

This document is available electronically or in alternative formats on request.

**TO: ALL MEMBERS OF COURT**

A meeting of the University Court constituted under the University of the West of Scotland (Scotland) Order of Council 2015 will be held on **Monday 12<sup>th</sup> November 2018 at 2:30pm in the Board Room, Lanarkshire Campus.**

**Donna McMillan**  
**Secretary to Court**

### **AGENDA**

	<b>Welcome to New Members Apologies for Absence Declaration of Interest</b>		
1.	<b>Minutes</b>		
1.1	Minutes of Meeting held on 25 <sup>th</sup> June 2018	Approval	Documents
2.	<b>Matters Arising</b>		
3.	<b>Determination of Any Other Business</b>		
4.	<b>Chair's Business</b>		
4.1	Chair's Statement	Information	Oral Report
5.	<b>Students' Association</b>		
5.1	SAUWS Articles of Association	Approval	Paper 5.1
5.2	SAUWS Code of Practice	Approval	Paper 5.2
5.3	SAUWS Highlight Report	Discussion	Paper 5.3
6.	<b>Senate</b>		
	Report of Meeting of Senate held on 4 <sup>th</sup> October 2018	Discussion	Paper 6
7.	<b>Scottish Funding Council - Annual Institutional Statement of Internal Review Activity in AY 2017/2018</b>	Approval	Paper 7
8.	<b>Finance</b>		
	<i>Presentation from Trevor Gabriele, Chief Finance Officer</i>		
8.1	Financial Statements for the year ended 31 <sup>st</sup> July 2018	Approval	Paper 8.1
9.	<b>Lanarkshire Campus Development Project - Presentation by Dr G Heggie, Project Academic Lead</b>	Discussion	Oral Report
10.	<b>Corporate Strategy 2017/2020</b>		
10.1	KPI Performance Report	Discussion	Paper 10.1

11.	<b>Outcome Agreement Self Evaluation Report</b>	Approval	Paper 11
12.	<b>Report from Sub Committees</b>		
12.1	Report from meeting of Remuneration Committee held on 11 <sup>th</sup> September 2018	Discussion	Paper 12.1
12.2	Report from Meeting of Governance Working Group held on 13 <sup>th</sup> September 2018	Information	Paper 12.2
12.3	Report from meeting of Governance & Nominations Committee held on 25 <sup>th</sup> September 2018	Discussion & Approval	Paper 12.3
12.4	Report from meeting of Health, Safety & Sustainability Committee held on 11 <sup>th</sup> October 2018 <ul style="list-style-type: none"> <li>• Health, Safety &amp; Sustainability Annual Report to Court</li> </ul>	Discussion & Approval	Paper 12.4 Appendix
12.5	Report from Meeting of Policy & Resources Committee held on 22 <sup>nd</sup> October 2018	Discussion	Paper 12.5
12.6	Report from meeting of Audit & Risk Committee held on 24 <sup>th</sup> October 2018 <ul style="list-style-type: none"> <li>• Annual Internal Audit Report</li> <li>• Audit &amp; Risk Committee Annual Report to Court</li> <li>• Corporate Risk Register</li> </ul>	Discussion & Approval	Paper 12.6 Appendix 1 Appendix 2 Appendix 3
12.7	Process for Annual Appraisal of Chair of Court	Approval	Paper 12.7
13.	<b>Principal &amp; Vice-Chancellor</b>		
13.1	Presentation – Achievements 2017/2018	Discussion	Oral Report
13.2	Highlight Report	Discussion	Paper 13.2
14.	<b>Any Other Business</b>		

**Date of Next Meeting: Tuesday 11<sup>th</sup> February 2019**

**Lanarkshire, 12<sup>th</sup> November 2018 being the 53<sup>rd</sup> meeting of the Court of the University of the West of Scotland**

Present: Dr W Hatton (Chair) (except for item 12.7)  
Ms L Barjonas  
Ms M Curran  
Mr C Devlin  
Ms M Gibson OBE  
Mr A Gordon  
Mr H Henry  
Ms M Hill  
Professor C MacDonald (Chair for item 12.7)  
Professor C Mahoney  
Ms M McCusker  
Ms A McKechin  
Mr A Munro  
Professor S Olivier  
Mr K Quinlan  
Ms E Shotter  
Professor K Sloman  
Mr W Smith  
Dr J Thompson

In attendance: Ms D McMillan  
Professor E Mesbahi  
Mr T Gabriele  
Mr M Ross  
Mrs A Loudon

Apologies for absence were received from Ms T O'Donnell and for late arrival from Ms A McKechin.

