

Cardiff Metropolitan University

Special Meeting of the Board of Governors

4.30pm, Monday 8 June 2020

Meeting Held Remotely via Microsoft Teams

Confirmed Open Minutes

Present: Baroness Finlay of Llandaff (Chair and Independent Governor), Professor Cara Aitchison (President and Vice Chancellor), Nicola Amery (Co-opted Governor), Nick Capaldi (Co-Vice Chair and Independent Governor), Keira Davies (Student Governor), Amy-Louise Fox (Student Governor), Sian Goodson (Co-Vice Chair and Independent Governor), Sheila Hendrickson-Brown (Independent Governor), Umar Hussain MBE (Independent Governor), Dr Malcolm James (Academic Staff Governor), Dr Stephen Jackson (Co-opted Governor), Ruth Marks MBE (Independent Governor), Paul Matthews (Independent Governor), Menai Owen-Jones (Independent Governor), Dr Katie Thirlaway (Academic Board Governor), Dr Chris Turner (Independent Governor), David Warrender (Independent Governor) and Denn Yearwood (Professional Services Staff Governor).

In attendance: Dr Jacqui Boddington (Pro-Vice Chancellor Student Engagement), John Cavani (Director of Marketing and External Relations), Christine Fraser (University Secretary and Clerk to the Board of Governors), Professor Sheldon Hanton (Pro-Vice Chancellor Research and Innovation), David Llewellyn (Chief Officer Resources), Professor Leigh Robinson (Pro-Vice Chancellor Partnerships and External Engagement) and Greg Lane (Assistant University Secretary)(minutes).

1879. Apologies for Absence (agenda item 1)

Apologies were received from Gareth Davies (Co-opted Governor), Professor Kelechi Nnoaham (Independent Governor), Mike Fishwick (Independent Governor) and Scott Waddington (Independent Governor).

The Chair advised the Board that Nicola Amery would be retiring as a Governor at the end of the month and that it was her last Board meeting. The Chair thanked Ms Amery on behalf of the Board for her six years' service as Governor during which time she had served as Board Vice-Chair, Chair of Remuneration Committee and Chair of Resources Committee. The Chair wished her all the very best for the future.

1880. Declarations of Conflict of Interest (agenda item 2)

There were no declarations of conflict of interest.

1881. Open Minutes of the Previous Meeting: Wednesday 6 May 2020 (agenda item 3)

Accuracy

The Board Resolved:

- 1. To approve the open minutes of its meeting held on Wednesday 6 May 2020 as a correct record.**

Matters Arising

There were no matters arising.

1882. Covid-19 Impact and Recovery Plan (agenda item 4)

In introducing the item the Chair conveyed the thanks of the Board to the Vice Chancellor, Executive Group members, managers and staff for all their efforts in dealing with the demands and challenges posed by Covid-19. The Chair stated that the University's response to the pandemic had been outstanding.

The Vice Chancellor provided the Board with an oral update on the Covid-19 Impact and Recovery Plan. The Vice Chancellor informed the Board that the University had revised its management response to focus on business continuity and beginning a phased approach enabling some staff to return to campus. However the Vice Chancellor emphasised that the default position would be for the University to support remote working by staff for the next academic year.

The Vice Chancellor advised that social distancing legislation in Wales as well as Government advice on re-opening facilities had guided the University's approach as it prepared for essential staff to return when lockdown measures eased, as well as informing decisions about learning and teaching plans for 2020-21. The Vice Chancellor explained that work was being managed through two Executive Groups – one leading on plans for the new academic year, and another Planning Group managing the University's overall response to the outbreak.

The Vice Chancellor explained that the Planning Group had a number of work streams to consolidate ongoing work across the University and ensure it was appropriately prepared for the next academic year - particularly the start of term

on Monday 5 October 2020. The work of the Group would enable the University to respond effectively to further possible outbreaks and associated lockdowns.

The Vice Chancellor advised that the Planning Group work streams included:

Health and Safety Risk Assessments: The University's approach to a phased return will be led by risk assessments; all Schools and units will need to undertake this process and the University will prioritise those areas related to students returning to campus as well as those which can support the University's response to the pandemic and its financial health.

Updated Guidance for Managers and Staff: This will provide clear guidance to staff on our approach and how managers should approach discussions with staff about individual risks (e.g. vulnerable staff, staff with caring responsibilities) and continued remote working.

Remote Working: The University was updating its remote working policy to reflect current circumstances and planning for the medium to long term as part of the University's '#whatnext?' project'. This will include support for the cultural changes which have come from the University's new ways of working.

Health Screening and Social Distancing Policy: The University was developing its approach for managing the safety of staff and students when they return to campus, looking at best practice in the sector and within the Welsh social distancing legislation.

Estates Work: Estates management and staff have already been onsite preparing buildings for social distancing, including hygiene stations, managing flow through buildings, and improved signage.

Student Safety: Linking with the Academic Planning Group looking at learning and teaching for the next academic year, considering issues such as room capacity for face to face activities, and non-academic social activities

Communications Strategy: All of the Planning Group's work will be backed up by a robust communications strategy which will provide clear and transparent updates for internal and external audiences on how the University is managing the risks and adapting its approaches.

The University Secretary highlighted that the work streams taken forward by the Planning Group would continue to be kept under review with regular recourse to best practice.

The Board Resolved:

- 1. To note the oral update from the Vice Chancellor and University Secretary and Clerk to the Board of Governors on the University's Covid-19 Impact and Recovery Plan.**

1883. Continuing Assessment of the Financial Impacts of Covid-19 on Financial Year 2019-20 and Financial Year 2020-21 (agenda item 5)

The Chief Officer Resources reported that it was anticipated that the University would experience a net loss of income of between £4m and £12m for the next financial year. As the situation/impact had become more clearly understood since the start of the crisis, it was thought that the net loss of income would actually be between £10m to £12m. However the Chief Officer Resources emphasised that the University had excellent finances compared to other Welsh universities with liquidity being strong enough to sustain potentially lower levels of student recruitment over the next year.

The Chief Officer Resources advised that he would bring a provisional budget for 2020-21 to the Board on 13 July 2020 for consideration. The final budget would then be brought to Board for approval in the autumn (effectively in-year) to take account of changes in student recruitment numbers which in turn had a significant impact on the University's overall finances. The Chief Officer Resources advised that the budget would be set to stay within the agreed bank concordat. In order to do achieve this, the outturn from operations would be set at £2.6m for 2020-21. By way of comparison the Chief Officer Resources advised that £8.9m would have been achieved for 2019-20 (pre Covid-19) with an actual of £6.8m (post Covid-19) being achieved and £13m being achieved for 2018-19.

The Chief Officer Resources highlighted that there was still a level of uncertainty which added to the complexity of the financial planning process and outlined the revised arrangements that HEFCW had introduced relating to the submission of financial forecasts and scenario planning. The Chief Officer Resources advised that the University's financial forecasts would be brought to Board in July for consideration prior to proposed submission to HEFCW.

The Board Resolved:

- 1. To note the report of the Chief Officer Resources on the Continued Assessment of the Financial Impact of Covid-10 on the Financial Year 2019-20 and Financial Year 2020-21.**

1884. Student Recruitment (agenda item 6)

The Director of Marketing and External Relations informed the Board that the University's 'Virtual Open Day' held on 4 June 2020 had attracted over 1100 unique visitors and over 300 live chats with potential students. The Director

specified that over 70 videos on degree programmes had been uploaded on to the University's website for the Virtual Open Day and that these videos could still be accessed on-line. The Director highlighted that communications from the Vice Chancellor to potential applicants was particularly well received. The Board was informed that a bank of FAQs was being developed to support future Virtual Open Days.

The Director advised that in terms of projected recruitment for full time undergraduates latest UCAS figures from 26 April 2020 showed that the University's year on year applications were up 7.25% compared to competitor institutions at 1.25% and the sector a whole at 0.89%. The Director added that applications from Welsh students were up by 9.3% and English students by 4.8%. The Director emphasised that conversion rates remained strong and specified that new programmes were doing particularly well.

