

Royal Holloway
University of London

COUNCIL

AGENDA

For the meeting to be held on Wednesday 20 June 2012 at 5pm in MX034

FORMAL BUSINESS

1 MEMBERSHIP

To note that this will be the last meeting for the following members

- Mr Daniel Lemberger Cooper, who will complete his period of office as President of the Students' Union at the end of July 2012. Mr Doug German has been elected as his successor from 1 August 2012-31 July 2013.
- To note that Professor Sheppard has been re-elected to Council for a second term of office. Her second period of office will be from 1 October 2012-30 September 2015.
- To note that Miss Hollie White's first term of office will end on 30 September 2012. Miss White is eligible for re-election as a member of the non academic staff.
- To note that Councillor Hugh Meares' term of office will be finishing on 30 July 2012. Councillor Meares has been the representative of Runnymede Borough Council on College Council since 2007. In addition to his contribution to the work of the Council, Councillor Meares has been a member of the Human Resources and Equal Opportunities Committee and has more recently been involved with the Student Disciplinary Committee.
- To note that Mrs Esther Horwood's term of office will be finishing on 31 July 2012. Mrs Horwood has been an alumni representative on College Council since 2007. In addition to her considerable contribution to the work of the Council, Mrs Horwood has been a very active member of the Audit and Compliance Committee and as Chair of the Student Disciplinary Committee.

2 CONFLICT OF INTEREST

To invite members to indicate if they have a Conflict of Interest with any agenda items.

3 MINUTES

To confirm the Minutes of the last meeting, held on 28 March 2012 *Attached*
(M/12/01 - M/12/87)

4 MATTERS ARISING FROM THE MINUTES

To consider any matters arising, not elsewhere on the agenda from the meeting held on 28 March 2012.

5 UNSTARRING OF ITEMS

To note the un-starring of any part B items. Members wishing to un-star items must notify the College Secretary's Office by midday on the day of the meeting.

PART A: MAJOR ITEMS OF BUSINESS

6 PRINCIPAL'S REPORT

To receive a report from the Principal.

CL/12/19

7 RESEARCH EXCELLENCE FRAMEWORK

To receive an update on preparations for REF 2014

8 ADMISSIONS

8.1 Admissions 2012-13

CL/12/20

To receive a report on current admissions figures for 2012-13 and to note continuing uncertainties in the sector

8.2 AAB+Policy Change

To note that from 2013-14 universities will be able to accept unlimited numbers of students who achieve **ABB+**, and to receive an oral report on the implications on HEU undergraduate recruitment

9 COLLEGE STRATEGY

To receive an oral update on the development of academic strategies as part of the process for the development of a revised College Strategy

10 MAJOR PROJECTS

10.1 Capital Programme

CL/12/21

To consider the Capital Programme

10.2 Major Project Boards

To note that Major Project Boards have been created for the following projects

1. Library
2. Boiler House II
3. Finance System

10.3 Founders Refurbishment

CL/12/22

To receive the refurbishment programme of the residential space in Founders and to note that Chair's action has been taken to approve the overall expenditure for the project.

10.4 Former Brunel Campus site at Runnymede

CL/12/23

To receive a paper on the possible purchase of the former Brunel Campus site at Runnymede.

11 FINANCIAL MATTERS

11.1 Financial Outturn

To receive and note the current position on the financial outturn for 2011-12.

CL/12/24

11.2 Budget 2012-13

To receive and approve the Revenue and Capital Budgets for 2012-13

CL/12/25

11.3 Financial Forecasts

To receive and approve the financial forecast data for 2011-12 and 2014-15 submitted to HEFCE which was approved by Finance Committee at its meeting on 10 May 2012

CL/12/26

11.4 Institutional Sustainability

To receive and approve a report on the College's approach to annual reporting to HEFCE on institutional sustainability (effective from 2012-13)

CL/12/27

12 STUDENTS' UNION

To receive the annual report from the President of the Students' Union.

CL/12/28

PART B: ITEMS FOR REPORT AND FORMAL APPROVAL

13* ANNOUNCEMENTS

To note the death of Rosamund (Corky) McGuinness, former music lecturer and Head of the Music Department.

To note the death of Professor Paul Bolwell, Emeritus Professor of Plant Biochemistry. Professor Bolwell was appointed as a lecturer in Plant Biochemistry in 1989 and promoted to professor in 1998. He retired in December 2011. Professor Bolwell was a researcher of international renown and lead editor of the prestigious journal *Phytochemistry* since 2004. Recently, Professor Bolwell received the award of Doctor of Science (DSc) from the University of Oxford, for his outstanding, original contributions to plant science over the past 30 years. His research has significantly advanced knowledge in four main areas of plant sciences: the biosynthesis and structure of the plant cell wall; engineering the structure of the plant cell wall; plant pathogenesis and defensive responses associated with pathogen attack and natural antioxidants. His work has been cited more than 6,000 times.

To note the death of Professor Robert Howie on 10 March 2012. Professor Howie was an outstanding research scientist and author of some of the most well known textbooks on mineralogy. In 1986 he was appointed Lyell Professor of Geology at Royal Holloway College.

To note the death of Sir Andrew Huxley, FRS, OM on 30 May 2012. Sir Huxley was the first Visitor of the merged College from 1985 until 1992. He presided over the first College-held Graduation Ceremony in 1992. He was Master of Trinity College, Cambridge and was an internationally recognised physiologist. In 1963 he jointly won a Nobel Prize for discoveries relating to the nervous system. Sir Andrew Huxley became an Honorary Fellow of the College in 1995. Together with his wife Racienda (died in 2003) and later on his own he used to attend most College high-profile events over the years.

To note the death of Professor Jack B Pridham, Emeritus Professor of Biochemistry and Honorary Fellow. Professor Pridham joined the Royal Holloway College as a Lecturer in Chemistry in 1957, having obtained his BSc in Chemistry and later PhD from the University of Bristol, followed by a Fellowship in Wisconsin. In 1967 he was appointed Head of the new Department of Biochemistry, awarded a University of London DSc, and promoted to Reader. In 1971 he was awarded a Personal Chair in Biochemistry. In 1985, following the merger with Bedford College, Professor Pridham became Head of the combined departments, a post he held until 1990. He served on many College and University committees, acted as Vice-Principal from 1976 to 1979 and Warden of Kingswood Hall for 9 years. His research interests have led to over 100 publications and sojourns at the Universities of California and Sydney. Since his 'official' retirement in 1993, Jack has launched the Science Club for local schools, engaged in various 'public understanding of science' activities and continued with teaching at Royal Holloway, and was the Founder of the Science Open Day. Professor Pridham became an Honorary Fellow of the College in 2000. It is planned to hold a Memorial Service for him in the Autumn.

To note the death of Peter Prochnik on Wednesday 25 April 2012. Peter joined the German Department at Royal Holloway in 1963 and remained here until his retirement in 1998. He was a warm and supportive colleague and an inspirational teacher, much loved by generations of students. He was devoted to 20th century literature and was London University's acknowledged expert on the works of Hans Erich Nossack. Peter's family is planning to hold a memorial service for him later in the year and a further announcement will be made when details are available.

Sir Derek Wanless became an Honorary Fellow in 2008. He was Chief Executive of the NatWest Group from 1992-99 and an adviser to Gordon Brown as Chancellor. He had a keen interest in public health policy and prepared significant reports for the Government on the NHS. He also conducted an inquiry into health and social care in Wales for the Welsh Assembly and a major review of the King's Fund. In 2005 Sir Derek gave a Centre for Public Service Organisations Lecture on 'Securing Good Health for the Whole Population – What Should the Government Do?'

14* REPORT OF DECISIONS TAKEN BY THE CHAIRMAN

To note that, on the recommendation of the selection committee, the Chair agreed to the appointment of BDO as the College's External Auditor.

15* REPORT OF DECISIONS TAKEN BY CIRCULATION

To note that no decisions have been taken by circulation since the last meeting.

16* ACADEMIC BOARD

To receive the unconfirmed minutes of the meeting of the Academic Board, held on 30 May 2012. CL/12/29

17* AUDIT & COMPLIANCE COMMITTEE

To note that no meetings have been held since 29 February 2012. The minutes from the meeting scheduled for 25 July 2012 will be available at the Council meeting on 11 October 2012.

18* COUNCIL EXECUTIVE

To receive the unconfirmed minutes from the meeting of the Council Executive held on 23 May 2012. CL/12/30

19* EQUALITY & DIVERSITY COMMITTEE

To receive the unconfirmed minutes of the meeting of the Equality & Diversity Committee held on 28 March 2012. CL/12/31

20* FINANCE COMMITTEE

To receive the unconfirmed minutes of the meeting of the Finance Committee held on 10 May 2012. CL/12/32

21* NOMINATIONS COMMITTEE

To note that no meetings have taken place since 6 March 2012.

22* REMUNERATION COMMITTEE

To receive the unconfirmed minutes from the meeting of the Remuneration Committee held on 23 May 2012. CL/12/33

23* COMPLETION OF PROCEDURES LETTERS

To note that a total of 74 Completion of Procedures letters (73 academic, 1 welfare and accommodation) were issued during the 2011 calendar year. Completion of procedure letters are issued to students at the end of the College's complaints and appeals procedures.

24* FACULTY CONSTITUTIONS

To approve the revised Faculty Constitutions CL/12/34

25* FINANCE COMMITTEE TERMS OF REFERENCE

To approve amendments to the Finance Committee Terms of Reference CL/12/35

26* PRINCIPAL'S OVERSEAS TRAVEL EXPENSES

To note the Principal's Overseas Travel Expenses for 2011-12.

CL/12/36

27* RHBNC TRUST REPORT FOR ACADEMIC AWARDS GROUP

To receive the Statement of Account 2011-12 from the RHBNC Academic Awards Group.

CL/12/37

28* STUDENT DISCIPLINARY COMMITTEE

The Student Disciplinary Appeal Committee met on 21 March 2012 to consider the appeal of a post graduate taught student against the termination of his registration. The grounds for appeal were that the penalty was too severe. His appeal was not upheld.

The Student Disciplinary Committee met on 20 March 2012 to consider an academic offence. The recommendation made to the Committee was that the course should be marked as 0 and that the student's registration should be terminated. The committee upheld the first recommendation but the recommendation for termination of registration was not upheld.

The Student Disciplinary Committee will be meeting on 12 June 2012 to consider a academic offence where the recommendation is that the student's registration should be terminated.

29* SEALING OF DOCUMENTS

To note that no documents have been sealed since the last meeting

30* DATE OF THE NEXT MEETING

To note that the next meeting of Council will be held on Thursday 11 October 2012 at 5pm in the Picture Gallery.

Clare Munton
Governance Assistant
11 June 2012