



MINUTES OF A COUNCIL MEETING

Held on 26<sup>th</sup> April 2024

| ITEM                                    | DISCUSSION  | ACTION                                | WHO             |
|---|---|---------------------------------------|-----------------|
| 1.                                      | <p><b><u>Apologies &amp; Absences</u></b><br/>                     For a record of attendance, apologies and absences, see attached list.</p> <p>The Chair welcomed everyone to the meeting and noted that Council had held its annual Away Day the day before and he reflected on the discussions that had taken place and the challenges facing both Keele and the sector. It was noted that a plan would be developed and presented to the next meeting.</p> | To present a plan to the next meeting | Vice-Chancellor |
| 2.                                      | <p><b><u>Declarations of Interest</u></b><br/>                     All the staff members of Council and all the staff attendees declared that they were members of the Universities Superannuation Scheme (USS). Lesley Thompson declared that her husband was also a member of USS.</p>  |                                       |                 |
| 3.                                      | <p><b><u>Student Story</u></b><br/><br/> <i>Item confidential.</i></p>  |                                       |                 |
| 4.                                      | <p><b><u>Minutes and Actions</u></b><br/>                     (i) <u>Minutes</u><br/>                     Council received and approved the minutes of the Council meeting held on 8<sup>th</sup> February 2024.</p> <p>(ii) <u>Actions List</u><br/>                     Council received and noted the actions.</p>   |                                       |                 |
| 5.                                      | <p><b><u>Matters Arising</u></b></p>  |                                       |                 |
| <b>PART A – REPORTS &amp; APPROVALS</b> |   |                                       |                 |
| 6A.                                     | <p><b><u>Vice-Chancellor’s Report</u></b></p>   |                                       |                 |

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|      | <p>(i) <u>Voluntary Severance</u> – Highly Confidential</p> <p><i>Item commercial in confidence.</i></p> <p>(ii) <u>Vice-Chancellor’s Report</u><br/> Members received an update on the following:</p> <ul style="list-style-type: none"> <li>▪ Gender, Ethnicity and Disability Pay Gap Report – the University was required to report gender pay gap data to the government each year. Currently ethnicity pay gap and disability pay gap reporting was not mandatory, however, in line with our commitments to improve equality at Keele, pay gap analysis by ethnicity and disability had been undertaken. The data was a measure of the difference in the average pay between groups across the whole institution, regardless of job role and included casual and substantive staff. It was distinct from equal pay analysis which compared pay for different groups who were carrying out the same or equivalent work. The census date for the reports was 31 March 2023. The data had been reviewed in detail by the EDI Oversight Group, which included Council members where there had been an excellent discussion and was published by the reporting deadline of 30<sup>th</sup> March 2024.</li> <li>▪ Staff Pulse Survey – this was commended by Council, and it was noted that the survey would be repeated with some of the same core questions to track progress.</li> <li>▪ Dual Excellence in Research and Teaching - Keele had been ranked in the Top 15 universities following analysis of the 2023 Teaching Excellence Framework and the 2021 Research Excellence Framework. This was a great achievement to be celebrated and promoted, but the need to further improve research performance, which would be a challenge was noted.</li> <li>▪ Universities UK continued to hold monthly meetings for Vice-Chancellors on the Gaza/Israel situation. People at Keele were expressing opinions in a civilised way, but a small number of universities were experiencing issues. We would not be complacent and would keep an eye on what was happening both at Keele and elsewhere.</li> <li>▪ Office for Students and WonkHE Visits to Keele.</li> <li>▪ Academic planning.</li> </ul> |        |     |

