



Actions

Minute ref.	Action	Responsible	Date
M20/241	Three Year Strategy: Council to consider Knowledge Transfer within the context of the College Strategy.	KB/KN	October 2020
M20/256	Three Year Strategy: 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.	KB	October 2020
M20/263	Flexible offer: The impact of the flexible offer will be highlighted in future student number reporting	JK/KB	November 2020 and February 2021

Action from current meeting

~~Action completed since last meeting~~

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 M20/314

NOTED that the quorums for the meeting and the special resolution were met. M20/315

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. M20/316

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. M20/317

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. M20/318

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) M20/319

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. M20/320

RECEIVED the amended Statutes and NOTED the changes proposed: M20/321

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. M20/322

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. M20/323

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. M20/324

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. M20/325

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. M20/326

NOTED that there was still a significant risk from international PGT recruitment. M20/327

NOTED that the tariff was holding up well compared to last year but currently excluded clearing acceptances. M20/328

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. M20/329

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. M20/330

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. M20/331

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. M20/332

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. M20/333

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. M20/334

Other Matters

8. Other Business

None M20/335

9. Dates of next Council meeting

To be held on MS Teams - Friday 18 September 2020, 17:00 M20/336



Dame Margaret Hodge DBE MP
Chair of Council

Date 18 September 2020