

MINUTES
Board of Governors

APPROVED/CONFIRMED

MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD AT 9.30AM ON WEDNESDAY 26TH MARCH 2025 IN THE 5TH FLOOR CORNER ROOM, TOWN HOUSE, PENRHYN ROAD CAMPUS

PRESENT: Francis Small (Chair), Pedro Barra, Stephan Burow, Katharine Jackson, Ian Jennings, Abdullah Khan, Roger King, John Marsh, Caroline Mawhood, Andrew Pearce (remote attendance), Tom Smyth (Chair-elect), Steven Spier, Katy Taylor, Richard Thomas

In attendance: Behrouz Zafari, Incoming Academic Staff Governor; Louisa Green, Executive Director for Students; Caroline Harries, Chief Operating Officer; Helen Laville, Provost and DVC; Adrian Parry, University Secretary; Kate O'Doherty, Governance Support Manager (minutes), Jenni Woods, Student Services Director (for item 7)

Formal Matters

29. Apologies

29.1 Apologies for absence were received from Bimal Patel.

30. Conflicts of Interest

30.1 No conflicts of interest were declared.

31. Minutes of the Board of Governors held on 27th November 2024

31.1 The minutes of the Board of Governors meeting held on 27th November 2024 were **approved** as an accurate record.

32. Matters Arising / Action Grid (Paper 23/24)

32.1 The Board **noted** the action grid and the updates presented.

33. Ratification of Decisions taken by Chair's Action / Use of the University Seal (Paper BG 24/24)

33.1 The Board **noted** that there were no occasions where Chair's action had been taken since the last meeting.

33.2 The Board **ratified** the use of the University seal as set out in the paper.

Chair's Business

34. Appointment of Chair of the Audit and Risk Assurance Committee

34.1 The Board **agreed** to appoint Richard Thomas as Chair of the Audit and Risk Assurance Committee with immediate effect.

Vice-Chancellor's Business

35. Presentation - Student Mental Health & Wellbeing

35.1 The Student Services Director provided a presentation on student health and wellbeing, outlining how it is managed at the University and summarising societal trends for the student demographic.

35.2 The Board thanked the Student Services Director and commended the presentation, which they had found comprehensive, helpful and informative.

36. Vice-Chancellor's Report (Paper BG 25/24)

36.1 The Vice-Chancellor introduced the report, which provided an overview of recent sector-wide developments and their implications for the University.

36.2 The Board welcomed the Vice-Chancellor's updates.

37. KPIs (Paper BG 26/24)

37.1 The University Secretary introduced the paper which provided an overview of University-level key performance indicators.

37.2 The Board **noted** the paper.

38. COO Update (Paper BG 04/24)

38.1 The Chief Operating Officer (COO) presented the report, which included an update on progress in securing the financial savings required to ensure continued investment in the Town House Strategy, and also on the national context in which universities are currently operating.

38.2 The Board welcomed the COO's updates.

39. Building at Middle Mill for KSA (Paper BG 28/24)

39.1 The Vice-Chancellor introduced the paper, which outlined proposals to build at Middle Mill on the Knights Park Campus.

39.2 The Board **noted** the paper and acknowledged the transparency and clarity of the process as set out in the paper.

40. Major Critical Incidents of Note 2024/25 (Paper 29/24)

40.1 The University Secretary introduced the paper, which provided an overview of three recent major critical incidents at the University that had been successfully managed and ameliorated .

40.2 The Board **noted** the paper.

Board Business

41. Kingston Students Union Update (Paper BG 30/24)

41.1 The Board **noted** the paper.

42. Kingston Students' Union President's Report (Paper BG 31/24)

42.1 The KSU President presented the report which summarised recent updates and activities from the Kingston Students' Union (KSU).

42.2 The Board **noted** the report.

43. Board and Committee dates 2025-26 (Paper BG 32/24)

43.1 The University Secretary presented the paper, which set out the schedule of Board and Committee dates for 2025-26. Governors were asked to review the dates and inform the University Secretary of any issues.

43.2 The Board and Committee dates for 2025-26 were **provisionally agreed** subject to any further feedback received.

44. Board Appraisals Scheme review

- 44.1 The Chair-elect gave a verbal update on Board appraisal arrangements for 2024-25, which would build upon the appraisal process established by the previous Vice-Chair.
- 44.2 The Board **noted** the Chair-elect's update regarding the Board Appraisal Scheme.

Clerk's Reports: Regulation and Governance

45. Higher Education Regulation and Policy Update (Paper BG 33/24)

- 45.1 The Board welcomed the updates from the University Secretary.
- 45.2 The Board **noted** the paper.

46. OfS Tracker (Paper BG 34/24)

- 46.1 The University Secretary introduced the paper which summarised OfS ongoing 'conditions of registration', with a RAG rated analysis that identified the University's current state of compliance with each condition.
- 46.2 It was agreed that the paper would be presented to the Board on an annual basis in future.
- 46.3 The Board **noted** the paper.

47. Access & Participation Plan 2024/25 Progress Update (Paper BG 35/24)

- 47.1 The Executive Director for Students introduced the paper which presented an update on the new Access and Participation Plan (APP), which had been in place for six months, and considered the actions taken in that time.
- 47.2 The Board **noted** the paper.

48. Revised Student Protection Plan Risk Assessment (Paper BG 36/24)

- 48.1 The University Secretary presented the paper which outlined changes made to the University's Student Protection Plan (SPP) following an internal review.
- 48.2 The Board **approved** the Student Protection Plan for submission to the OfS for review ahead of publication.

Annual Reports and Items to be Noted

49. Development and Fundraising Annual Due Diligence Report (Paper BG 37/24)

- 49.1 The Executive Director of Student Services introduced the report which gave assurance to the Board that due diligence had been applied to all development and fundraising income received in 2023/24 via donors.
- 49.2 The Board **noted** the paper.

50. Health and Safety Annual Report 2023/24 (BG 38/24)

- 50.1 The University Secretary introduced the report which outlined the University's health and safety performance during 2023-24. It was noted that performance across health and safety areas was of a high standard.
- 50.2 The Board **noted** the paper.

Any Other Business

- 51. The Chair noted that Pedro Barra was stepping down from his role as Academic Staff Governor. He thanked Pedro for his input on the Board and wished him well for the remainder of his tenure on Academic Council.

Site Visit

53. Tour of Knights Park Campus

53.1 Governors received a tour of the Knights Park Campus including the Middle Mill site to provide context to the proposals for a new academic building.

Dates of forthcoming meetings:

9.30am, Wednesday 7th May 25

3.00pm, Wednesday 25th June 25

Dates of forthcoming Academic Council meetings:

1.00pm, Wednesday 30th April 2025

1.00pm, Wednesday 2nd July 2025

Signed:
Francis Small (Chair)

Date: