

University Board Meeting

Minutes of a meeting held on 24 May 2024

Members Present

David Furniss (Chair)	Chair of the University Board
Jim Andrews	Chief Operating Officer (COO)
David Crosby	Independent Board Member
Chike Dike	President, Students' Union Bournemouth University
Karima Fahmy (Deputy Chair)	Independent Board Member
Prof Lois Farquharson	Academic Staff Member
Maggie Frost	Independent Board Member
Nick Golding	Independent Board Member
Karl Hoods	Independent Board Member
Simon Jackson	Independent Board Member
Stuart Jones	Independent Board Member
Anthony Murphy	Independent Board Member (via MS Teams)
Joyce Napa	Staff Member, Professional and Support Services
Jo Pretty	Independent Board Member
Susie Reynell	Finance Director (FD)
Dr Carly Stewart	Staff Member, Senate
Prof John Vinney	Vice-Chancellor (VC)
Deborah Warman	Independent Board Member (via MS Teams)
Robert Williams	Independent Board Member

In attendance

Prof Keith Phalp (Pro Vice-Chancellor, Education and Quality (PVC E&Q)); Dr Shelley Thompson (Pro Vice-Chancellor, Student Experience (PVC SE)); Deborah Wakely (Clerk to the Board); Jane Meredith (Senior Governance Manager); Phil Sewell (Director of Apprenticeships and Skills for item 4.5), Karen Parker (Director of HR (DHR), for items 5.1 & 5.2)

Meeting minutes

1. Welcome, Apologies and Declarations of Interests (Chair)

23/203 Apologies were noted from David Smith and Sara Luder. The Chair confirmed that the meeting was quorate.

23/204 The Chair invited any declarations of interests and the Board noted that Jim Andrews, Carly Stewart and Stuart Jones were Directors of BU Community Business Ltd (BUCB) which was relevant to item 5.8. Susie Reynell was the BU Nominated Officer for BUCB. Prof Lois Farquharson declared an interest in item 5.7 as she had been involved in developing the case. There were no other new or relevant declarations.

2. Minutes of the Previous Meeting

2.1. Minutes of the University Board Meetings, 9 February, 7 March and 16 April 2024 (Chair)

23/205 The minutes of the meetings held on 9 February, 7 March and 16 April 2024 were **approved** as an accurate record.

2.2. Matters Arising and Actions Register (Chair)

23/206 The Board **noted** the actions register and that most actions were completed, covered under the main agenda items or not yet due. The COO gave an update on action 230 regarding activity relating to student services and support being better highlighted to the Board. It was noted that key areas, student voice, wellbeing and employment, aligned to the SQS agenda and a proposal would be brought to the next meeting of the Board.

3. Context Setting and Governance Reports

3.1. VC's BU Update Report (VC)

23/207 The VC highlighted key points from his update report and recent developments as follows:

- The potential outcomes for the HE sector of the General Election were unknown;
- Applications for student visas had dropped by around 30,000. Despite a recommendation being made, to the Government, that the post study visa should be retained, international students appeared to be losing confidence in the UK sector;
- Following the reportable event [Redacted]. The OfS had subsequently closed the case. BU had learned lessons from this event on communication with professional bodies and on course changes;
- The reduction in undergraduate applications was challenging while the situation for international students remained volatile;
- BU had fallen one place in the latest Complete University Guide league table and remained in the top 100 in the Times Higher Young Universities ranking for universities under 50 years old;
- The shadow Education Minister's visit had been positive with a focus on cultural industries and animation.

23/208 Members were [Redacted] wished to explore whether a clear process was now in place for communication with a Professional Body on course changes. The VC confirmed that there were processes in place but that all accrediting bodies were different and worked in different ways.

23/209 The PVC SE noted that the Academic Quality Team considered this when courses were reviewed. Some Professional Bodies attended validation events but others preferred to review paperwork as had happened in the case noted above. It was normal practice for units to change but the Professional Body in this case had wished to review completed work which could not be done until some students had completed the new units.

23/210 It was noted that the SUBU VP Welfare had made the shadow Education Minister aware that improving maintenance for students would be the most helpful action a new government could take, from the students' perspective.

3.2. SUBU President's Report (SUBU President)

23/211 The SUBU President reported that SUBU had successfully recruited a new Chief Executive, who had a strong track record on delivering strategy, and an away day in April had laid the groundwork for the new strategic plan. He also noted the following:

- The Advice Service had helped 492 students between February and April, and over 3,000 in the last year, with academic support and housing key issues;

- There was still a clear need for financial support for students, higher than ever before, with food and food security key concerns;
- Speak week had seen an increased response rate on the previous one;
- Preparations had begun for the Summer Ball.

23/212 The Board **noted** the SUBU President's report and the progress made during the tenure of the current President.

3.3. Chair's Reports

3.3.1. Chair's Action, Written Resolutions, Use of the University Seal, Contracts signed and Previous Approvals (Chair)

23/213 The Board **noted** the report.

3.3.2. Statement of Primary Responsibilities (Chair/Clerk)

23/214 The Statement of Primary Responsibilities, which had been reviewed and recommended to the Board by ARG, was **approved**.

3.3.3. Honorary Awards (Chair)

23/215 The Chair introduced this item and noted that, in line with the Procedure for Removing a Nominee Recommended by Honorary Awards Committee Following Due Diligence, the Chair and Deputy Chair had considered the findings of the due diligence exercise and agreed to remove three nominees from those going forward to Senate and the Board for approval.

23/216 Some comments from Senate were also noted but were not considered to impact on the recommendation from HAC. The Board **approved** the Honorary Award Committee's recommendations for 2024, and **delegated authority** to the VC to:

- allocate the Board's approved nominees to the graduation ceremonies
- defer awards to future years if appropriate
- exercise discretion about when it was appropriate to contact approved nominees.

23/217 Members were reminded that, even when approved, this information remained strictly confidential and should not be disclosed outside of the Board.

3.3.4. Board and Committee Appointments (Chair)

Deborah Warman withdrew from the meeting.

23/218 The Chair advised the Board of Independent Member, Debbie Ward's, decision to step-down for personal reasons. Members **approved** the recommendation of the Nominations Committee that Deborah Warman, currently the Deputy Chair, be appointed Chair of Remuneration Committee and noted that Nominations Committee would consider options for filling the vacancy on the Board when it met in June.

Deborah Warman re-joined the meeting.

23/219 The Chair expressed the Board's appreciation for all of the work Ms Warman had already done for Remuneration Committee as its Deputy Chair.

23/220 The Chair then advised the Board that student member, Nastassia Asselin, had also decided to step down from the Board for personal reasons. A process to appoint another student member would take place and Nominations Committee would make a recommendation to the Board in due course.

3.3.5. Process for the Board Chair recruitment (Deputy Chair)

The Deputy Chair assumed the Chair for this item.

23/221 The Board **approved** the process for recruitment of a new Board Chair and the Chair role description. The Board also **delegated authority** to the selection panel to agree the details of the selection activities and advertising.

4. Strategic Matters

4.1. Key Performance Indicators (VC)

23/222 The VC highlighted key points from the KPI report and some discussion followed. The following points were made:

- The Student Staff Ratio had dropped due to the drop in student numbers;
- The research pipeline was looking good and income from research and knowledge exchange was expected to be stronger over the next 2 years;
- The budget set for research income had been more ambitious in the past. It had been set around staff and portfolios but growth had been slower than hoped;
- The need to educate academic staff on the importance of spending research money to the agreed timetable had been identified;
- A Member questioned whether the target of 70% for the percentage of Publications Co-Published with International Authors was high. It was noted that there was a higher concentration of international staff in some areas and that there was a lot of international collaboration. It was considered worth reviewing this to consider the value;
- It was also desirable to increase the amount of Interdisciplinary Co-Publications.

23/223 A Member asked whether continuing to focus on all of the KPIs from BU2025 was still the correct approach given the current challenges or whether the KPIs should be refined to focus on the key ones until the end of BU2025. It was recognised that there was a complex set of KPIs and that this was difficult to manage. It was recommended to set no more than 20 KPIs for the new strategy. In the interim, although research income and financial KPIs were important, the key ones were considered to be those linked to the student experience. It was also noted that the Financial KPIs were mainly linked to covenants and other compliance.

23/224 The Chair requested that a paper be brought to the next meeting detailing what the Executive considered to be the 10-20 key KPIs for the Board to focus on in the next year. It was also noted that the targets had not been altered since the strategy was developed and a review at the midpoint could be considered in future.

23/225 The KPI report was **noted**.

Action: Bring a paper to the next meeting detailing what the Executive consider to be the priority/focused 10-20 key KPIs for the Board to focus on in the next year.

Action by: VC/FD

4.2. Access and Participation Plan (APP) Annual Progress Report

23/226 The Chair reminded Members that, under OfS conditions, the University must have an approved Access and Participation plan in force (and comply with it) in order to charge fees above the basic amount, so this linked to the next agenda item.

23/227 The PVC E&Q noted that this report represented the end of the old approach and that APPs would change significantly going forward. The language used in the APP, around interventions, would change. While there was a slight risk that the gaps in continuation and attainment would be noticed, the PVC E&Q stated that he was confident that the University could demonstrate which interventions were being used in line with the new language used in the new style APP.

23/228 The changes were considered to be an opportunity. The University now had a much better understanding of the demographic and where the gaps were in each Faculty.

23/229 A Member noted the negative tone of the report, which appeared complacent in parts, rather than highlighting areas where good progress had been made. The PVC E&Q noted the collaborative effort made to consider the issues raised. Planned interventions would positively impact all students but were expected to have a greater impact on the groups where gaps existed.

23/230 A Member asked how the Executive was monitoring the impact of interventions and where that was being reported. A report on current activity would go to Education Committee and the new APP would be considered by SQS. The new approach clearly articulated change and impact and metrics would need to be built in. The impact on specific groups would be reviewed in order to personalise learning. Work on learning analytics was evolving with new tools, including case management tools, being brought in. This should enable clearer indications at an early stage. Individual learning plans and targets were becoming increasingly expected.

23/231 The Board **noted** the Access and Participation Plan annual progress report and the assurance provided.

4.3. Review of UK and Irish Undergraduate Fees

The fees under consideration related to 2025 entry and the Chair confirmed with Members that there were no relevant interests to declare having reminded Members that family members who had applied for 2025 entry would constitute a relevant interest.

23/232 The Board **approved** the recommendation that:

- undergraduate fees for UK/Irish national entrants to the University in 2025/26 should be unchanged over previous levels;
- for placement year a fee of £1,850;
- any classroom based foundation year courses (Band D only) are capped at £5,760 per annum;
- for science-based foundation degree programmes at Wiltshire College at £8,200; and
- all other undergraduate programmes at £9,250.

4.4. Artificial Intelligence (AI) (PVC)

23/233 The Chair noted that there had been a detailed report on AI submitted to SQS and that this paper represented a summary of the issues discussed there. The PVC E&Q noted that the focus to date had been on the use and impact of AI in the student experience but that other areas were beginning to be considered. The situation was changing so quickly that any paper was instantly out of date. The pace and scale of change was considered to be almost as significant as that caused by the development of the internet. The University was working to support students to use AI technologies noting the considerable difference in use across subject areas with AI already having a greater impact and potential use in some areas. The need to ensure students had equal access to the relevant tools was considered key and the ethical perspective, such as the use of referencing, was being discussed.

23/234 In the discussion that followed the following points were made:

- Staff needed to be made aware of how widely AI was already used and educated on the use of AI tools and the issues related to IP and personal data. Staff were not always aware of when they were actually using AI and the risks involved;
- BU was clear that no personal information should be entered into an AI tool at this stage and ARG would receive an update in the next information governance report;
- It was noted that staff had to be made aware and have their knowledge regularly refreshed;

- It was recognised that disciplines had very different requirements and expectations of AI use in assessment. Committees within each subject area would consider the permitted use of AI in assessment. The University would have a generic default position which could be overridden, where appropriate;
- Noting the risk that BU did not sufficiently embrace the use of AI technologies, within teaching and learning, and sufficiently prepare students for their future careers, a Member asked whether the University was being too cautious rather than demonstrating the possibilities;
- While the University had been initially cautious and focused on ensuring academic integrity, it was now moving to embrace AI technology and enthuse students. There was already a lot of enthusiasm among staff;
- It was noted that existing contracts with software companies, such as Microsoft, which covered confidentiality, would not cover tools such as ChatGTP;
- A deep dive into the confidentiality, IP and personal data risks of AI tools was suggested, overseen by ARG;
- The need for guidance, rather than a policy which would quickly become outdated, was noted;
- The tension between the desire to lock down which tools could be used and the need for some research areas to have greater flexibility, was also noted.

Action: Add a deep dive into the confidentiality, IP and personal data risks of AI tools to the ARG agenda.

Action by: Clerk/ARG Chair

The Director of Apprenticeships and Skills joined the meeting for the next item.

4.5. Apprenticeships Update (PVC)

23/235 The Director of Apprenticeships and Skills reminded Members that the University expected a visit from Ofsted in the near future having had its New Provider Monitoring visit in December 2022. Ofsted would give 48 hours' notice and so preparations were underway to ensure that staff were ready. The Ofsted Inspectors would also wish to engage with current apprentices and employers and BU was also working to ensure they too were aware of what to expect. He noted that there had been a significant transition in the management of apprenticeships in the last 18 months, including the implementation of a new management system, and it was hoped that positive changes would be noted.

23/236 A Self-Assessment Report (SAR) and Quality Improvement plan (QIP) were completed annually, at the start of the academic year, and the University was confident that it was good overall but was aware of some pockets where performance could be developed, particularly around attitudes and personal development. Work was also needed to track destinations and embed more careers and planning skills. He noted that a Teaching Observation Policy, to enhance peer reflection, would be considered by the Apprenticeship Board and Education Committee in June.

23/237 The Chair noted the volume of information and level of detail that Board Members were expected to know and understand. He noted that three Board Members had been designated as contacts for Ofsted to speak to. A discussion followed in which the following points were made:

- Ofsted would wish to see the SAR along with a position statement that would show progression since the SAR was completed;
- Priority would need to be given to how the Board would retain regular oversight (including via SQS);
- The governance requirements for further education (under which Apprenticeships fell) differed from the expectations on school Governors and dedicated governors for subjects like GDPR or safeguarding were not required;

- Ofsted would ask about Safeguarding and the governance of this;
- The Inspectors would also wish to see the speed and impact on apprentices of learning observation;
- A Member asked how the Executive knew that the quality of teaching was being reviewed and continually improved. The Director of Apprenticeships and Skills confirmed that pending the implementation of the formal teaching observation policy wider collaboration was being encouraged between teams to discuss the findings of peer observation and generate enhancements;
- Noting that the QIP had been written on the previous year's SAR a Member requested an update on the processing of data. It had previously been difficult to track progress reviews and off the job logging. The Director of Apprenticeships and Skills confirmed that it was now possible to track whether apprentices were receiving their progress reviews on time and consider the themes arising, particularly where additional support may be required;
- The position statement would include evidence of the impact of changes, new systems etc.

The Director of Apprenticeships and Skills left the meeting.

5. Finance and Governance Matters

The Director of HR joined the meeting for the next two items.

5.1. VSS Update (DHR)

23/238 The DHR reminded Members that the VSS had closed on 24 April. So far a total of [Redacted] requests had been received with [Redacted] formal applications of which [Redacted] had been agreed to date. There had been one withdrawal but the majority of the others were confirmed and signed. About [Redacted] cases remained outstanding in order to allow faculties and professional service areas to give more holistic consideration to these applications. A number of small structural reviews were underway and any staff at risk following these would be offered the opportunity to take voluntary severance under the same scheme. The scheme was now closed to all other staff. Broader structural reviews would not take place until the new VC was in post.

