

Executive Board and Senate Joint Meeting

Tuesday 7 December 2021

2.00pm, via Microsoft Teams

Minutes

Present: Professor Jenny Higham (Chair), Ms Pamela Agar, Professor Rachel Allen, Mr Chris Baker, Mr Derek Baldwinson, Professor Iain Beith, Professor Dot Bennett, Dr Mark Bodman-Smith, Dr Florencia Cavodeassi, Mr Rob Churm, Dr Jane Cronin-Davis, Mr Mark Cranmer, Professor Kathy Curtis, Dr Angela Donin, Dr Kate Everett, Professor Jon Friedland, Dr Vanessa Ho, Ms Becky Kemp-Arnold, Professor Andrew Kent, Ms Angela Kubacki, Ms Jenny Laws, Dr Julie Leeming, Dr Agnieszka Lewko, Professor Jodi Lindsay, Ms Karen Lobb-Rossini, Ms Georga Longhurst, Ms Sian Marshall, Dr Rosie MacLachlan, Dr Aileen O'Brien, Mr Paul Ratcliffe, Ms Catherine Robertson, Professor Jane Saffell, Dr Philip Sedgwick, Mr Graham Schofield, Dr Dean Semmens, Dr Carol Shiels, Dr Jennifer Stott, Dr Benjamin Taiwo, Dr Ferran Valderrama, Dr Andrew Walley, Professor Peter Whincup, Ms Jenny Winters.

In attendance: Ms Sue David, Ms Cerys Ledger (deputising for Ms Susan McPheat), Dr Ariel Poliandri (deputising for Dr Anna Dulic-Sills), Ms Emma Whitaker (clerk).

Merger update

1. Merger update

Received and considered: A verbal update on merger discussions from the Principal, Chief Operating Officer and the Deputy Principals.

Reported:

As part of the merger process, a number of processes needed to be concluded, including the financial and legal due diligence for lot one. These processes had been running in parallel and had now concluded.

The Chief Operating Officer was working with PA Consulting to finalise the joint case for merger document that would be considered by the Extraordinary meeting of the Council on 14 December 2021. There would also be a separate supporting paper that would review the findings of the due diligence work; this paper would include feedback from stakeholder engagement.

The Deputy Principal (Research and Enterprise) had completed his work on the research part of the joint case for merger. He thanked the staff and students who had contributed to this work. There were many people involved in the Research workstream from across the different research teams. The Deputy Principal reflected that, whatever the merger decision would be, the work had helped to surface some areas of collaboration that would lead to some future areas of work and grant submissions.

The Deputy Principal (Education) thanked all staff and students who had been part of the education and student experience workstream. They had given up a lot of their time and had fed in really useful challenges and ideas. She gave special thanks to the students who had crafted the agenda for the recent RHUL Student Union visit to site. The Union had fed back that they were struck by our unity and coherence and enjoyed the facilities and SGUL community. It was genuine, warm and positive feedback.

The Student's Union President reflected that she had learned a lot from the Student's Union at RHUL. From taking part in the workstreams, the St George's (SGUL) Student's Union team had also learned more about what is valued about SGUL and what students would like to improve. The Union recently ran a survey asking students their views on what they like and would like to improve about SGUL as well as their views about the merger. The Principal reflected that it had been helpful to know students' concerns and noted that students have been reassured that, if the merger went ahead, their teaching and the award of their degrees would still be from SGUL.

It was recognised that a huge amount of work had gone into the merger so far. The Chief Operating Officer thanked all of the colleagues who had been involved. He gave the example that last week some members of the Royal Holloway (RHUL) Council came to visit the site and had a successful tour. It was recognised that a lot of preparation and work goes into activities such as this. The Chief Operating Officer felt proud to show off our facilities and our fantastic colleagues.