The Director advised that projected recruitment for postgraduate, PGCE and part time applications remained broadly in line with the previous year.

The Director informed the Board that concerns had been identified following the announcement of Student Number Controls in relation to English domiciled students. The Director advised that the level at which the cap had been set had potential to cause significant disruption to an already turbulent Home/EU undergraduate recruitment cycle. The Director advised that the University's strategy of expanding its geographical target was, prior to the announcement, paying off with a 5% increase in applications from English domiciled students. The Director emphasised that the Student Number Controls put growth in this market at risk and that competition would intensify further for Welsh domiciled students over the next few months.

The Director informed the Board that concerns had been raised about the Clearing Plus process in which students going through clearing will be directed to apply to universities with higher tariffs. The Director advised that the University would continue to lobby against this process.

The Director concluded by referring to the University's continued work via parents' evenings and schools liaison. The University would, with reference to the current uncertain job market look to showcase the role and value of higher education and further study.

The Chair commended the work undertaken in support of the University's Virtual Open day and highlighted the approach taken in providing reassurance to parents that the University would look after the academic and personal wellbeing of their children. The Chair emphasised that the warmth of the message conveyed was always important but was particularly relevant at the present time.

The Board Resolved:

1. To note the update of the Director of Marketing and External Engagement on Student Recruitment for 2020-21.

1885. Academic Planning 2020/21 (agenda item 7.1)

The Pro-Vice Chancellor Student Engagement introduced their report that highlighted the challenges in preparing for the delivery of programmes for the new academic year. The preparatory work was being overseen by the Academic Planning Group that was comprised of representatives from School Management Teams, Registry Services, Quality Enhancement Directorate, UCU and the Students' Union.

The Pro-Vice Chancellor advised that the Group had determined that the University would ensure that high-quality learning, teaching and student support services will continue to be delivered through a combination of on-campus and online delivery and that all students will benefit from small group, peer-assisted and individual learning programmes. The Pro-Vice Chancellor added that a number of Professional Services were developing a package of student engagement activity to run from pre-arrival induction to the autumn term to wrap around the University's academic offer.

The Pro-Vice Chancellor reassured the Board that the University's Quality Enhancement Directorate was providing support to Schools in the shift to on-line courses for the 2020-21 academic year whilst retaining academic quality/standards.

The Pro-Vice Chancellor advised that the Group had agreed a series of 10 design principles for each programme that need to be followed. The Group was also mindful in developing these principles of anticipated staff workloads for the 2020-21 academic year.

The Pro-Vice Chancellor highlighted that social distancing requirements would mean that lecture theatre occupancy would reduce significantly. The Pro-Vice Chancellor advised that Schools were working with the Director of Environment and Estates to identify the appropriate use of the estate. The Pro-Vice Chancellor highlighted that on-campus delivery of programmes would be prioritised for those functions that could either not be delivered at all or not delivered well in digital form. The Pro-Vice Chancellor also stipulated that the University would however look to ensure that it delivered some parity of experience for students by ensuring that all students received some form of necessary, beneficial and memorable learning experience on campus.

The Pro-Vice Chancellor stated that support would be provided to new and returning students in getting to grips with the new blended learning approach necessitated by Covid-19 and social distancing requirements. Academic staff would also be supported to ensure they could deliver programmes with

confidence and the knowledge that their health and well-being was also being considered.

The Board Resolved:

- 1. To note the update from the Pro-Vice Chancellor Student Experience on Academic Planning for 2020-21.**

1886. Impact of Covid-19 on Student Experience (agenda item 7.2)

The Pro-Vice Chancellor Student Engagement introduced their report outlining the impact of Covid-19 on student experience. The Pro-Vice Chancellor confirmed that students were engaging with Student Services more than prior to Covid-19 with the number of student appointments notably increasing. Virtual appointments had proved to be popular and effective and in all likelihood would continue to be offered in the longer term post-Covid-19.

The Pro-Vice Chancellor informed the Board that students were generally engaging with their studies in a positive way and getting to grips with the revised approach to learning. The draw on support services highlighted students' ongoing commitment to their studies.

The Pro-Vice Chancellor advised that the National Student Survey and Student Satisfaction Survey will publish their results in early July. These results will have a breakdown of satisfaction levels for both pre and post Covid-19/lockdown.

The Pro-Vice Chancellor informed the Board that a specific problem had been identified with some International Students not having the sufficient funds in their bank accounts to support their ongoing studies as stipulated in UK visa requirements. There was also an acknowledged problem with Home/EU students from some economic groups. Due to the lack of casual/part time jobs available some students were struggling financially to support themselves during their studies.

The Pro-Vice Chancellor advised that students also appeared to be reluctant to arrange rental accommodation for the 2020-21 academic year due to the fact that many programmes would be run virtually.

The Pro-Vice Chancellor advised that digital poverty has been identified as a concern with students from some economic groups not having reasonable access to Wi-Fi and broadband. There were also some more limited concerns from students about access to IT hardware.

The Students' Union President advised that Cardiff Met Students' Union had been heavily engaged with supporting students in meeting the challenges posed by Covid-19. The Students' Union had been supporting students with

concerns about housing and tenancy/rental contracts as large numbers of students returned home.

The Students' Union President advised that concerns had been raised by students about assessment and results of individual modules. Much of this was driven by initial uncertainty and levels of concern had since decreased.

The Students' Union President reported that there were strong indications on social media that students may opt to defer their studies for a year as reservations were being expressed about learning via virtual means and not having the 'full student experience'.

The Students' Union President emphasised that the University should focus on the needs of returning students who had over the course of previous years become used to particular methods of working. The move to on-line or blended learning was very different for them and it was contended that these students may indeed struggle to cope with the changes more than new students.

The Students' Union President also advised that the University should also focus on its Post Graduate students as it was clear that the job market had declined significantly due to Covid-19.

The Students' Union President reported that job interviews for student representatives for the next academic year had been scheduled and confirmed that the induction of the new Students' Union President, Mr Midhun Pavuluri was already underway.

The Student's Union President informed the Board that extensive preparations were being made to support a 'Virtual Fresher's Fayre' in September 2020 and that the Students' Union Vice President was working with the web team collaboratively to deliver a successful event. Further work was also being considered as to how best to provide new students with some form of tangible social experiences over the first term. It was recognised that both in terms of the University's own Strategic Plan and the aims of the Students' Union that student experience was something that gave Cardiff Met the edge over many of its competitors.

The Students' Union President concluded by advising the Board of the statement that the Students' Union had published on its web site in support of the 'Black Lives Matter' campaign.

The Board Resolved:

- 1. To note the report of the Pro-Vice Chancellor Student Engagement on the Impact of Covid-19 on Student Experience.**
- 2. To note the oral update from the Student's Union President on the Impact of Covid-19 on Student Experience.**

1887. Questions and Discussion

The Chair thanked the Vice Chancellor and Executive Group members for providing the Board with clear and comprehensive progress updates on the University's response to the challenges of Covid-19. Prior to questions and discussion the Chair invited the Pro-Vice Chancellor Partnerships and External Engagement and the Pro-Vice Chancellor Research and Innovation to provide an oral update on their portfolio areas.

The Pro-Vice Chancellor Partnerships and External Engagement highlighted that the University had implemented robust arrangements to support International Students during the crisis. Since the outbreak of Covid-19 it had become evident that a number of International Students did not have sufficient funds to maintain themselves for the duration of their studies as stipulated by UK visa requirements. The lockdown caused by Covid-19 had resulted in a significant decline in the part time/casual job market which many students depended on to support them during their studies. The University was working with students to provide legal advice, identify financial support and provide support on rent and accommodation arrangements. However, there were a few International Students who did not have sufficient funds in place at the start of their studies and therefore did not actually meet the prerequisite for studying in the UK. It was likely that these International Students would be removed from programmes and advised to go home.

