Update**

17.1 Noted:  Business cases for Departments encompassed within Phase 1 of the project – Finance, LSS, Marketing and Communications, and Research and Enterprise – had been issued to the Unions, and were due to be published to the Staff Portal by 22 April.  Presentations to affected staff had taken place, with the exception of those for LSS, which would be undertaken in the week commencing 15 April.

17.2 Noted and agreed:  Although not part of the PSA project, work was on-going to clarify costs associated with Faculty staffing plans.  The plans would be reviewed with the DHR in light of current cost information, and a model for determining future plans established, including clarification of budgetary responsibility.

**ED AMCD / ED FAD / PVC CR**

To receive and approve:  **Additional Staffing Requests**

18.1 Noted:  The Team received and noted details of recruitment requests and changes to the staffing establishment for the period 19 March to 11 April, together with 2012/13 additional staffing costs approved to date.

18.2 Agreed:  Where a decision would be required regarding the continuation of fixed-term technician posts put in place for 2012/13 that were not currently budgeted-for within the 2013/14 staffing establishment, it would be necessary for this to be taken within the context of the PSA exercise.

18.3 Agreed:  **[This minute has been redacted under section 40 of the Freedom of Information Act 2000 as disclosure would breach the data protection principles.]**

**DVC**
19. To note: University Campuses’ Review Update  

19.1 Noted: Consultation with staff and student stakeholders at the Maidstone Campus regarding proposed floor plans for relocation of the Library and associated services on the site, should this be agreed to facilitate the provision of FE beyond the planned final withdrawal date of July 2014, was on-going and due to end on 19 April.

19.2 Noted: [This minute has been redacted under section 43 of the Freedom of Information Act 2000 as disclosure would be prejudicial to commercial interests.]

19.3 Noted: The Team would make a decision regarding relocation of the Library at its next meeting on 29 April, alongside consideration of the case for maintaining FE provision on the site.

20. To note: Research Excellence Framework 2014 Update  

20.1 Noted: A maximum of 110 outputs had been identified for submission and work was on-going in respect of narratives, impact statements and case studies; R&E were liaising with HR and Finance to confirm staff and research income details, with the latter derived from the HESA return. In terms of its major components, preparations for the submission were complete, and the DRE would fully brief her successor regarding outstanding actions required.

21. To note: DVC Meeting with Students’ Union (SU) Report  

21.1 Noted: The Team received a report from the DVC regarding his most recent meeting with the SU, which had taken place on 12 April. Areas discussed had included: the nature of the University’s continuing presence at Oakwood Park; the most recent Board of Governors meeting; positive student feedback regarding activity taking place to support evening study at the Epsom Campus; ways in which the University is able to contribute to safety and security in and around the Rochester Campus; and the PSA project.

21.2 Noted: The Maidstone Campus Officer would be leaving the role on 17 May to take up a post at the University of East London Students’ Union.

22. Sub-Committees  

22.1 Environmental and Social Sustainability Working Group  

22.1.1 Received and noted: Unconfirmed minutes of the meeting held on 1 March 2013. LT/110/13
22.2 Faculty Management Team – Art, Media and Communication Design

22.2.1 Received and noted: Unconfirmed minutes of the meeting held on 19 March 2013. LT/111/13

22.3 Faculty Management Team – Fashion, Architecture and Design

22.3.1 Received and noted: Unconfirmed minutes of the meeting held on 25 March 2013. LT/112/13

22.4 PSA Steering Group

22.4.1 Received and noted: Confirmed notes of the meeting held on 7 March 2013. LT/113/13

22.4.2 Received and noted: Unconfirmed notes of the meeting held on 25 March 2013. LT/114/13

23. To receive and note: Joint Consultative and Negotiating Committee LT/115/13 (no paper)

23.1 Noted: The unconfirmed minutes of the meeting held on 22 March 2013 were deferred to the next meeting of the Team.

24. Any Other Business

24.1 To note: Office for Fair Access (OFFA) and National Scholarship Programme (NSP) Data Submissions LT/116/13

24.1.1 Noted: The Team noted that electronic proof of upload had been received in respect of both the 2014/15 OFFA Access Agreement and the 2014/14 NSP Initial Return. Additionally, HEFCE had provided written confirmation that it was content with the quality of information provided in the 2011/12 widening participation strategic assessment and access agreement monitoring returns, and the 2011/12 in-year monitoring data for the NSP.

24.2 To note: HEFCE Annual Assessment of Institutional Risk Oral

24.2.1 Noted: The University had been advised by HEFCE that it had been assessed as not at higher risk.

25. To note: Date of Next Meeting

25.1 Noted: Monday 29 April 2013 1.00pm, Room VC4, Farnham Campus