Discussed:

It was asked if there would be a decision reached on the merger soon. The Principal informed the meeting that it was hoped that it would be possible at the Extraordinary Council meeting on the 14 December. However, it was not possible to confirm that definitively as the decision would be made by the Council and is a Council responsibility.

Ordinary Business

2. **Apologies for absence:** Mr Marcus Bhargava, Dr Anna Dulic-Sills, Dr Julia Gale, Professor Cilla Harries, Ms Sally Hayward, Ms Julie Hendry, Ms Mary Hennessy, Dr Carwyn Hooper, Dr Marcus Jackson, Professor Jane Lindsay, Ms Susan McPheat, Ms Georgina Sims, Ms Jeannie Watkins.

3. **Minutes**

Considered and approved:

- (i) The minutes of the Senate meeting held on 2 November 2021.

EB-Senate/2021-22/Paper A

- (ii) The minutes of the Executive Board meeting held on 4 November 2021.

These minutes were approved with one amendment.

Agreed:

Minute 7 – Research Integrity Annual Statement: “This year a more concise template was introduced” to be changed to “This year a more focussed and succinct template was introduced”.

Action: Clerk to Executive Board

EB-Senate/2021-22/Paper B

4. **Action points and matters arising not covered elsewhere**

Received and considered: The action points arising from the minutes.

Reported:

Action 3 is now closed. E-Resources on Research went to the Research Committee meeting for further discussions.

All actions for the Executive Board are now closed.

EB-Senate/2021-22/Paper C

Strategy, Management and Finance

5. **Finance Reports**

Received and considered: The management accounts to 31 October 2021.

Reported:

The management accounts were in a slightly better position this month. There was an income of £600k from refund of VAT from HMRC and a supplier. It was noted that the internal auditors KPMG

found the overpayment of VAT from the supplier when they audited the accounts. There was an unrealised gain of £500k on investments. SGUL was about to complete forecast 1, which was going to come in slightly worse than budget due to the joint faculty reporting a worse position.

EB-Senate/2021-22/Paper D

6. Estates update

Received and considered: An update report on Estates and facilities issues.

Reported:

- Three companies had made a full return for the security services tender. Returns would be evaluated and interviews would take place next week.
- There were some sickness issues which were causing minor impacts to site services.
- Peabody's would be closing a part of their restaurant for refurbishment from 3 January 2022 for five weeks. The second floor Pret a Manger would open again next week.
- The new Collaborative Space is now open and is being well used and enjoyed.
- The Estates team were looking at developing a strategy for the ventilation in Hunter and Jenner wings, which would lead to capital bids in the new financial year.
- The team were assessing the amount of fire marshals and first aiders needed on site. The intention was to have a fire drill in the new year.
- The Dissection Room accident report would be circulated to relevant colleagues. There was a meeting next week to discuss the report in more detail and to move it forward. One other accident report was waiting for a statement from a member of the staff from the Trust.

Discussed:

It was asked that the Capital Plan be presented with a RAG rating as it was in the past, as it is a way to monitor the plan and is a useful way to highlight to Council what areas they should focus their attention on.

Action: Director of Estates and Facilities

It was asked if the Rob Lowe sports centre would be used as a COVID-19 testing centre again, as there is high student demand for use of the sports space. It was discussed that there are no current plans for an onsite testing facility. The university is obliged to keep the testing equipment but would consider where else it can be stored so that the sports centre can be in use.

EB-Senate/2021-22/Paper E

Quality and Partnerships

7. Boards of Examiners meetings updated policies

Considered and approved: The following updated policies that relate to meetings of Boards of Examiners:

- (i) Exam Board Terms of Reference
- (ii) Board of Examiners Membership
- (iii) The role of the Chair of the Exam Board
- (iv) Board of Examiners Agenda template

Received and noted:

- (v) Exam Board guidance on minute taking

Reported:

The Board of Examiners updated policies would be re-issued and reviewed annually from this point onwards and would be brought to Senate for approval.