The Pro-Vice Chancellor highlighted that the University had put out a strong message to its International Students that recommended that they travel back to their home countries and that the British Council had widely supported the approach taken by universities. The Pro-Vice Chancellor advised that University staff were maintaining regular contact with International Students to ensure that they were OK both in terms of their academic studies and their general wellbeing.

The Pro-Vice Chancellor Research and Innovation informed the Board that the University had done particularly well in the Post Graduate Research Experience Survey (PRES) with student satisfaction rates being just over 90% - this was the highest satisfaction rate achieved for Cardiff Metropolitan University by some margin.

The Pro-Vice Chancellor advised that income generation from Research and Innovation projects was mixed following the outbreak of Covid-19 with success varying from project to project. The lockdown had resulted in disruption or suspension of some practical or lab based research projects.

The Pro-Vice Chancellor advised that the revised submission deadline for REF 2021 was 31 March 2021 and that all relevant departments were working well together on work that would be included in the University's REF submission.

Board members sought clarification from the Chief Officer Resources on the University's approach to financial scenario planning. The Chief Officer Resources confirmed that the University was preparing its budget for 2020-21 based on 'realistic' rather than 'worst case' financial scenario planning. The Chief Officer Resources emphasised that it was important that the University did not plan a budget that made unnecessary cuts that would hinder the University's consolidation and growth over future years. The Chief Officer Resources advised that following Board's agreement at its last meeting the University was controlling its costs on staff recruitment in line with the newly agreed process. Only critical posts would be filled. The Chief Officer Resources highlighted that a comprehensive voluntary redundancy had been run in summer 2017 which had resulted in a significant reduction in staff costs. The Chief Officer Resources advised that there was limited value in repeating this at the current time as it would yield little or no savings. Instead, the University would look to redeploy staff or reallocate workloads where necessary. The Chief Officer Resources reiterated that through controlling staff recruitment in line with the agreed process redundancies could be avoided. The Vice Chancellor added that there was significant divergence across the universities in Wales about what the worst case scenario would be for individual institutions. It was clear that the worst case scenario for Cardiff Met was 'significantly less awful' than other Welsh universities. The Vice Chancellor referred Board members to the recently published report by the Welsh Governance Centre that highlighted that Cardiff Met was unique in being in a relatively strong financial position able to withstand the financial uncertainties caused by Covid-19.

Board members highlighted that BAME staff were up to 4 times more likely to suffer with Covid-19 and that the University needed to factor this in to its recovery/planning for the 2020-21 academic year. The Vice Chancellor confirmed that this was addressed in the University's risk assessment process which gave direct consideration to vulnerable groups. Managers had been provided with guidance to help them with staff discussions on whether a return to campus to work was absolutely necessary or desirable. The Vice Chancellor reiterated that in most cases the safest thing to do was continue to work remotely. The Vice Chancellor concluded by advising that there would be strict limits on the number of staff permitted to work on the University's campuses at any one time.

Board members highlighted that with more extensive working from home by staff and students the University's ICT security would need to be resilient, and that staff and students would need to be supported in a cultural shift to what would be a sustained 'new normal'. The Vice Chancellor highlighted that the Director of People Services was leading the University's exciting new '#what's next?' project that was looking at cultural change across the organisation. There had been excellent staff engagement with the project to date even though it was still at a relatively early stage. As the project progressed staff feedback would be referenced in the strategic planning process. The Vice Chancellor advised that the shift to staff working from home had been managed well from an ICT perspective and that transition had been smooth. Work on maintaining and supporting ICT resilience was ongoing to support continued working from home by staff over the longer term.

Board members highlighted that the University would need to develop a revised approach or strategy for investment in IT to support more extensive working from home over the longer term. This would inevitably involve University investment to sustain short life assets or purchasing equipment to loan to staff. The Chief Officer Resources confirmed that a pool of technology was being loaned out to staff and that the University's IT department was working towards delivering a uniform technology experience for all staff.

Board members queried how well the University's TNE partners were coping with the challenges of Covid-19. The Pro-Vice Chancellor Partnerships and External Engagement advised that the University, through its Global Engagement Directorate was working with TNE partners to support them as necessary. It was however evident that the impact of Covid-19 was different across various partners as the extent of lockdown varied from country to country. It was evident that whilst some TNE partners had sophisticated on-line platforms others did not. Students in some countries had issues in accessing suitable IT equipment. The Pro-Vice Chancellor advised that all students and staff at TNE partners had been contacted by the University to highlight key information and support available. The Pro-Vice Chancellor also advised that she anticipated that the University would attract a good number of International Students and would compare favourably to other competitor universities across the UK. The Pro-Vice Chancellor did however stipulate that the Government's planned quarantine arrangements could present some challenges in the autumn term. The Pro-Vice Chancellor concluded by advising that there was still a clear opportunity to achieve a reasonable intake of International Students for post graduate programmes in January 2021.

The Pro-Vice Chancellor Student Engagement reiterated some of the specific arrangements that had been put in place to support students from disadvantaged groups during the crisis and the Board welcomed the approach taken. The Pro-Vice Chancellor highlighted the work of the University's student counselling service, and support provided to give students reasonable access to IT equipment and Wi-Fi. The Pro-Vice Chancellor advised that staff within the University were taking all reasonable actions to monitor the adverse impact of Covid-19 with a view to ensuring that the attainment gap did not widen any further – it was essentially a cross over between the pedagogical and pastoral care of students. The Pro-Vice Chancellor also referred to other problems that had been identified for disadvantaged students including student housing and greater dependency on public transport at what was a difficult time.

The Chair thanked Board members and the Vice Chancellor and Executive Group members for their contributions.

1888. Strategic Plan: Refresh in Response to Covid-19 (agenda item 8)

The Vice Chancellor introduced their report that provided further details on the refresh of the University's Strategic Plan in response to Covid-19. The refreshed

Plan would cover the period 2020 to 2025 and would supersede the current Strategic Plan that covers the period 2017/18 to 2022/23.

The Vice Chancellor set out the process and timescale for the development of the refreshed Plan for Board to consider and approve. The Vice Chancellor advised that the first draft of the refreshed Plan would be brought to Board on 13 July 2020 for comments and the second/final draft would be brought to Board on 8th October 2020 for full approval.

The Vice Chancellor explained that the refreshed Plan would have a change in emphasis from Improvement, Diversification and Growth to Improvement, Diversification and Consolidation. It was anticipated that the 7 Priorities and 4 pillars in the current Strategic Plan would be retained - although there would be significant work undertaken to redefine the University's role in relation to place based economic renewal and social cohesion. A potential further 2 Priorities covering University Culture and Governance were also being given some consideration for proposed inclusion in the refreshed Plan.

The Vice Chancellor advised that the University's '#what's next? project' led by the Director of People Services would look at aspects of culture change across the University that can be informed by, amongst other things, the current off-campus working arrangements. The Vice Chancellor reported that staff morale, confidence and loyalty to the organisation was high as the University met with challenges and demands posed by Covid-19.

The Vice Chancellor also advised that the University Secretary would lead on a project to streamline and modernise the University's governance and decision making arrangements.

The Board Resolved:

- 1. To approve the process and timescale for the development of a refreshed Strategic Plan.**
- 2. To note the update from the Vice Chancellor on the development of a refreshed Strategic Plan.**

1889. Decisions from Nominations and Governance Committee (agenda item 9)

The University Secretary and Clerk to the Board of Governors introduced a short report on the Nominations and Governance Committee meeting held on 29 May 2020. The Board was informed that the Committee considered proposals for Professor Kelechi Nnoaham to stand down as an Independent Governor at the end of his first term on 31 July 2020 due to his current heavy work commitments in dealing with the demands of Covid-19 as Executive Director of Public Health for Cwm Taf Morgannwg University Health Board. The Committee was supportive of what was proposed and advised that Professor Nnoaham should be invited to re-join the Board in the summer of 2021 in readiness for the start of the 2021-22 academic year.

