

NEWMAN UNIVERSITY

COUNCIL

**Minutes of the Meeting held at Newman University on Tuesday 26th
November 2019 at 1.30 pm in ST 102/103**

Present:

Mr Jonathan Day	Chair of the Council
Mr Glen Alexander	
Professor Peter Childs	Acting Vice-Chancellor
Rev Canon David Evans	
Ms Deirdre Finucane	
Ms Karan Gilmore	
Mr Colin Harris	
Ms Julie Jones	
Mr Stephen Kenny	
Mr Phillip Lennon	
Ms Leoarna Mathias	
Ms Elizabeth McGrath QC	
Professor Femi Oyeboode	
Mr Richard Wallace	

In Attendance:

Ms Andrea Bolshaw	Registrar and University Secretary and Clerk to the Council
Mr Tony Sharma	Chief Financial Officer
Mr Liam Rogers	Vice-President, NSU
Ms Marnie Davis Wood	Policy, Project and Governance Support Officer
Ms Jackie Flowers	Minute Secretary

For item 2

Ms Lysandre de-la-Haye	Director of Quality/Deputy Registrar
Ms Siân Howarth	Director of Student Services
Ms Alison John	Director of Marketing
Ms Christine Porter	Director of Library and Learning Services
Professor John Peters	Director of Learning, Teaching and Scholarship

For item 6.4

There was a detailed discussion about the outcome of the Internal Audit on cyber security, which gave limited assurance on the design of the internal control framework. It was observed that many HEIs received limited

The letter would also be signed by the Acting Vice-Chancellor and the Chief Financial Officer.

*6.3.3 Newman University Accounts for Year Ended 31st July 2019
(UC 61/19)*

Council considered the draft set of financial statements for the year. Council members had been sent a draft of the statements and had provided comments. Audit Committee had been content with the proposed amendments and had resolved to recommend to Council that the accounts be approved.

Resolved UC 22/19 to approve the financial statements and to authorise the Chair to sign them on their behalf.

6.3.4 OfS Annual Financial Return 2019 (UC 62/19)

The CFO introduced the OfS Annual Financial Return, explaining that for the current year the return had been significantly amended to incorporate a return previously submitted to HESA.

Council noted that there was an increase of around 2.5% a year in student numbers (50 additional students each year). The CFO felt that this was a reasonable level of growth and that the University would not be seen by the OfS as a higher risk institution. It was necessary to increase student numbers to maintain the University's current position given that tuition fees were unlikely to rise.

Resolved UC23/19

- 1) to approve the financial return for submission to the OfS
- 2) to delegate authority to the Accountable Officer to make amendments to the return during the submission and OfS review process which

She drew attention to a new requirement from the OfS; institutions were being asked to provide a statement by end of this academic year giving information about the calculation of degree classification, how this was reviewed to be in line with the sector and how the institution demonstrated that there was no grade inflation. She noted that the University had brought down the consideration band for degree classifications from 5% to 2%. She reported that there was no grade inflation at the University.

Council heard that as a result of concerns that had arisen with the partnership with Ruskin College there had been a formal review and it been agreed to terminate the partnership. The necessary steps had been taken for the eight students remaining on the programme which was being taught out. This was a reportable event and the OfS had been notified accordingly.

Council discussed the information that was needed to enable them to give assurance about the quality of provision. It was noted that the appendices had been provided to enable Council members to drill deeper should they require more detailed information. It was felt, however, that the information in the appendices could be provided as a link.

It was suggested that Council members could, for example, observe the meeting of a Validation Panel, or one of the Task Groups. The possibility was suggested of the creation of a Council Sub-Committee for academic quality review, or for the establishment of a link Council member for academic quality.

Action: Clerk

The Council noted the report to inform the OfS-required sign off.

6.5 Annual Report of the Remuneration Committee to the Council (UC 64/19)

Council considered the Remuneration Committee's Annual Report and an Annual Statement (Accounts Direction) for publication based on the structure outlined by the Committee of University Chairs (CUC) 'The Higher Education Senior Staff Remuneration Code', June 2018.

Resolved UC 24/19

to approve the Annual Report of the Remuneration Committee and the Annual

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Discussion of the Report centred on an incident which had been referred to in detail in the Report and the actions taken to determine whether it was a Prevent issue. The University Secretary & Registrar was confident that it was not a Prevent issue and the CTU had concurred. Two other Universities had been involved, and neither of them had seen it as a Prevent matter. The wa/u1d [(wa9-4.2

the insurers about costs and scenarios to help inform the metrics that he might consider within the risk area in order to calculate the risk impact and likelihood scores and then the mitigated adjusted score. It acknowledged that the methodology used in the Register might not always lead to an appropriate outcome in certain areas of risks.

Action: CFO

Council noted that in a previous iteration of the Register, cyber risk had been categorised as red and asked why the rating had changed to green. The CFO explained that although the risk was seen as significant, the methodology used resulted in a green outcome as it was not felt likely that there would be a major breach every year.

The CFO outlined the work already being done by the University in respect of cyber security and data protection. Council members noted the importance of staff awareness and the need to reinforce this. It also considered it important that Council received the necessary assurance that the University was doing all that it could to mitigate the risk. If necessary, this could include an external review. It was agreed that the CFO would produce a paper on this for a subsequent meeting.

Action: CFO

Council also agreed that a new approach to the Risk Register should be considered and that this would be considered as part of the work underpinning the launch of the new Strategic Framework.

Action: Clerk

In respect of risk 13 (forced closure of the campus due to fire or a gas leak), it was noted that this would be covered in an Estates update at the next FGPC.

Action CFO

Resolved UC 26/19 to approve the Risk Register

10. Financial Matters

10.1 Recruitment and Enrolment Update (UC 69/19)

The CFO presented a report on the recruitment and enrolment position for the academic year 2019/20. He advised that the University had achieved the budgeted recruitment levels.

The report was noted.

14.Date of the Next Meeting

Wednesday 26th February 2020 at 2.30 pm.

The meeting closed with prayer led by Rev Canon Evans.

Signature (Jonathan Day, Chair of Council)

Date

**The Council
Action Plan from the meeting held on 26th**