

EDINBURGH NAPIER UNIVERSITY

UNIVERSITY COURT

**Minutes of the meeting held on Monday 18 December 2017
at 3.45 pm in the Rivers Suite, Craiglockhart Campus**

Present: Dr G Forbes (Chair); Professor A Nolan (Principal & Vice-Chancellor); Mr R Adams; Mr N Ballantyne; Ms J Boyle; Lord Brodie (Chancellor's Assessor); Mr C Guest; Mr R Hare; Dr S Jiwa; Mr M Khatri; Professor A McCleery; Ms H Markley; Ms E Partyka; Professor A Sambell (Vice Principal, Deputy Vice Chancellor) Professor A Scullion; Dr P Stollard; Mr S Walls; Mrs P Woodburn; Mr N Woodcock; Professor L Yellowlees.

Apologies: Ms J Brown; Dr V Ellis.

In attendance: Mr D Cloy (Assistant University Secretary & Clerk to Court); Ms K Dewar (Director of Human Resources & Development); Dr I McIntosh (Assistant Principal); Mr A McGoff (Finance Director); Dr G Webber (University Secretary).

Observing: Dr C Steen (Governance Officer); Ms K Swanton (Head of Academic Quality).

1. OPENING REMARKS, WELCOME AND APOLOGIES

- 1.1. The meeting was preceded by a Pre-Court Strategy Presentation on the assurance of academic quality within the University, which members had welcomed.
- 1.2. The Chair welcomed members to the meeting and welcomed Dr Colin Steen (Governance Officer) and Ms Katrina Swanton (Head of Academic Quality) who were observing the meeting as part of their professional development.
- 1.3. The apologies were **noted**.

Part A For discussion and decision

2. MINUTES OF THE MEETING HELD ON 30 OCTOBER 2017 UC(17/18)15

- 2.1. The minutes of the meeting held on 30 October 2017 were **approved**.

3. MATTERS ARISING

- 3.1. No matters arising were identified.

4. PRINCIPAL'S REPORT **UC(17/18)16**

- 4.1. The Principal introduced her written report and highlighted the Scottish Government draft budget for 2018-19 which was recognised as a good outcome for higher education given the challenging fiscal context.
- 4.2. The revised ULT structure which would take effect from January was also highlighted.
- 4.3. Thereafter, Court **noted** the report.

5. REVIEW OF THE CURRENT FINANCIAL POSITION* **UC(17/18)17**

- 5.1. Court received the report which provided the financial position as at the end of October 2017.
- 5.2. Discussion followed in which it was noted that School contribution targets were considered to be realistic and that work was ongoing with Schools to support the achievement of those targets.
- 5.3. Thereafter, Court **noted** the report.

6. APPROVAL OF ANNUAL REPORT AND AUDITED ACCOUNTS 2016/17* **UC(17/18)18**

- 6.1. Court received the paper which was presented to enable Court to discharge its statutory responsibilities in respect of the Financial Statements for 2016/17. It was noted that the statements had previously been considered and recommended for submission to Court by the Finance & Property Committee and the Audit & Risk Committee. A number of areas of note from the Financial Statements were highlighted.
- 6.2. Thereafter Court **approved** the Annual Report and Financial Statements for 2016/17, **authorised** the Chair of Court and the Principal to sign the Financial Statements on its behalf and **authorised** the Principal and the Finance Director to sign the Management Letter of Representation on its behalf.

7. ANNUAL REVIEW OF STRATEGY AND ACADEMIC KEY PERFORMANCE INDICATORS **UC(17/18)19**

- 7.1. Court received the paper which presented the agreed set of University Key Performance Indicators (KPIs), which are used to monitor progress towards the University Strategy 2020. The indicators were presented with indicative trajectories for each of the measures to 2020 using 2013/14 as a baseline.
- 7.2. Discussion followed during which the range of activity being undertaken to respond to key areas arising from National Student Survey (NSS) feedback was noted as were efforts to gather and engage with the student voice, including the work being undertaken by ENSA to contribute to this. It was recognised that communication activity to showcase to students the ways in which their voice was being heard and acted on was beneficial. The range of

activity underway to grow research within the University and to prepare for the next Research Excellence Framework (REF) exercise was also discussed and noted.