The University Secretary informed the Board that Nominations and Governance Committee had approved revisions to Governor-level Committees' terms of reference to accommodate required changes in membership.

The University Secretary advised the Board that the Nominations and Governance Committee would oversee the development of proposals for the forthcoming Review of Board and Committee Effectiveness. The Board would receive regular updates on progress from the Committee and/or the proposed Governor Review Group. The University Secretary updated that initial work on finalising a review brief to procure the services of an external consultant to undertake the review would be completed before the end of the current academic year.

The University Secretary also reported that Nominations and Governance Committee had provided comments on the current and proposed training and development offer for all Governors. The training and induction for new Governors had been well received and three separate all Governor training sessions were planned for 26 June, 29 June and 9 July 2020.

The Board Resolved:

- 1. To agree that Professor Kelechi Nnoaham would stand down as an Independent Governor on 31 July 2020 and would be invited to re-join the Board from summer 2021.**
- 2. To note the report on decisions made by Nominations and Governance Committee at its meeting on 29 May 2020.**

1890. Any Other Business (agenda item 10)

1. Recruitment of Independent Governors

The Chair reported that she had chaired a Governor Recruitment Interview Panel on Friday 5 June 2020 to interview Professor Myra Nimmo for an Independent Governor role. The Chair advised that the interview had been arranged following the University's work with Minerva Executive Search to identify and source applicants with significant higher education experience. The Chair informed the Board that the Interview Panel had been comprised of herself as Chair of the Board, the Vice Chancellor, Mr Nick Capaldi as Co-Vice Chair of Board and the University Secretary. The Chair advised that the Interview Panel had unanimously agreed to recommend to Board that Professor Nimmo be offered the role as Independent Governor for an initial three year term of office. The Chair informed the Board that Professor Nimmo had previously worked as Pro-Vice Chancellor and Head of College of Life and Environmental Sciences at the University of Birmingham and was currently an Emeritus Professor there. The Chair elaborated that Professor Nimmo had an

academic background in exercise physiology and had also previously worked at the University of Strathclyde and Loughborough University. The Chair informed the Board that Professor Nimmo was the current Chair of England Athletics and had also represented Scotland in the Commonwealth Games and Great Britain in the Olympic Games in the women's long jump discipline.

The Board Resolved:

- 1. To appoint Professor Myra Nimmo as an Independent Member of the Board of Governors for an initial 3 year term (from 9 June 2020 to 8 June 2023).**

2. Approval of Fee and Access Plan for 2021-22 Academic Year

The Chair informed Board that she had received confirmation from HEFCW on 27 May 2020 that the University's Fee and Access Plan for 2021-22 academic year had been approved. The Plan had been submitted to HEFCW under Chair's Action on 20 March 2020. The Chair advised that only the section relating to fee levels needed to be published by the University at this stage as HEFCW had significantly revised the regulatory and reporting requirements placed on Welsh based universities in response to Covid-19.

The Board Resolved:

- 1. To note that the Fee and Access Plan for 2021-22 Academic Year had been approved by HEFCW.**

3. Approval of Annual Assurance Return for 2019-19 Academic Year

The Chair informed the Board that she had received confirmation from HEFCW on 4 June 2020 that its Quality Assessment Committee was content with the University's Annual Assurance Return for 2018-19 academic year and that no further action was required. The Chair added that the information in the return would be used to inform the next triennial visit to the University and HEFCW Institutional Risk Review process.

The Board Resolved:

- 1. To note that the Annual Assurance Return for 2019-19 Academic Year had been approved by HEFCW.**

Restricted Business (Governors and Secretariat only)

1891. Restricted Minutes of the Previous Meeting: Wednesday 6 May 2020
(agenda item 11)

Accuracy

The Board Resolved:

- 1. To approve the restricted minutes of its meeting held on Wednesday 6 May 2020 as a correct record.**

Matters Arising

There were no matters arising. The restricted minutes were approved without further discussion.

(Open Meeting concluded 6.03pm)

(Restricted Meeting concluded 6.05pm)