



Minutes of the meeting held on 24 June 2015

- Present: Professor P Layzell (Chair), Professor T Armstrong, Professor P Burgess, Mr A Clarke, Professor T Evans, Professor J Fiadeiro, Dr J Hughes, Professor A Kahane, Mr S Kendrick, Professor P Leman, Professor J McKee, Professor K Normington, Ms E Peagam, Professor J Phillips, Professor J Powell, Professor E Schafer, Professor A Sheppard, Ms S Simon, Dr G Smith, Professor M Spagat, Professor D Tourish, Professor J Unerman, Dr D Watling, Professor K Willis
- Secretary: Mrs A Sendall
- Observers: Ms J Roberts, Miss C Cartwright
- Apologies: Dr J Bennett, Professor J Crampton, Professor R Deem, Professor S Downes, Professor A Gange, Professor D Gilbert, Professor M Gold, Professor P Hogg, Professor J John, Professor R Kemp, Dr C Kremmydas, Mr S Massiah, Professor R Meek, Dr A Miskimmon, Professor S Murphy, Professor B O'Keefe, Professor D Rebellato, Professor P Teixeira-Dias, Mr J Tuck, Mr C Wall, Dr A Bradshaw, Mr J Brannan, Mr S Higman, Ms C Newsome, Ms S Waud, Ms E Wilkinson

1. Welcome and Apologies

The Chair welcomed members to the meeting and noted apologies. 15/114

2. Minutes

The Minutes of the last meeting held on **Wednesday 3 June 2015** (M 15/62 - M 15/113) were received by Academic Board. The minutes would be approved at the next scheduled meeting on 9 December 2015. 15/115

3. Matters Arising

There were no matters arising. 15/116

4. Actions Taken by the Chair

The Board noted that no actions have been taken by the Principal on behalf of the Academic Board since the last meeting held on 3 June 2015. 15/117

5. Draft Statutes

The Academic Registrar reported that the Chair of Academic Board had tasked a small working group to produce a proposal for the draft Statute 5 which describes the composition of Academic Board. The Group had agreed to carry out discussions via correspondence as they were unable to meet in the timeframe. The majority of the wording to recommend to the Board was agreed. There were four points where the Group had not reached a consensus. 15/118

Point 1: A question was raised about the use of the term 'Academic Unit' in statute in place of departments, schools and any other term which may be given to such an equivalent body as 15/119

determined by Council. The Academic Registrar reported that the rationale for the term 'Academic Unit' was to future-proof the statutes so that the College would have the flexibility to adapt its structures as required.

The proposal from two members of the Group was to use only 'Academic Departments and Schools', and to rename the Centre for Professional Studies a 'department'. It was noted that the separate departments of Maths and the Information Security Group were represented by one individual and together were considered to be one Academic Unit. 15/120

The Chair called for a show of hands from the members on the use of the term 'Academic Unit'. 18 voted in favour of the use, 2 voted against and 3 abstained. 15/121

Point 2: It was proposed that the use of the term 'representative' in reference to Heads of Department' was an accurate one and should be retained. The Chair noted that such descriptors were being avoided throughout the new Statutes. The comments would be passed on to the Project Board and Council. 15/122

There was a question raised as to what would happen if a Head of Department came to fill another role on Council, for example elected member of academic staff to Council. There was concern that the provision currently in the Statutes 16(1)(c) should be retained in statutes. It was agreed to refer the matter to the Project Board for further consideration. 15/123

Point 3: It was proposed that greater authority be given to Academic Board to determine the membership of Academic Board. It was suggested that the wording could be 'recommended by Council and endorsed by Academic Board'. It was noted that Council has ultimately authority in the current statutes and that this is enshrined in the Royal Holloway and Bedford New College Act. 15/124

The Chair called for a show of hands from the members whether to approve the membership criteria set out in 1.2 and 1.3. 16 voted in favour, 3 voted against, 4 abstained. 15/125

Point 4: There was discussion about the two options put forward to determine the number of elected members on Academic Board. 15/126

The Chair called for a show of hands from the members on which option was preferred. Option A received 18 votes. Option B received 4 votes. 1 member abstained. 15/127

The selected option, Option A, is: 15/128

'A number of Academic Staff who shall be elected from and by the Academic Staff of the College in accordance with the procedures prescribed in the Standing Orders of Academic Board. The number of such elected members of the Academic Board shall be the higher of 10 or the sum of the following:

- (i) the Principal
- (ii) the number of members of the College Management Team who Council have determined should be members of Academic Board
- (iii) the number of members of the Professional Services who Council have determined should be members of Academic Board'

6. Academic Board Standing Orders and Procedures

Draft Standing Orders written to support the new statutes were presented to the Board for information. These include additions to the procedures for managing elections. Members were invited to submit written comments to the Secretary outside of the meeting on the content. These final version will be considered at the December meeting of Academic Board.	15/129
One member noted that clarification was needed in point 3.2 in relation to the categories of staff, in particular, the inclusion of teaching-focussed staff.	15/130
7. Regulations Working Group	
The Board noted that it had been agreed at the meeting on 3 June that the proposed regulation changes set out in AB/15/32 would be circulated to the Chairs of Sub-board for comment. Chairs of Sub-Boards had been advised that where no responses had been received, this would be considered to indicate agreement. Paper AB/15/51 set out the proposals for which comments had been received.	15/131
Two additional minor changes to the regulations which have arisen since the first discussion at the meeting on 3 June were set out in paper AB/15/52.	15/132
One member raised queries in relation to 4 of the proposals which were answered.	15/133
The Secretary noted that the Chair of the Regulations Working Group was planning to hold a forum with Chairs of Sub-Boards once per term starting in 2015/16 to discuss changes to regulations.	15/134
The Chair called for a show of hands from members on the approval of the regulations and recommendations proposed. 15 members voted in favour. 8 abstained.	15/135
Proposals 1a, 2, 3, 5, 6, 7, 9, 11, 16 A, 18 19, 20, 22, 23, 24, 28 and 29 were approved for introduction from September 2015.	15/136