7.3. Thereafter, Court **noted** the report.

8. DRAFT SCOTTISH FUNDING COUNCIL OUTCOME AGREEMENT 2018/19 UC(17/18)20

- 8.1. Court received the paper which presented a well-developed draft of the University's Outcome Agreement with the Scottish Funding Council for 2018/19.
- 8.2. Discussion followed in which, with regard to widening access, the challenge of competing with other Universities within the region to recruit from a fixed pool of students was recognised.
- 8.3. Thereafter Court **approved** this draft as the final submission subject to incorporation of further feedback and any necessary updating of data, and **delegated authority** to the Chair of Court to approve the final submission.

9. FRAUD RISK METHODOLOGY

- 9.1. Court received and **noted** the presentation which outlined work underway to develop a comprehensive fraud strategy. It was noted that a fraud workshop would be organised early in the New Year which Court members would be invited to attend.

**10. EDINBURGH NAPIER STUDENTS ASSOCIATION* UC(17/18)21
GOVERNANCE / INCORPORATION: UPDATE**

- 10.1. Court received the paper which presented the report of the ENSA governance review, an outline of the timetable for the review of the ENSA Constitution and the rationale and timetable for seeking incorporation.
- 10.2. Court welcomed the positive steps being taken to update and improve the ENSA Constitution and noted the intention, in due course, to move towards incorporation.
- 10.3. With regard to the issue of ENSA trustee liability for debts such as might arise from pension liabilities it was noted that in such an eventuality the University would, in practice, seek to protect ENSA and its trustees in the interests of all parties.

11. FUNDRAISING CAMPAIGN

- 11.1. Court received and **noted** an update presentation on the University's fundraising campaign.

12. UPDATE ON LEGAL MATTER* UC(17/18)22

12.1. Court **noted** the update on the outcome of an ongoing legal case.

13. AUDIT & RISK COMMITTEE ANNUAL REPORT 2017* UC(17/18)23

13.1. Court received the paper which presented the Audit & Risk Committee annual report to Court for 2016/17. It was noted that, based on the auditors' opinions, the Committee believed that the University was operating adequate and effective control systems. A number of issues from the report were highlighted.

13.2. Thereafter Court;

a) **noted** the annual report from the Audit & Risk Committee;

b) **approved** the extension of the external audit contract with KPMG for a further two years until February 2020.

14. ROLE OF SECRETARY TO COURT UC(17/18)24

[The Assistant University Secretary left the meeting during consideration of this item]

14.1. Upon recommendation of the convenor on behalf of the Nominations Committee, Court **appointed** Mr David Cloy as the Secretary to Court, and consequentially as University Secretary, with effect from 22 December 2017.

Part B For information

15. ACADEMIC BOARD MEETING 8 DECEMBER 2017 UC(17/18)25

15.1. Court **noted** the minutes from the meeting of the Academic Board of 8 December 2017.

16. REPORT FROM REMUNERATION COMMITTEE UC(17/18)26

16.1. Court received and **noted** the paper which presented the report from the meeting of the Remuneration Committee held on 9 November 2017. It was noted that the policies and processes governing Remuneration Committee's business would be revisited in the context of the overall Court effectiveness review and presented as part of the suite of governance documents going to Court for approval in June.

17. TOP RISKS MONITORING SCHEDULE (1 of 3)* UC(17/18)27

17.1. Court **noted** the Top Risks monitoring schedule.

Part C Not intended for discussion

18. REPORTS FROM COURT COMMITTEES

18.a Finance & Property Committee meeting on 27 November 2017* **UC(17/18)28**

18.1. The report was **noted**.

18.b Audit & Risk Committee meeting on 27 November 2017* **UC(17/18)29**

18.2 The report was **noted**.

19. DATE OF FUTURE MEETINGS AND EVENTS

19.1. The dates of future Court meetings were **noted**.

VALEDICTION

The Chair reported that Dr Gerry Webber (University Secretary) was retiring at the end of the year and extended Court's thanks for his significant contribution to the work of the Court and to the University over his 20 years of service.

*Denotes a paper to which an exemption under the Freedom of Information (Scotland) Act 2002 applies.