## Actions

<table>
<thead>
<tr>
<th>Minute ref.</th>
<th>Action</th>
<th>Responsible</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M20/241</td>
<td><strong>Three Year Strategy:</strong> Council to consider Knowledge Transfer within the context of the College Strategy.</td>
<td>KB/KN</td>
<td>October 2020</td>
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<tr>
<td>M20/256</td>
<td><strong>Three Year Strategy:</strong> Agreed the progress to date with the development of the three year plan and that the high level approach would need to be underpinned by financial plans for discussion at further meetings, with the strategy to be agreed by Council in October.</td>
<td>KB</td>
<td>October 2020</td>
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<tr>
<td>M20/263</td>
<td><strong>Flexible offer:</strong> The impact of the flexible offer will be highlighted in future student number reporting</td>
<td>JK/KB</td>
<td>November 2020 and February 2021</td>
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</tbody>
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Council
14 August 2020

M20/314 - M20/336

Minutes

Present: Dame Margaret Hodge (Chair) Ms Denise Keable
Ms Ann Ewing (Vice Chair) Ms Sarah King
Mr Nick Perryman (Vice Chair) Professor Paul Layzell
Professor Sarah Ansari Mr Gerry O’Hagan
Miss Alissa Chohan Mr Peter Saraga
Professor Michael Farthing Mrs Chris Shoukry
Mr John Gregory Mr Balram Veliath
Mrs Christine Goodyear Mr David Walker
Mrs Tina Harris Mr David Williams
Mrs Hazel Jessop Mr Ian Wilson

Apologies: Professor Bob Fitzgerald Professor Elizabeth Schafer
Miss Kate Roberts

Secretary: Dr David Ashton Deputy Principal (Operations) and Secretary to Council

In attendance: Professor Katie Normington Deputy Principal (Academic)
Mrs Pauline Martin Executive Officer for Council, Minutes
Mr Rob Cutting Secretariat Assistant, Secondary Minutes

1. Apologies
RECEIVED from Professor Bob Fitzgerald, Miss Kate Roberts and Professor Elizabeth Schafer
NOTED that the quorums for the meeting and the special resolution were met.

2. Declaration of interests
NOTED members were invited to indicate if they had a conflict of interest, not previously declared, with an item on this agenda and NONE were declared.

3. Minutes of the Previous meeting
AGREED minutes of the meeting held on 2 July 2020 (M20/236 – M20/313) NOTING corrections to the attendance.

4. Matters arising
NOTED the Principal’s update to members which was circulated by email, on 3 August 2020. The details of the closure of the Enterprise Centre Project would be discussed at Finance Committee and brought to Council in due course.
Major Business

5. Special resolution

RECEIVED, the special resolution notice, circulated to Council on 28 July 2020, that "In accordance with section 7 of the Royal Holloway and Bedford New College Act 1985 Council agrees that, subject to any alterations that the Privy Council may require, the College Statutes be amended as outlined in this paper." (CL/20/47)

NOTED that amendments to the draft Statutes agreed by members at the meeting of Council on 2 July 2020 were confirmed by email to members the following day and no further comments were received. The University of London approved the proposed changes to Statutes and the application for informal approval was made to Privy Council on Monday 6 July 2020. Informal approval of the draft Statutes was received from Privy Council on Thursday 23 July 2020 and no amendments were required.

RECEIVED the amended Statutes and NOTED the changes proposed:

Statute 1:
• amendment to change the terminology from ‘Non-Academic’ to ‘Professional Services’ members of staff

Statute 3:
• Changing the total number of members from 25 to 19;
• amendments to the number of independent (reducing the number of independent members by 4) and staff members (reducing the number of staff members by 2);
• amendment to change the terminology from ‘Non-Academic’ to ‘Professional Services’ members of staff;
• amendments to the term of office for independent and staff members, aligning terms of office to 4 years;
• amendment to the term of office for the Chair and Vice Chair(s), aligning to a term of office of 4 years and the length of service not exceeding 10 years;
• amendment to the quorum, from 12 to 10;
• amendments to enable multiple Vice Chairs to be appointed;
• amendments to reflect the Secretary is ‘to’ Council and not ‘of’ Council.

Statute 5:
• amendment to change ‘Non-Academic’ to ‘Professional Services’ members of staff

NOTED a concern raised by one member that the reduction in membership would increase workload and disquiet by another member regarding the reduction in staff membership. CLARIFIED that the amendment to allow multiple Vice Chairs of Council meant that 3-4 Vice Chairs could be appointed but this would only be possible with the formal approval of Council.

AGREED the first special resolution to amend the Statutes with 19 votes in favour, one against and no abstentions and AGREED to hold a meeting for a second special resolution on 18 September 2020.

6. Confirmation and Clearing

RECEIVED an update on confirmation and clearing for 2020/21 with data at 10.00am on 14 August, the second morning of clearing. Final student numbers would not be confirmed until the December count.
NOTED that, allowing for the assumed attrition rates, the potential outcome was in the range of +/- c.100 students compared to the plan and allowing for historic deferral rates. NOTING that this year’s attrition and deferral rates could be significantly influenced in a Covid-19 environment.

NOTED the numbers were anticipated to be close to the student number control for Home/EU and Foundation year students. Overseas funded student were excluded.

NOTED that there was still a significant risk from international PGT recruitment.

NOTED that the tariff was holding up well compared to last year but currently excluded clearing acceptances.

DISCUSSED a range of issues including: foundation year numbers, departments that achieved student number targets early in the clearing process or did not participate in Clearing, and positive contribution made by student ambassadors who manned the front line calls in clearing.

DISCUSSED preparations for the welcome for new students at the start of the academic year in the Covid-19 environment, including establishing a hub base for commuting students and socially distanced events working with the Students’ Union.

NOTED that there would be a financial impact from the rooms that had to be removed from stock due to shared facilities where adaptation for Covid-19 compliance was not possible.

7. National Student Survey

RECEIVED a presentation of the outcome of the responses to this year’s National Student Survey (NSS) (CL/20/48) and NOTED that the results fed into the league tables and the TEF and the marketing efforts for student recruitment open days.

NOTED that NSS data was the key driver of departments’ Enhancement Plans which are reviewed by the Student Education and Research Committee as part of its remit.

NOTED the discussion at the recent meeting of the success factors in achieving consistent improvement and the importance of management and leadership engaging to understand the changes that can be made to drive improvement.

Other Matters

8. Other Business

None

9. Dates of next Council meeting

To be held on MS Teams - Friday 18 September 2020, 17:00

Dame Margaret Hodge DBE MP
Chair of Council

Date 18 September 2020