

## **MINUTES**

### **Board of Governors**

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD AT 3.00PM ON WEDNESDAY 29th JUNE 2022 IN ROOM KH BS2039, KINGSTON BUSINESS SCHOOL, KINGSTON HILL CAMPUS**

**Present:** Francis Small (Chair), Ali Al-Kinani, Sandra Campopiano (Vice Chair), Gill Hall, Jane Hargreaves, Caroline Mawhood, Peter Mayhew-Smith, Alison Osborne, Bimal Patel, Tom Smyth, Steven Spier, Mick Williams,

**In attendance:** Andrew Boggs, University Clerk, Emily Boynton, Executive HR Director, Caroline Harries, Chief Financial Officer, Martyn Jones, Deputy Vice-Chancellor, Helen Laville, Provost, Sue Reece, Interim University Registrar, Kate O'Doherty (minutes, Governance Support Manager).

### **Formal Matters**

#### **55. Apologies**

55.1 Apologies for absence were received from Stephan Burow, Dirk Kahl, Andrew Pearce and Sarim Syed.

#### **56. Conflicts of Interest**

56.1 No conflicts of interest were declared.

#### **57. Minutes of the Board of Governors held on 23<sup>rd</sup> March 2022**

57.1 The minutes of the Board of Governors meeting held on 23<sup>rd</sup> March 2022 were **approved**.

#### **58. Matters Arising / Action Grid (Paper 47/21)**

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

#### **59. Ratification of Decisions taken by chair's Action (Paper 48/21)**

59.1 The Board **ratified** the decisions taken by Chair's action.

#### **60. Use of the University Seal (Paper BG 49/21)**

60.1 The Board **ratified** the actions set out in the paper.

### **Board Business**

#### **61. Kingston University's Town House Strategy (Paper BG 50/51)**

61.1 The Vice Chancellor's updates were welcomed by the Board.

61.2 The Board **noted** the paper.

***The order of business was varied to consider papers BG 52/21 and BG 53/21 next***

#### **62. Draft 5 year Financial Plan for Board Approval (Paper BG 52/21)**

62.1 The Chief Financial Officer introduced the paper which sets out the draft

financial plan. An updated Plan will be presented again to the Board at their November meeting prior to submission to the OfS.

- 62.2. The Board **approved** the draft 5 year Financial Plan as a basis for issuing the budget for 2022-23.

**63. Town House Strategy: Draft Board-level KPIs (Paper BG 53/21)**

- 63.1 The Board welcomed the updates from the Vice-Chancellor.  
63.2 The Board **noted** the paper and acknowledged that further development of the KPIs will come back to the Board for Governor approval.  
63.4 The Board placed on record its **approval** of papers **BG 50/21, BG 51/21, BG 52/21 and BG 53/23**.  
63.5 The Board approved the proposed Town House Strategy for the University.

**64. Vice-Chancellor's report (Paper BG 54/21)**

- 64.1 The Vice Chancellor's updates were welcomed by the Board  
64.2 The Board **noted** the paper.

*The order of business was varied to take item 10ii before item 10i*

**65. Union of Kingston Students Internal Audit Update (Paper BG 64/21)**

- 65.1 The University Registrar provided an update to the Board  
65.2 The Board **noted** the paper.

**66. Union of Kingston Students Annual Report (Paper BG 55/21)**

- 66.1 The Board considered the paper in the absence of the President of the Union of Kingston Students.  
66.2 The Board **noted** the paper.

**67. Staff Survey Actions Update (Paper BG 63/21)**

- 67.1 The Board welcomed the updates from the Executive HR Director.  
67.2 The Board **noted** the paper.

**Clerk's Report: Regulation and Governance**

**68. Higher Education Regulation and Legislative Overview (Paper BG 56/21)**

- 68.1 The Board welcomed the updates from the University Clerk.  
68.2 The Board **noted** the paper.

**69. Review and updates of Committee and Board Terms of Reference (Paper BG 57/21)**

- (i) **Board of Governors Terms of Reference**  
(ii) **Remuneration Committee Terms of Reference**

- 69.1 The University Clerk provided an update to the Board.  
69.2 The Board **approved** the updated Terms of Reference for both the Board of Governors and Remuneration Committee. **[CG&CU to note]**

**Annual Reports and items to be noted**

**70. Kingston University Sustainability Plan Update (Paper BG 58/21)**

- 70.1 The Board welcomed the updates from the Chief Financial Officer.  
70.2 The Board **noted** the paper.

**71. Gift Acceptance Policy Review (Paper BG 59/21)**

- 71.1 The Board **agreed** the paper.

**72. EDI Annual Monitoring Report (Paper BG 60/21)**

72.1 The Board welcomed the updates from the Executive HR Director.

72.2 The Board **noted** the paper. The following **actions** were agreed:

72.3.1 That the report is considered first by Remuneration Committee and / or Academic Governance Committee, as appropriate, before referral to the Board.

**[HR / CGCU]**

**Annual Reports received and recommended by Academic Governance Committee**

**73. Omnibus report on Student Complaints and Collaborative Partner Monitoring (Paper BG 61/21)**

73.1 The Board welcomed updates from both the University Registrar and the Provost.

73.2 The Board **noted** the paper.

**Annual Reports received and recommended by Audit & Risk Assurance Committee**

**74. Health and Safety Annual Report and Update (Paper BG 62/21)**

74.1 The University Clerk introduced the Health and Safety Annual Report which follows on from regular update papers to the Board throughout the year.

74.2 The Board **noted** the paper and **agreed** that going forwards the annual report alone would be presented to the Board.

**[CG&CU]**

**Any Other Business**

75. The Board noted the updates brought forward under Any Other Business.

**Dates of forthcoming meetings:**

9.00am, Thursday 29<sup>th</sup> September 2022 (Away Day)

9.00am, Monday 28<sup>th</sup> November 2022

9.00am, Wednesday 22<sup>nd</sup> March 2023

9.00am, Wednesday 10<sup>th</sup> May 2023 (if required)

3.00pm, Wednesday 28<sup>th</sup> June 2023

**Dates of forthcoming Academic Council meetings:**

1.00pm, Wednesday, 12<sup>th</sup> October 2022

1.00pm, Wednesday, 1<sup>st</sup> February 2023

1.00pm, Wednesday, 3<sup>rd</sup> May 2023

1.00pm, Wednesday, 5<sup>th</sup> July 2023

**Signed:** Francis Small (Chair)

**Date:** 28.11.22