

Minutes Unrestricted

Meeting title:	Council	
Date:	Wednesday 21 November 2012	Time: 4.00pm
Location:	The Council Room, George Thomas Building	
Present:	Gill Rider (<i>Chair</i>), Mr J Boyer, Mr M Burrow, Mr P Greenish, Mr M Killingley, Ms S Kumar, Mr S Ling*, Professor D McGhee, Professor D Nutbeam, Mr T O'Brien, Dr D Price, Dr M Read, Ms R Rivaz, Mrs H Smith, Professor P Smith, Mr J Trewby and Professor J Vickers.	
In attendance:	The Chief Operating Officer, the Director of Finance, the Pro Vice-Chancellor (Education), the Pro Vice-Chancellor (International), the Pro Vice-Chancellor (Research), the Registrar and the Head of Governance Services.	

* not present for restricted business.

Declarations of Interest: there were no conflicts of interest declared.

18. Presentation from Professor Alex Neill, PVC, Education on Curriculum Innovation

Council received a presentation from Professor Neill on Curriculum Innovation (CI) at the University. He highlighted that the CI modules had been introduced to offer students flexibility in their learning by exploring subjects outside of their discipline and to recognise the importance to employers of having graduates with a wide range of skills. He also outlined similar projects being undertaken at other universities.

Members noted the modules available in Phase 1 of the project, that there were now approximately 770 students choosing a CI module and the positive feedback from some of the students who were participating.

The Chair thanked Professor Neill for his presentation and commended the work and its planned expansion.

19. Obituary

The Chair reported with regret the deaths of Nicola Cole, a BSc Physiotherapy student and Yun Fan, BSc Mathematics who had died recently, and invited Members to stand as a mark of respect.

20. Minutes of the meeting held on 3 October 2012

Resolved that the Minutes (unrestricted) of the above meeting be approved and signed, and that the non-confidential minutes may now be published on the SUSSED group site.

21. Matters arising (not covered elsewhere on the agenda)

21.1 Matters Arising from the meeting of Council on 3 October 2012

There were no matters arising from this meeting.

21.2 Matters Arising from the meeting of Council on 11 July 2012 – Minute 138 – overview of the new occupational health provision from 1 October 2012

Received a report from the Head of Safety and Occupational Health giving an overview of the new occupational health provision from 1 October 2012.

Noted the report and that a correction was needed to the title of the Hospital as referred to in the report, which should read University Hospital Southampton NHS Foundation Trust.

22. Publication of unrestricted papers

The Chair advised that the papers for agenda items 7, 9, 10, 11,13 and 18 were circulated as confidential to Council and should not be published on the open access site.

Resolved that, with the exceptions set out above, the papers circulated for the meeting on 21 November 2012 should now be published on the open access SUSSED site.

23. **Follow-up from the Council Away-Day 2-3 October 2012** (Agenda Item 5)

Received a paper from the Vice-Chancellor setting out the timing of when issues discussed at the Awayday will return to Council.

Resolved to note the report and that a schedule of when all the major items raised at the Away-Day would be drawn up and circulated to Council Members.

24. **Student Recruitment 2012/13 and Actions for 2013/14 Cycle** (Agenda Item 6)

Received a paper from the Registrar providing a summary of the external policy context for student recruitment 2012/13, the national and University position and an analysis of the issues faced, which had been used to inform the Action Plan for recruitment for 2013/14 and beyond.

Members noted that there would be reports on student recruitment to all Council Meetings for the next six months.

The Registrar assured Council that the actions identified to optimise student recruitment for 2013/14 were already being implemented. They included the introduction of an institutional calendar of all internal and external recruitment and admissions key dates and activities to provide for improved institutional co-ordination of activities, improved setting of student number targets through the business planning round, a customer relationship management approach with applicants, weekly reporting of comprehensive management information and a review of the marketing and recruitment function. The Registrar highlighted in particular that application turnaround times had been transformed in the last two months.

The latest application figures were showing very high levels of volatility and the picture for the 2013/14 intake would not be clear until after the UCAS deadline on 15 January 2013. In the light of this being after the papers for the Council Meeting on 23 January 2013 were dispatched a report would be circulated with the agenda and the latest figures would be tabled at the meeting.

Council asked that their reports include the improved management information being produced and the Registrar confirmed that this was planned. Members emphasised that marketing was key to the improvements. The new student application portal was considered excellent and could be improved further with more information on employment outcomes for students. The engagement of academic staff and sharing of good practice was also welcomed by Council.

Resolved to note the report and the further information on the Action Plan for Student Recruitment 2013/14 given at the meeting.

25. **Revised Budget 2012/13** (Agenda Item 7)

[This item is commercial in confidence and a separate confidential minute is circulated to members of Council only.]

26. **University Financial Statements** (Agenda Item 8)

Received a paper from the Director of Finance seeking approval for the financial statements for the University for 2011/12.