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|      | <ul style="list-style-type: none"> <li>▪ Recent staffing appointments.</li> <li>▪ Suite of sport degrees launched.</li> <li>▪ Relaunch of the Keele Institute for Innovation and Teaching Excellence (KIITE).</li> <li>▪ OfS Apprenticeships Funding Competition successes.</li> <li>▪ Standards and Poors credit rating outcome.</li> <li>▪ Campus visits by partner FE colleges.</li> <li>▪ Vitae HR Excellence in Research Award.</li> <li>▪ New UKRI and Wellcome Trust Concordat for Environmental Sustainability in Research Practice.</li> <li>▪ Recent MBEs awarded to members of the Keele University community.</li> <li>▪ Gold Award for Keele University Events and Conferencing Team.</li> </ul>  |        |     |
| 7A.  | <p><b><u>Student Reports</u></b></p> <p>(i) <u>Report of the Students' Union (SU)</u><br/> The Union Development &amp; Democracy (UDD) Officer presented her report, which included:</p> <ul style="list-style-type: none"> <li>▪ Officer elections, which had an increase in turnout on last year.</li> <li>▪ Varsity, which Keele had won again after losing last year following an 11-year reign!</li> <li>▪ Have Your Say Day and democratic reform, which was part of a great deal of work taking place on student voice.</li> <li>▪ Update from Interim CEO, including working towards achieving a financially sustainable future and collaborative working with the University.</li> </ul> <p>(ii) <u>Report of the Keele Postgraduate Association (KPA)</u><br/> The President of the KPA presented her report, which included:</p> <ul style="list-style-type: none"> <li>▪ Officer elections – nominations had closed the previous day. Council commended the KPA on the work they had done on their election process and constitution.</li> <li>▪ Challenges, Impact and Solutions.</li> <li>▪ Future Planning.</li> <li>▪ Reaching out and raising voices.</li> <li>▪ Supporting students through the cost-of-living crisis – it was noted that international students were restricted to working a maximum of 20 hours a week and that this did not provide sufficient income. Advice on how much money was needed to live in the UK needed to be reviewed.</li> <li>▪ Bringing cultures together.</li> </ul> |        |     |

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|      | <ul style="list-style-type: none"> <li>▪ KPA Constitutional changes.</li> <li>▪ Clubhouse updates.</li> </ul>   |        |     |
| 8A.  | <p><b><u>Key Performance Indicators &amp; Risk Management</u></b></p> <p><i>Item commercial in confidence.</i></p>  |        |     |
| 9A.  | <p><b><u>Finance Report</u></b></p> <p><i>Item commercial in confidence.</i></p>  |        |     |
| 10A. | <p><b><u>Recruitment &amp; Admissions Update</u></b></p> <p><i>Item commercial in confidence.</i></p>   |        |     |
| 11A. | <p><b><u>Land Transactions</u></b></p> <p><i>Item commercial in confidence.</i></p>   |        |     |
| 12A. | <p><b><u>Access &amp; Participation Plan</u></b><br/> <i>Rebecca Lancett (Head of Student Participation &amp; Success) attended the meeting for this item.</i></p> <p>Council received a presentation on progress made since the previous meeting in updating the new Access &amp; Participation Plan (APP).</p> <p>It was noted that a full draft had now been produced and would be considered by Education Committee, approved by the University Executive Committee and submitted to the OfS by 31<sup>st</sup> May 2024.</p> <p>The final version would be presented to Senate and Council for information at their next meetings.</p>                           |        |     |
| 13A. | <p><b><u>Secretary's Report</u></b><br/> The Secretary to Council presented her report as follows:</p> <ul style="list-style-type: none"> <li>▪ Council approved the reappointment of Jane Burns and Hifsa Haroon-Iqbal for a second four-year term on the recommendation of the Nominations &amp; Governance Committee.</li> <li>▪ Council approved the appointment of Simon Greenhalgh as Deputy Pro-Chancellor and Chair of the Audit &amp; Risk Committee for a four-year term from 1<sup>st</sup> September 2024 on the recommendation of the Nominations &amp; Governance Committee.</li> <li>▪ Council approved the appointment of Sherree Schaefer</li> </ul> |        |     |