23/239 Members noted that the scheme had generated an annual saving of approximately [Redacted]. The cases where applications had been turned down related to posts that could not be removed as they were crucial to business activity. It was not intended to reinvest where posts had been removed except in areas where some activity that had been undertaken by professors could be replaced with lecturers. Another example was a case was expected to be submitted to allow some technicians to leave with the role of demonstrators being realigned to ensure there was no gap.

23/240 Members discussed the potential impact on both the staff and student experience of so many staff leaving. The VC confirmed that the role of each post in the student experience and consideration of the impact on the staff and student experience of removing it was part of the process. An equality impact assessment would be completed once the VSS was complete. Vacancies were still being controlled with UET having regular oversight of vacancies. It was noted that this was unlikely to be a short term issue and flexibility was being retained through the use of agency staff where the future needs were uncertain. Currently, [Redacted] of the workforce were non-permanent staff which was considered to be higher than usual but was expected to remain at that level throughout the restructuring period.

23/241 The Chair requested a further update at the July Board.

Action: Update the Board on progress and impact of the VSS and relevant next steps at the July Board.

Action by: DHR

5.2. Financial Update/Draft headline Budget (FD)

23/242 Members **noted** the update report which had been considered by FRC in April. The final draft

budget was due to come to the July Board meeting for approval following scrutiny by FRC in June. The FD reported that the September 2024 undergraduate student intake was down on the expected level and international, postgraduate numbers remained a challenge with the expected intake in 2024 similar to the 2023 intake. Applications and offers for international students were at the same level as 2023 but deposits were down. This had happened across the sector. In 2023 there had been a significant number of deposits paid early but some of these students did not take up their places. No further visa changes were expected before September. A significant reduction in the January intake had reduced the fee income by circa [Redacted] and postgraduate intake was very significantly down on target.

23/243 A contraction of [Redacted]% on the current year was anticipated. Pay had been constrained but not to the extent hoped with circa [Redacted] still to be found. The discretionary pay progression scheme would not run for 2024 but the cost of living award would be honoured. Academic year 2024/25 was expected to be better, with the reduction in student numbers expected to stabilise. A request was being made to lower the required surplus for 2024/25 from [Redacted] as a one year only position. It was also requested that the time frame for the Board-approved reorganisation envelope of [Redacted] to be incurred was extended into 2024/25.

23/244 The Chair of FRC reported that FRC had explored key aspects of the financial update and approved the Executive recommendation that discretionary pay progression should not be implemented in 2024. A reduction in key student numbers, undergraduate and postgraduate taught, was expected and would present a challenge. FRC would consider the updated budget at its June meeting. Recognising the current financial situation, FRC recommended that the minimum operating surplus for 2024/25 could be reduced to [Redacted]%.

23/245 The Chair reminded Members that the budget was not being presented for approval at this meeting but that it would be the main topic, for approval, at the July meeting of the Board. Members noted the need to continue monitoring the situation and be ready to move quickly where necessary. Planning for 2025/26 would get underway once the UCAS figures were known in January. Discussions on academic workload and professional service support had begun and it was desirable to keep any restructuring period as short as possible.

23/246 It was noted that payments related to staff pensions made a significant impact on the budget and the University was considering the options that might be open to it in future, including possible procurement of a defined contribution scheme.

23/247 The Board **approved** the proposed change, to [Redacted]%, of the minimum level of surplus for 2024/25 and the deferral of some of the [Redacted] restructuring provision envelope, previously approved by the Board, into 2024/25.

The Director of HR left the meeting.

5.3. Climate and Ecological Crisis Action Plan (CECAP) Annual Report (COO)

23/248 The Board **noted** the CECAP Annual Report for publication.