The following were in attendance as observers:

John Davidson	Finance
Stephanie McDaid	Finance

**Welcome to New Members**

The Chair welcomed Ms M Hill and Ms M McCusker to their first meeting of Court.

**Determination of Interest**

No declarations of interest were notified.

1. **Minutes of Meetings**

1.1 **Minutes of Meeting held on 25th June 2018**

The Minutes of the meeting held on 25th June 2018 were approved as a correct record, proposed by Ms E Shotter and seconded by Mr A Gordon.

## 1.2 Minutes of Reserved Meeting held on 25<sup>th</sup> June 2018

The Minutes of the Reserved Meeting held on 25<sup>th</sup> June 2018 were approved as a correct record, proposed by Professor C Macdonald and seconded by Ms L Barjonas.

## 2. Matters Arising

There were no matters arising other than those contained elsewhere in the agenda.

## 3. Determination of Any Other Business

No additional items of business had been notified.

## 4. Chair's Statement

The Chair updated Court on various internal and external events she had attended since the last meeting of Court including the Welcome Event for New Students, the launch of the SAUWS Black History Month celebration, a training session on Unconscious Bias as part of the ongoing induction/CPD activities for members of Court, and meetings of the Committee of University Chairs and the Committee of Scottish Chairs (CSC). Court was interested to note that the Chair had been appointed CSC representative on the UCEA Scotland Group.

As part of the annual arrangements for assessing the effectiveness of Court, the Chair has held 1-1 meetings with members of Court. Emerging themes would be explored further with the Principal and the Secretary to Court with recommendations brought forward in due course.

## 5. Students' Association

### 5.1 SAUWS Memorandum and Articles of Association

The President of SAUWS reminded members that as part of a review of governance at the Association it had been agreed that the legal status of the Association should be changed from an unincorporated association to a company limited by guarantee. As a result, new Memorandum and Articles of Association had been developed. These were largely based on NUS model articles.

Noting that the University legal team had worked closely with the Students' Association in their development, Court approved the revised SAUWS Memorandum and Articles of Association, subject to clarification of controls in place within the Association to manage and/or limit the powers of the Association in relation to borrowing of funds.

Work had now commenced to review the Association's Bye-laws to ensure that these worked effectively with the new Memorandum and Articles of Association.

The remainder of the report was noted for information.

## 5.2 SAUWS Code of Practice

Court approved the Code of Practice relating to the Operation of the Students' Association of the West of Scotland, noting that this had been revised to align with the new Memorandum and Articles of Association of SAUWS and in line with sector norms. The Code of Practice would be due for review again within 5 years' time.

## 5.3 SAUWS Highlight Report

The President of SAUWS spoke to the report which provided an overview of Association's activities since the last meeting of Court. Members' were pleased to note that the relocation of the Paisley Campus gym into the Student Union building had resulted in a marked increase in usage of SAUWS space.

Court was interested to note the Association's various affiliated societies and the challenges and opportunities that the University's multi-Campus structure provided.

In response to a question the President of SAUWS outlined the different levels of interaction between the Associations' affiliated societies, highlighting the challenges and opportunities that the University's multi-Campus structure brought.

The work of the Advice Service, particularly in relation to the disbursement of funds to students experiencing differing financial issues and circumstances was noted. In this connection, the Secretary to Court outlined the range of support also available through the University's Student Services function to assist students facing hardship. This included discretionary funding provided by the Scottish Government for living costs and funding to support childcare costs. It was noted that the funding provided by SAUWS was normally immediate short-term crisis support whereas the University provided longer term and broader support to students experiencing hardship.

The remainder of the report was noted for information.

## 6. **Report from Meeting of Senate held on 4<sup>th</sup> October 2018**

Court noted for information the report from the meeting of Senate held on 4<sup>th</sup> October 2018. In response to a question on the outcome of the National Student Survey 2018, the Deputy Principal outlined the range of cross-university activities being undertaken to facilitate engagement and feedback from Students to support and enhance student satisfaction.

