

**MINUTES OF A COUNCIL MEETING**

**Held on 16<sup>th</sup> September 2021 (held virtually)**

ITEM	DISCUSSION	ACTION	WHO
1.	<p><b><u>Apologies &amp; Absences</u></b></p> <p>For a record of attendance, apologies and absences, see attached list.</p> <p>The Chair welcomed Andrew Macleod (new lay member of Council), Masi Noor (New Senate member of Council from the Faculty of the Faculty of Natural Sciences) and Atieme Ogbolosingha (interim President of the Keele Postgraduate Association) as Elisia Narbett had left Keele to take up a permanent role elsewhere. The Chair also extended a warm welcome to the two new Governor Apprentices, Lucy Robinson and Marie Feliho.</p>		
2.	<p><b><u>Declarations of Interest</u></b></p> <p>Lesley Thompson declared that her husband was a member of the Universities Superannuation Scheme (USS). Shalini Sharma and Lisa Dikomititis declared that they too were members of USS and also the University and Colleges Union (UCU).</p>		
3.	<p><b><u>Student Story</u></b></p> <p><i>Item confidential</i></p>		
4.	<p><b><u>Minutes and Actions</u></b></p> <p>(i) <u>Minutes</u></p> <p>Council received and approved the minutes of the Council meeting held on 8<sup>th</sup> July 2021.</p> <p>(ii) <u>Actions List</u></p> <p>Council received and noted the actions</p>		
5.	<p><b><u>Matters Arising</u></b></p> <p>None.</p>		

ITEM	DISCUSSION	ACTION	WHO
<b>PART A – REPORTS &amp; APPROVALS</b>			
6A.	<p><b><u>Vice-Chancellor's Update</u></b></p> <p>Members received an update on the following:</p> <ul style="list-style-type: none"> <li>▪ <i>Item commercial in confidence</i></li> <li>▪ It had been reported at the previous meeting that Keele had been subject to a monitoring visit from Ofsted in relation to its apprentice provision on 29 and 30 June 2021, which had been led by the Executive Dean of the Faculty of Medicine &amp; Health Sciences. The result of the inspection had since been published and the University scored the highest grade in all three areas of leadership and management, quality of education and safeguarding. Council commended this result.</li> <li>▪ Following the announcement that Professor Shane O'Neill would be leaving Keele at the end of the month, it was reported that Professor Tim Lustig had been appointed Interim Executive Dean of the Faculty of Humanities &amp; Social Sciences. Following the announcement that Paul Buttery would be retiring at the end of September, it was reported that Stephen Avery had been appointed Interim Chief Financial Officer and Tim Collier would become Acting Director of Financial Operations. Council extended their thanks and appreciation to both Professor O'Neill and Mr Buttery and wished them well for the future.</li> <li>▪ Earlier in the year Keele had signed up to the principles of the Knowledge Exchange (KE) Concordat, which included participating in the 'development year', which required self-evaluation, action planning and peer review. The KE Concordat represented the sector's commitment to continuous improvement in the institutional environment for KE. Keele held a workshop in July to finalise our self-assessment and action plan. 125 institutions were part of the review community. Council would be provided with updates as the process progressed.</li> <li>▪ The Vice-Chancellor was delighted to report that Keele has been awarded funding of £910,000 as part of the Turing Scheme, which would facilitate opportunities for Keele students to study abroad. The programme, which spans 150 countries would give students the opportunity to develop technical and personal skills,</li> </ul>		

ITEM	DISCUSSION	ACTION	WHO
	<p>build their confidence, and experience other cultures. The Scheme would support students with the costs associated with studying abroad, including funding for travel and expenses such as passports and visas, as well as a grant for living costs to tackle the barriers to studying overseas that some students face.</p> <p>The scheme, named after scientist Alan Turing, was unveiled in December 2020 as the replacement to the UK's participation in Erasmus+ following the UK's departure from the European Union. Education providers across the West Midlands had received a significant proportion of the funding, as the scheme aimed to improve social mobility across areas in the UK which had seen lower uptake of the Erasmus+ programme. Keele would also welcome students from partner universities across the world as part of the student exchange programme.</p> <ul style="list-style-type: none"> <li>▪ A number of league tables had been published over the summer and some highlights for Keele included: <ul style="list-style-type: none"> <li>○ National Student Survey (NSS) – Keele was ranked in the top 10 broad-based public universities in England and nine subjects were ranked in the top 10 for student satisfaction</li> <li>○ Keele maintained its position in the 501-600 band in The World University Rankings</li> <li>○ Student Crowd 2021 – Keele climbed significantly to 5<sup>th</sup> out of all universities in the UK. The awards were based purely on student reviews.</li> <li>○ International Green Gown Awards – after winning Sustainability Institution of the Year at the UK &amp; Ireland Green Gown Awards earlier this year, Keele had been recognised internationally by winning Global Sustainability Institution of the Year at this year's International Green Gown Awards in July too.</li> </ul> </li> <li>▪ The Co-Op store opened on campus on 2<sup>nd</sup> September, which had been well received by staff, students and the local community.</li> <li>▪ An update was provided on recent Office for Students (OfS) reports and consultations ,including: <ul style="list-style-type: none"> <li>○ Capital funding allocations for 2021-2022</li> <li>○ Consultation on quality and standards</li> <li>○ Additional funding for high-cost subjects</li> <li>○ The launch by the Department for Business, Innovation &amp; Skills of their Business, Energy &amp; Industrial Strategy as well as their People &amp; Culture</li> </ul> </li> </ul>		