5.4. Bank Mandates (FD)

23/249 The Board **approved** the resolution as detailed in the Appendix.

ESTATES BUSINESS CASES

5.5. St Mary's, Portsmouth – Replacement site for midwifery (COO)

23/250 The Chair introduced this item reminding Members that it had been recommended by FRC. Members were keen to know whether the RAAC issue posed any risk for students and staff still using the current site and the COO confirmed that the site had been made safe and there were no current issues.

The COO also confirmed that BU's academic relationship with the Trust was unaffected and that the issues had been entirely estates related.

23/251 The Board **approved**

- Entry into a new [Redacted] lease [Redacted] with Portsmouth City Council for [Redacted]
- Formal termination of the occupation by BU of the current premises at St Marys Community Health Campus, Portsmouth

23/252 The Board **delegated authority** authorising the execution of the lease and any other related documentation that may be required by:

- any one of the COO and any other member of UET to execute any necessary property documentation underhand; and,
- where such property documentation is to be executed as a deed any two of the Director of Estates, the COO and any other member of UET to execute the property documentation and to witness the application of the seal on behalf of the University pursuant to paragraph 10.1 of the Instrument of Government.

5.6. Business case Poole House Phase 2 (COO)

23/253 The Chair noted that this item too had been recommended by FRC. A Member expressed their initial concern at undertaking this level of work at a time when there was a need to reduce spending. However, they had been persuaded, by the discussion at FRC, that the expenditure was necessary at this time. The Executive members stated that the proposed work would support new programmes and areas of expected growth and would be needed in order to protect the University's medium to long term future.

23/254 The Board **approved** funding of up to [Redacted] to deliver the detailed design and construction stage for the Poole House Remodelling Phase 2 project, noting that the funding requested was in line with the budget allocated for this project within the current, approved Estates Development Framework. It was also noted that the funding requested was inclusive of [Redacted] previously approved for a feasibility study, outline design and tendering. The works comprised of refurbishment and remodelling of sections of Poole House, including consolidation and co-location of office spaces required to generate essential additional teaching spaces.

23/255 The **Board delegated authority** authorising the execution of any contracts and other related documentation that may be required by:

- any one of the COO and any other member of UET to execute any necessary contract documentation; and,
- where such documentation is to be executed as a deed any two of the Director of Estates, the COO and any other member of UET to execute the property documentation and to witness the application of the seal on behalf of the University pursuant to paragraph 10.1 of the Instrument of Government.

ACADEMIC/RESEARCH AND OTHER BUSINESS CASES

5.7. Franchise Proposal with British University Vietnam (BUV) (to approve) (PVC/COO)

A declaration of interest was noted as Prof Lois Farquharson had been involved in developing the case which was for programmes in BUBS. It was not considered necessary for her to leave the meeting.

23/256 The COO introduced this item noting that it would be the first transnational education (TNE) partnership for BU and he considered it to be low risk from a quality perspective. BUV was a private university with which BU had a developing relationship during a period of significant growth in the Vietnamese market. [Redacted] BUV was experienced in this type of partnership and had a number of UK

partners. It was also officially accredited by QAA. The COO stated that the proposed partnership was within BU's risk appetite framework. It would be a standalone development [Redacted].

23/257 The Education Committee had reviewed and approved the academic proposals. Vietnamese legal advice was being taken and [Redacted].

23/258 The Chair of FRC noted that FRC had spent some time considering the case following concerns regarding the relationship of BUV with Staffordshire University and where BU would fit in. FRC had been satisfied that this would be a sensible investment given BUV's understanding of the UK, its quality assurance rating and BU's requirements. It was considered a helpful move into TNE partnerships in order to gain experience. [Redacted]

23/259 It was noted that Staffordshire University was rationalising its partnerships and that BU accreditation was attractive to BUV. Opportunities to offer more courses through BUV in future were anticipated.

23/260 Members sought further assurance on the due diligence that had been done on the parent company, the risks around reputation and quality of delivery, the level of transparency with students on contingency plans and how explicit the contract was on areas of extra-territorial UK legislation, such as modern slavery.