## 7. **Scottish Funding Council – Annual Institutional Statement of Internal Review Activity in AY 2017/2018**

Subject to minor amendment, Court endorsed the Annual Institutional Statement of Internal Review Activity and agreed that the statement of assurance should be signed by the Chair of Court for onward submission to the Funding Council.

In response to a question, the Vice Principal (Academic) outlined some key areas for enhancing academic activity in the forthcoming year including the portfolio review and student destination and attribution rates. It was agreed that a detailed presentation on quality assurance and the academic experience could form a future strategic insight session for members of Court.

## 8. **Finance**

### 8.1 **Financial Statements for year ended 31<sup>st</sup> July 2018**

The Chief Finance Officer made a presentation to Court on the Financial Statements for year ended 31<sup>st</sup> July 2018, an earlier draft of which had been endorsed, subject to minor amendment by both PRC and ARC, with some further refinements having been made in the light of comments from the Chairs' group and ongoing internal review prior to submission to Court.

The continuing challenges in driving the top line were acknowledged. It was agreed that a high level discussion focussing on future scenarios of the shape of Higher Education in Scotland should be included in the Court Residential event. In this connection, the Principal & Vice-Chancellor outlined the various opportunities for sharing of services and collaborative working within the HE Sector in Scotland including the work of the Universities Scotland Efficiency Task Force.

In response to a question, the Principal & Vice-Chancellor advised that the rebalancing project had been introduced as a proactive measure to future-proof UWS, and to enable the shifting of resources across the institution to mitigate against the shortfall in income arising from the reduction in non-EU recruitment in the current year, flat-lining of SFC funding and a need to shift resources across the university arising from changing patterns in student recruitment per subject.

Court noted and commended on the achievement of a clean audit certificate, and approved the Financial Statements for year ended 31<sup>st</sup> July 2018.

## 9. **Lanarkshire Campus Development Project**

The Chair welcomed the Lanarkshire Campus Project Academic Lead to the meeting to make a presentation to Court which outlined the vision and new learning spaces for the Campus and a reflection of the first few week's operation.

Court commended all those involved in the development of this innovative new Campus, noting that the flexible and adaptable configuration of space was a key strength and enjoyed by staff and students alike. A model for the design of learning spaces had now been established and work had commenced to identify areas where this could be replicated at the other University Campuses.

The Chair thanked the Academic Lead for his interesting and informative presentation and the discussion it had engendered.

## 10. **Corporate Strategy 2017/2020**

### 10.1 **KPI Performance Report**

The Executive Director of Strategic Planning, Recruitment, Admissions & Marketing spoke to the KPI Performance Report which provided information on progress towards delivery of the Corporate Strategy including performance data published since the last meeting of Court.

Court noted the actions being taken in relation to non-EU recruitment for 2019, noting that the international recruitment functions had been reshaped and an Interim Director of International Student Recruitment had been appointed.

With regard to the outcome of the recent National Student Survey, members noted that specific actions had been agreed to address issues identified with progress being overseen by the Education Advisory Committee. In this connection, a staff member of Court outlined for Court the enhanced Annual Monitoring arrangements in place at the University highlighting that these included reflective processes to identify issues and challenges which would be used to inform discussion at the Education Advisory Committee.

The remainder of the report was noted for information.

#### 11. **Outcome Agreement Self Evaluation Report**

Court approved the Outcome Agreement Self Evaluation Report for onward transmission to the Funding Council.

#### 12. **Report from Sub Committees**

##### 12.1 **Report from Meeting of the Remuneration Committee**

The report from the meeting of the Remuneration Committee held on 11<sup>th</sup> September 2018 was noted.

##### 12.2 **Report from Meeting of the Governance Working Group**

Court noted the report from the meeting of the Governance Working Group held on 13<sup>th</sup> September 2018.

The Chair advised members that Mr R J Dinning, who had chaired the Governance Working Group had retired from membership of Court and thanked Mr Dinning for his commitment in taking forward the work of the Group.