ITEM	DISCUSSION	ACTION	WHO
	<p>Strategy.</p> <p><u>Covid-19</u></p> <ul style="list-style-type: none"> <li>It was reported that, although national restrictions had been formally lifted, the University continued to take a balanced approach. From 1<sup>st</sup> September, the University had moved away from formal restrictions and instead put in place a number of principles for how it would operate during the first semester</li> <li>The University was operating at Level 2 of its Covid operating model</li> <li>The use of risk assessments continued</li> <li>The University was working closely with the University and Colleges Union (UCU) to ensure staff were not exposed to additional risks</li> <li>Rates of infection on campus remained extremely low and all efforts were being made to ensure the University did not accelerate these rates</li> <li>The student body was largely vaccinated when they returned in September – 87% were double vaccinated and 93% single vaccinated</li> <li>Flexibility was being afforded to international students who may struggle to return to the UK</li> <li>The University would continue to closely monitor the situation and keep Council informed.</li> </ul>		
7A.	<p><b><u>Recruitment &amp; Admissions Update</u></b></p> <p><i>Item commercial in confidence</i></p>		
8A.	<p><b><u>Finance Report</u></b></p> <p>(i) <u>Period 12 Management Accounts</u> <i>Item commercial in confidence</i></p> <p>(ii) <u>Pensions Report</u> <i>Item commercial in confidence</i></p>		
9A.	<p><b><u>Secretary's Report</u></b></p> <p>The Secretary to Council presented her report as follows:</p> <ul style="list-style-type: none"> <li>A suite of new and revised records management policies were presented for approval: <ul style="list-style-type: none"> <li>Records Management Policy</li> <li>Records Retention Schedule</li> <li>Data Classification and Handling Policy</li> <li>Appropriate Policy</li> </ul> </li> </ul>		

ITEM	DISCUSSION	ACTION	WHO
	<p>Council approved the four policies</p> <ul style="list-style-type: none"> <li>▪ Council approved an amendment to the constitution of the Faculty Promotions Sub-Committee to change the Head of School to a senior academic from each School</li> <li>▪ Council approved that Peter Harris revert back to being a co-opted member of the Audit &amp; Risk Committee rather than a member of Council</li> <li>▪ Council received and noted the report of a review of charity legislation compliance and received assurance that the University's arrangements were adequate and effective</li> <li>▪ It was noted that the last Council effectiveness review reported in 2018, therefore, to comply with the requirement in the Committee of University Chairs HE Governance Code to undertake a review every four years, the next one would be due in 2022. A list of organisations that carry out such reviews was presented, and it was agreed that the University would commission Advance HE again to enable them to assess our progress. It was, however, noted that an alternative provider would be used on the following occasion in order to bring a fresh pair of eyes</li> <li>▪ It was noted that Chair's action was taken to approve a couple of minor amendments to the Schedule of Delegation to reflect current practice</li> <li>▪ It was noted that 15 documents had been sealed since the previous meeting</li> <li>▪ Council was presented with information on training and useful resources.</li> </ul>	To commission Advance HE to undertake a Council effectiveness review	Governance Manager
10A.	<p><b><u>Student Reports</u></b></p> <p>(i) <u>Report of the Students' Union (SU)</u> The Union Development &amp; Democracy Officer presented her report, which included:</p> <ul style="list-style-type: none"> <li>▪ Elected Officer team 2021-2022</li> <li>▪ Open Days</li> <li>▪ Welcome week</li> <li>▪ The new Co-Op store on campus</li> <li>▪ Updating policy documents and the Strategic Plan</li> </ul> <p>(ii) <u>Report of the Keele Postgraduate Association (KPA)</u> The Acting President of the KPA presented his report, which included:</p> <ul style="list-style-type: none"> <li>▪ President resignation</li> </ul>		