EB-Senate/2021-22/Paper F

8. Joint Faculty Dissolution Update

Received and considered: A verbal report on the Joint Faculty Dissolution from the Academic Lead for Quality and Partnerships.

Reported:

Work was ongoing to ensure smooth dissolution by the 31 July 2022, as planned. There was oversight by a joint oversight group and an internal steering group. The Academic Lead for Quality and Partnerships and Dr David MacIntosh would be acting as co-Deans to the Joint Faculty from January 2022, in order to provide stability during the dissolution process.

There was a major piece of work around workforce development provision, being overseen by a Task and Finish Group led by Professor Andrew Kent. Students study on a module by module basis before signing up for a degree course. A lot of work is needed to unpick the Postgraduate level provision as a lot of the teaching was delivered by the Centre for Allied Health. This piece of work had a high administrative workload and impacted on staff allocation.

There was a joint workstream for software, including the management of placement allocation, as both universities are looking to use this in the future.

Other joint workstreams included contracts, finance, the healthcare practice framework, legal, HR, IT, research, education (including student welfare and support), personal tutoring, Canvas, governance and league tables. It was noted that there was not yet agreement about the proposed approach for the de-coupling of league tables.

SGUL were expecting to agree the principles for TUPE with Kingston University and then would move towards consultations with affected staff.

A Town Hall meeting was held on 10 November 2021 and there would be more of these organised as the process continued. At the November meeting there were valuable questions raised by staff. Although not all of the questions can be answered at this present time, they are all being collated and answers will be provided when possible.

The Academic Lead for Quality and Partnerships thanked the staff involved in the workstreams.

9. UNIC Steering Group

Received and noted: The minutes of the UNIC Steering Group held on 1 July 2021.

Reported:

The Principal had now written formally to the General Medical Council, notifying them that SGUL was now entering the teach out phase at UNIC and stating the mechanism of how all students on that programme should be enabled to graduate.

Agreement had been largely reached with UNIC on the teach out strategy and plan. They would be providing reassurance that structures would remain in place for the teach out period.

EB-Senate/2021-22/Paper G

10. Board of Examiners Membership

Considered and approved: The Board of Examiner membership for IMBE PGT courses.

Reported:

It was noted that an amendment is to be made to the Board of Examiner membership for Genomic Medicine: Dr Kate Everett remained a member and would be added to the membership for that course.

EB-Senate/2021-22/Paper H

11. Development and Alumni update

Received and considered: An update from the Associate Director of Development and Alumni.

EB-Senate/2021-22/Paper I

Items for note

12. OfS Consultation on World-Leading Specialist Provider Funding

Received and noted: SGUL's response to the OfS consultation on 'an approach to world-leading specialist provider funding'.

EB-Senate/2021-22/Paper J

13. Actions taken by the Chair

Received and noted: A report on Chair's actions.

EB-Senate/2021-22/Paper K

14. Groups Reporting to Executive Board

Received and noted:

- (i) The minutes of the Diversity and Inclusion Steering Group held on 14 July 2021.
EB-Senate/2021-22/Paper L
- (ii) The minutes of the Risk, Audit and Efficiency Committee held on 20 October 2021.
EB-Senate/2021-22/Paper M
- (iii) A report from the Resource Review Committee.

EB-Senate/2021-22/Paper N

15. Any other Business

No other business was raised at this meeting.

16. Dates of Executive Board Meetings in 2021-22

Tuesday 25 January 2022

Wednesday 23 February 2022

Wednesday 23 March 2022

Wednesday 4 May 2022

Wednesday 8 June 2022

Tuesday 5 July 2022 – Joint with Senate

All meetings commence at 2.00pm (unless stated otherwise).

17. Dates of Senate Meetings in 2021-22

Tuesday 1 March 2022

Tuesday 14 June 2022

Tuesday 5 July 2022 – Joint with Executive Board

All meetings commence at 2.00pm (unless stated otherwise).

EW/23 December 2021