23/261 [Redacted] BU's external lawyers had contacts in both Singapore and Vietnam and would be asked to assist with counter party checks. Noting that other UK institutions working with BUV would also have considered these issues, the COO gave assurance that these issues would be covered in the contract. A Student Protection Plan (SPP) would need to be put in place and publicised to students.

23/262 The PVC E&Q noted that the International Partnership Committee had previously been disbanded and that an appropriate replacement would need to be put in place. He confirmed that the need for clear oversight and a committee infrastructure had been noted at Education Committee particularly as OfS was taking an increasing interest in scrutinising partnerships.

23/263 A Member questioned the level of fee per student. The COO stated that this had been set at the standard level used by BUV for other partners and it was considered reasonable for the level of input. It was noted that only a small surplus was anticipated but that the benefit of the partnership was in generating the opportunity for growth. The proposed model with BUV was subject to review and would not necessarily be used for future partnerships.

23/264 Members commented on the danger of distraction for the Management Team of overseas partnerships which had been reported elsewhere in the sector. It was clarified that no separate legal entity would be created but that BUV would deliver BU degrees under a sub-contracting arrangement and pay a fee to BU. The Deputy Chair requested that the Board have sight of Education Committee's review of the process of oversight of delivery partners.

23/265 The Board **approved** the establishment of the Transnational Education Partnership with BUV subject to [Redacted]. Under this arrangement, two of BU's Business School degrees would be delivered by BUV in Vietnam.

23/266 The Board **delegated authority** to sign the contract and any related documentation to the Vice-Chancellor or in their absence another member of UET nominated by the Vice-Chancellor subject to successful completion of the Contract Authorisation Form process.

Action: Forward the outcome of Education Committee's review of the process of oversight of delivery partners to the Board.

Action by: PVC E&Q

5.8. Provision of MRI Scanning Services and Application for CQC Registration (to approve) (COO/FD)

Declarations of interest were noted as follows:

- *Jim Andrews' interest as the Chair of the Board of Directors of BUCB (which would be managing*

this non-primary purpose activity).

- *Stuart Jones' and Carly Stewart's interest as Directors of BUCB.*
- *Susie Reynell was the BU Nominated Officer for BUCB which is the independent oversight role on behalf of BU*

It was not considered necessary for them to leave the meeting.

23/267 The COO reminded Members that the Institute of Medical Imaging and Visualisation (IMIV) had been created with funding secured from the Dorset Local Enterprise Partnership (DLEP). BU had planned to use excess capacity for clinical and commercial purposes on a hire only basis. However, there had been no demand for hire only use with a large proportion of the external demand requiring CQC registration. MRI scanning was only excepted from the requirement for CQC registration if the activity fell within the limited research exception. IMIV had been unable to participate in some research opportunities as the exception did not apply where the scans could form any part of an individual's care or treatment.

23/268 BU was aware of a demand for scans with CQC registration and, although no contracts had been entered into, there had been clear interest expressed. CQC registration would involve regulatory requirements such as ensuring the maintenance and safety of appropriate equipment, employing suitably qualified staff, adhering to safety protocols, and ensuring accurate record-keeping. A CQC Compliance Committee would be established which would report to the Compliance and Licensed Activity Committee (CLAC) in line with other regulated activities managed by BU. CLAC reported annually to ARG. A specific report on CQC compliance and activity would also be made, annually, to ARG.

23/269 The Board **approved**, on the recommendation of ARG and FRC, that:

- BU seek Care Quality Commission (CQC) registration to provide MRI scanning service provision using the MRI scanner, with set up costs of [Redacted] and annual costs of [Redacted] (total 10-year project funding of [Redacted]);
- the non-primary purpose activities relating to the MRI Scanner in IMIV be managed through the University subsidiary company BU Community Business Limited (BUCB); and
- the BU Nominated Officer for BUCB be authorised to sign the Addendum to the Memorandum of Understanding between BU and BUCB (attached to the paper at Appendix 8).