ITEM	DISCUSSION	ACTION	WHO
	<ul style="list-style-type: none"> <li>▪ KPA turnaround plan</li> <li>▪ Constitutional changes</li> <li>▪ Welcome Week</li> <li>▪ Wellbeing events</li> <li>▪ Whalley's Quarry Landfill</li> <li>▪ International Student Update</li> <li>▪ Clubhouse renovations and vacancies</li> </ul>		
<b>PART B – COMMITTEE REPORTS</b>			
11B.	<p><b><u>Committee Reports</u></b></p> <p>(i) <u>Senior Remuneration Committee</u>  The Chair of the Committee reported on the meeting held on 24<sup>th</sup> June 2021 at which the following items were discussed:</p> <ul style="list-style-type: none"> <li>▪ Professorial and senior managerial pay review process</li> <li>▪ <i>Item commercial in confidence</i></li> <li>▪ Fixed term senior appointment</li> <li>▪ Independent review of the CUC Higher Education Senior Remuneration Code</li> <li>▪ End of year review of the Committee</li> </ul> <p>Council noted the report.</p> <p>(ii) <u>Occupational Health &amp; Safety Oversight Group</u>  The Chair of the Committee reported on the meeting held on 1<sup>st</sup> July 2021, in which the following items were discussed:</p> <ul style="list-style-type: none"> <li>▪ Health &amp; Safety Policy Statement, which was presented to Council and approved</li> <li>▪ Health and safety update</li> <li>▪ Health &amp; Safety Executive enforcement letter</li> <li>▪ Health and Wellbeing Strategy Annual Report</li> <li>▪ Estates &amp; Development Health &amp; Safety policies</li> </ul> <p>Council noted the report.</p>		
<b>PART C – THEMED DISCUSSION ITEMS</b>			
12C.	<p><b><u>One Keele Deep Dive</u></b>  <i>Item commercial in confidence</i></p>		
13C.	<p><b><u>Advancement</u></b>  <i>Item commercial in confidence</i></p>		

ITEM	DISCUSSION	ACTION	WHO
<b>PART D – ANY OTHER BUSINESS</b>			
<b>14D.</b>	<p><b><u>Other Business</u></b></p> <p>The Chair once again thanked Mr Buttery for the significant impact he had had during his time at Keele and for providing the University with a good springboard for financial stability and growth in future years. Council wished him all the very best for his retirement.</p>		
<b>15D.</b>	<p><b><u>Date of Next Meeting</u></b></p> <p>The date of the next meeting is 18<sup>th</sup> November 2021.</p>		

## ATTENDANCE LIST – 16<sup>th</sup> September 2021 – VIRTUAL MEETING

---

	Dame Jo Williams	Pro-Chancellor
A	Richard Barnes	Deputy Pro-Chancellor
	Sally Bucknell	Deputy Pro-Chancellor
	Richard Callaway	Deputy Pro-Chancellor
	David Hall	Honorary Treasurer
	Professor Trevor McMillan	Vice-Chancellor
	Professor Mark Ormerod	Deputy Vice-Chancellor and Provost

### MEMBERS OF UNIVERSITY STAFF

	Professor Lisa Dikomitis	Senate Member
	Dr Masi Noor	Senate Member
	Dr Shalini Sharma	Senate Member
	Emma Colley	Appointed by the Professional Services Staff

### LAY MEMBERS APPOINTED BY THE COUNCIL

	Ruth Bagley
A	Tracy Bullock
	Jane Burns
	David Brown
A	Hifsa Haroon-Iqbal
	Peter Harris
	Sajid Hashmi
A	Manali Lukha
	Andrew Macleod
	Sherree Schaefer
	Dr Lesley Thompson

### STUDENT MEMBERS

	Holly Brooks	Union Development & Democracy Officer, SU
	Atieme Ogbolosingha	Interim President, Keele Postgraduate Association

### SECRETARY TO COUNCIL

	Clare Stevenson	Secretary to Council
--	-----------------	----------------------

### IN ATTENDANCE

	Dr Mark Bacon	Chief Operating Officer
	Rachel Adams	Director of Human Resources
	Paul Buttery	Director of Finance
	Chad Ferguson	Transformation Director (item 11C only)
	Sarah Lane	Head of Faculty Operations (item 11C only)
	Scott Dean	Head of Faculty Operations (item 11C only)
	Sue Baknak	Head of Faculty Operations (item 11C only)
	Lauren Huss	Head of Alumni & Supporter Engagement (item 12C only)
	Lucy Robinson	Governor Apprentice



Marie Feliho

Governor Apprentice

*SECRETARIAT*

Fiona Dumbelton

Governance Manager

Key A = Absent