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|                                    | <p>as Senior Independent Member for a two-year term from 1<sup>st</sup> September 2024 on the recommendation of the Nominations &amp; Governance Committee.</p> <ul style="list-style-type: none"> <li>▪ Council approved in principle the registering of the campus Chapel for same sex marriages.</li> <li>▪ Council approved the amended terms of reference of the Joint Vet School Board.</li> <li>▪ Council also received updates on the following: <ul style="list-style-type: none"> <li>○ Council annual reviews</li> <li>○ Chair’s annual review</li> <li>○ OfS compliance review</li> <li>○ Health and safety update report</li> <li>○ Student casework annual report</li> <li>○ Uniac incorporation update</li> <li>○ Amendment to Regulation</li> <li>○ Reportable event</li> <li>○ Chair’s action</li> <li>○ OfS consultation responses</li> <li>○ Documents signed under seal</li> <li>○ Training and useful resources.</li> </ul> </li> </ul> |        |     |
| <b>PART B – COMMITTEE REPORTS</b>  |  |        |     |
| <b>14B.</b>                        | <p><b><u>Committee Reports</u></b><br/> Council received updates on the recent meetings of the Audit &amp; Risk Committee, Nominations &amp; Governance Committee, Business Review Committee, Senate, Senior Remuneration Committee and Equity, Diversity &amp; Inclusion Oversight Group.</p>   |        |     |
| <b>PART C – ANY OTHER BUSINESS</b> |  |        |     |
| <b>15C.</b>                        | <p><b><u>Any Other Business</u></b><br/> The Chair noted that it was the last meeting for Jade Cioffi and Rachana Dhaka as members but that they would join us at the next meeting as part of their handover with their successors. Council thanked them for their valuable contributions.</p>   |        |     |
| <b>16C.</b>                        | <p><b><u>Date of Next Meeting</u></b><br/> The date of the next meeting would be 4<sup>th</sup> July 2024.</p>   |        |     |

## ATTENDANCE LIST – 26<sup>th</sup> April 2024

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|                           |                                      |
|---------------------------|--------------------------------------|
| Mike Farrar               | Pro-Chancellor                       |
| Richard Barnes            | Deputy Pro-Chancellor (in the Chair) |
| Sally Bucknell            | Deputy Pro-Chancellor                |
| Richard Callaway          | Deputy Pro-Chancellor                |
| David Hall                | Honorary Treasurer                   |
| Professor Trevor McMillan | Vice-Chancellor                      |
| Professor Mark Ormerod    | Deputy Vice-Chancellor and Provost   |

### MEMBERS OF UNIVERSITY STAFF

|   |                   |  |
|---|-------------------|--|
|   | Dr Abbie Rutter   | Senate Member                                |
| A | Dr Masi Noor      | Senate Member                                |
|   | Dr Shalini Sharma | Senate Member                                |
|   | Emma Colley       | Appointed by the Professional Services Staff |

### LAY MEMBERS APPOINTED BY THE COUNCIL

|   |                    |
|---|--------------------|
|   | Ruth Bagley        |
|   | Tracy Bullock      |
|   | Jane Burns         |
|   | David Brown        |
|   | Tim Forman         |
|   | Simon Greenhalgh   |
| A | Hifsa Haroon-Iqbal |
|   | Sherree Schaefer   |
|   | Dr Lesley Thompson |

### STUDENT MEMBERS

|  |               |  |
|--|---------------|--|
|  | Jade Cioffi   | Union Development & Democracy Officer, Students' Union |
|  | Rachana Dhaka | President, Keele Postgraduate Association              |

### SECRETARY TO COUNCIL

|  |                 |                      |
|--|-----------------|----------------------|
|  | Clare Stevenson | Secretary to Council |
|--|-----------------|----------------------|

### IN ATTENDANCE

|  |                   |                         |
|--|-------------------|-------------------------|
|  | Dr Mark Bacon     | Chief Operating Officer |
|  | Frances Hewison   | Chief People Officer    |
|  | Pascale Vermassen | Chief Financial Officer |
|  | Tariq Khan        | Governance Apprentice   |
|  | Waleed Backler    | Governance Apprentice   |

### SECRETARIAT

|  |                 |                                |
|--|-----------------|--------------------------------|
|  | Fiona Dumbelton | Governance Secretariat Manager |
|--|-----------------|--------------------------------|

Key A = Absent