6. Committee Reports

6.1. Remuneration Committee (28 February 2024) (RemCo Chair)

23/270 The minutes were **noted**.

6.2. Audit, Risk & Governance Committee (15 March 2024) (ARG Chair)

23/271 The minutes were **noted**.

6.2.1. Risk Register (to note)

23/272 The Board **noted** the risk register and that the heat map was getting hotter overall. ARG was monitoring the situation. This was noted to be the case across the sector and the Board wished to have time to discuss the Risk Register in greater detail at a future meeting.

Action: Add time for greater consideration of the Risk Register to a future Board meeting.

Action by: Chair/Clerk

6.3. Finance & Resources Committee (26 January and 27 March 2024) (FRC Chair)

23/273 The minutes were **noted**. FRC would consider the Treasury Policy at its June meeting along with the draft budget for the next 5 years.

6.3.1. Management Accounts and Cashflow (FD)

23/274 The Management Accounts and Cashflow were **noted**.

6.4. Honorary Awards Committee (20 March 2024) (Chair)

23/275 The minutes were **noted**.

6.5. Student Experience, Quality & Standards Committee (17 April 2024) (Chair)

23/276 The minutes were **noted**.

6.5.1. SQS Terms of Reference (Chair)

23/277 The Board considered the amendments to the SQS Terms of Reference to update the Executive Members and quorum and to make the inclusion of Apprenticeships in the remit more explicit. The SQS Terms of Reference were **approved**.

6.6. Nominations Committee (Summary report) (Chair)

23/278 Due to the large number of extraordinary meetings of Nominations Committee and the confidentiality of the items discussed, a summary report was provided rather than individual minutes. Members **noted** the summary report of Nominations Committee meetings.

6.7. Senate (21 February 2024) (VC)

23/279 The minutes were **noted**.

7. Any Other Business (Chair)

23/280 The Chair reminded Members that the next meeting would be the current VC's last Board meeting. A Board dinner would take place on the evening before the next Board meeting and an invitation was being extended to the Chancellery to attend the dinner.

23/281 The Chair thanked Members for their input over that morning and the previous day.

8. Date of Next Meeting

Friday 12 July 2024, 9.30am to 12.30pm, (to be preceded by a University Board Dinner on the evening of Thursday 11 July).

Appendix: Item 5.4

Extract from the minutes of a meeting of the board of governors of Bournemouth University Higher Education Corporation (“Bournemouth University”) held on 24 May 2024 at 9.30am at Poole House, Bournemouth University.

RESOLUTION

THAT:

This authority applies to all accounts in the name of Bournemouth University ‘the Accounts’.

Bournemouth University ‘the Customer’:

1. has in place a Global Banking Authority with [Redacted] (the Bank) for the Accounts.
2. authorises with **joint** authority (any **two** of the following signatories):

Professor John Vinney – Vice-Chancellor

Susie Reynell - Finance Director

Jim Andrews - Chief Operating Officer

Keith Phalp – Pro Vice Chancellor – Education and Quality

Shelley Thompson - Pro Vice Chancellor - Student Experience

acting in accordance with the Customer’s Financial Regulations and on behalf of the Customer, to:

- a. add or remove any Authorised Signatories.
 - b. change the Signing Rules applicable to Authorised Signatories.
 - c. sign the Global Banking Authority.
 - d. sign documents in relation to electronic banking channels and to delegate to individuals the power to decide matters dealt with for electronic banking channels and to allow those individuals to sub-delegate the power to other individuals to make payments and give other instructions in respect of those electronic banking channels.
 - e. to sign documentation in relation to BACS Direct Debit Origination including but not limited to BACS Direct Debit Indemnities
3. will promptly give the Bank notice if this authority is revoked by the Customer.

I certify that (i) this is a true and complete minute extracted from the minutes of a meeting of the Board of Bournemouth University, (ii) the meeting was duly convened and quorate and (iii) the resolutions referred to remain in full force and effect.

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Chair of University Board