Responsibility for progressing outstanding actions would now be overseen by the Governance & Nominations Committee,

##### 12.3 **Report from Meeting of the Governance & Nominations Committee held on 25<sup>th</sup> September 2018**

The Chair spoke to the report from the meeting of the Governance & Nominations Committee held on 25<sup>th</sup> September.

Members noted that approval had been sought from the Scottish Government for the development of a new Order of Council which would modernise and refresh the overall governing document. As drafting of the Order would be led by the Scottish Government and a response from government officials was awaited.

Discussions with the Trade Unions in relation to Trade Union representation on Court was progressing.

Court agreed to remit to the Governance & Nominations Committee responsibility for overseeing the process for the election of the Chair of Court and approved the revised remit of the Committee, noting that this had also been amended to reflect responsibility for approving the Standing Orders of Court.

12.4 Report from Meeting of Health, Safety & Sustainability Committee held on 11<sup>th</sup> October 2018

Court noted for information the report from the meeting of the Health, Safety & Sustainability Committee held on 11<sup>th</sup> October 2018.

The Chair of the Committee drew members' attention to the Health, Safety & Sustainability Annual Report which provided an overview of the work of the Committee during the 2017/2018 academic year, along with incidence rates date for UWS and the Scottish HE Sector.

In response to a question, the Chair of the Committee confirmed that completion of Health and Safety and Fire Awareness e-learning modules was compulsory for all staff. Noting the apparent higher number of recorded incidents year on year at the Paisley Campus compared with the other Campuses, it was agreed that this would be kept under review.

Court approved the Health, Safety & Sustainability Annual Report.

12.5 Report from Meeting of Policy & Resources Committee held on 22<sup>nd</sup> October 2018

The Chair of Policy & Resources Committee spoke to the report from the meeting held on 22<sup>nd</sup> October 2018. He drew members' attention in particular to the successful recruitment across all Schools for Term 1 intake for Scottish/EU undergraduate highlighting that the University had chosen to enter a small number of selected programmes into Clearing. It was agreed that all those involved in this successful outcome should be commended.

Discussion at PRC in relation to the ongoing Rebalancing Project was noted. In this connection, the Deputy Principal emphasised that the aim of the project was to rebalance resources to create capacity to invest in the development of the institution. The rebalancing project would run in tandem with the portfolio review with the focus of the project to create synergies within Professional Services Departments whilst ensuring that academic delivery was not adversely affected.

The remainder of the report was noted for information.

12.6 Report from Meeting of Audit & Risk Committee held on 24<sup>th</sup> October 2018

The Chair of the Audit & Risk Committee spoke to the report from the meeting held on 24<sup>th</sup> October 2018.

She drew members' attention in particular to discussion at the Committee in relation to the Internal Audit of Activity Planning highlighting the range of actions being taken to address the issues identified.



An in-camera session had been held with members of the Committee and the External Auditors at the conclusion of the formal meeting with discussion from this session used to inform completion of the Annual Report to Court.

Subject to minor amendment to clarify the subject description of an Audit topic within the IAS Annual Report, Court approved the Internal Audit Services Annual Report and the Annual Audit & Risk Report to Court, noting that these would be submitted to the Scottish Funding Council along with the Financial Statements.

Court noted and endorsed the Corporate Risk Register.

The remainder of the report was noted for information.

#### 12.7 Process for the Appraisal of the Chair of Court

Court noted and approved the process for the appraisal of the Chair of Court.

### 13. **Principal & Vice-Chancellor**

#### 13.1 Presentation – Achievements 2017/2018

The Principal & Vice-Chancellor made a presentation to Court setting out UWS Highlights and Achievements from the 2017/2018 academic year and the systematic progress being made in achievement of the objectives in the Corporate Strategy.

Members welcomed the interesting and informative presentation and the range of activity being undertaken to continue to progress the development of the institution and narrow the gap to excellence.

#### 13.2 Highlight Report

Court noted for information the Principal & Vice-Chancellor's Highlight Report.

### 14. **Any Other Business**

On behalf of Court, the Chair wished to formally record her thanks to Mr R J Dinning for his diligent and constructive challenge to the work of the Court during his period of appointment and wished him well for the future.

There being no further business, the Chair declared the meeting closed.