Resolved 1. to approve the financial statements for 2011/12;

2. to approve the issuing of a letter of support from the University of Southampton committing the University's financial support for a period of 12 months from signing the accounts to the following subsidiaries:

- University of Southampton Holdings Limited
- Southampton Innovations Limited
- Southampton Asset Management Limited
- University of Southampton Malaysian Campus Sdn Bhd (USMC).

27. **HEFCE Annual Accountability returns – financial commentary** (Agenda Item 9)

[This item is commercial in confidence and a separate confidential minute is circulated to members of Council only.]

28. **Update on University Capital Programme** (Agenda Item 10)

[This item is commercial in confidence and a separate confidential minute is circulated to members of Council only.]

29. **Progress Report on University of Southampton Malaysia Campus Project** (Agenda Item 11)
[This item is commercial in confidence and a separate confidential minute is circulated to members of Council only.]

30. **QAA Institutional Review** (Agenda Item 12)

Received an oral report from the Vice-Chancellor regarding the recent Institutional Review by the Quality Assurance Agency for Higher Education (QAA).

Council noted that the purpose of a QAA Institutional Review was to establish that effective processes and systems were in place to assure and enhance the academic standards and quality of the University's programmes of study. The review process included the submission of a self-evaluation document by the University that had been reviewed and approved by Senate, and a formal review conducted by trained reviewers nominated by the Quality Assurance Agency. This review included examination of a range of documents and other evidence as well as interviews with staff and students.

The draft report from the QAA was due following the Council Meeting. In the meantime an initial findings letter had been received which signalled a range of issues identified by the Review Team. The University would need to await the full draft report to fully understand the issues raised by the review team and to consider an appropriate response.

Resolved to note the oral report from the Vice-Chancellor and that Council would receive further information once the full draft report had been received from the QAA.

31. **Annual Report of the Audit Committee** (Agenda Item 13)
[This item is commercial in confidence and a separate confidential minute is circulated to members of Council only.]

32. **Report from the Nominations Committee 21 November 2012** (Agenda Item 14)

Received a brief oral report from the Nominations Committee of 21 November 2012. There were no recommendations for Council.

33. **Vice-Chancellor's report** (Agenda Item 15)

Received the Vice-Chancellor's report, dated 21 November 2012.

Chemistry Review

Council noted a further update on the student concerned. The Police had confirmed that they had no wish to continue their investigation at the University and the Health and Safety Executive had confirmed that there were no environmental issues at the University. The initial feedback from the independent review of laboratory safety in Chemistry carried out by Professor David Phillips was that safety standards were above sector norms.

Resolved to note the Vice-Chancellor's report.

34. **Report from the President of the Students' Union** (Agenda Item 16)

Received a report from the President of the Students' Union on the developments in SUSU since the last University Council Meeting.

The President highlighted in particular the recent strong appointments to the Senior Leadership Team of the Student's Union, the work being carried out in conjunction with University staff on providing support for students with mental health issues and the need to continue raising the issue of post graduate education and in particular the falling number of UK post graduate students.

Resolved to note the report.

35. **HEFCE's annual assessment of institutional risk** (Agenda Item 17)

Received a report from the Director of Finance submitting to Council the annual assessment of institutional risk from HEFCE.

Resolved to note the report.

36. **Senate Matters (Unrestricted)** (Agenda Item 19)

36.1 **Annual Report from Senate**

Received the Annual Report for 2011/12 from Senate.

Resolved to note the report and that, in the light of the regular reports from Senate meetings, there was no longer a need for an Annual Report.

36.2 **Report from the Senate Meeting on 7 November 2012**

Received a report on the Meeting of Senate on 7 November 2012.

Resolved to note the report.

37. **Report from the Health and Safety Audit and Assurance Committee on 12 November 2012 (Agenda Item 20)**

Received a report of the meeting of the Committee held on 12 November 2012.

Ros Rivaz, Chair of the Committee, highlighted the members' concern that the audit programme had been delayed for the implementation of the new management system and that, as a result, they were not able to provide the assurance it was their role to give. The Committee had been advised that the programme was now being progressed and the outcomes would be reported at its next meeting in March.

Resolved to note the report.

38. **Report from the Audit Committee on 5 November 2012 (Agenda Item 22)**

Noted that the minutes of the Audit Committee on 5 November 2012 would be made available on the Council SharePoint site.

39. **Chair's Action (Agenda Item 23)**

Received a report detailing the Chair's Action taken since the last meeting of Council.

Noted the Chair's Action re-appointing Ros Rivaz as the Chair of the Health and Safety Audit and Assurance Committee for a period of three years until 31 July 2015.

40. **Sealing of Documents (Agenda Item 24)**

Received a report detailing the documents sealed since the last report to Council.

Noted the list of sealed documents, dated 8 November 2012.