



University Council

Paper no: 2019-04-11-03

Paper title: Minutes of previous meeting and matters arising

Minutes of the Council meeting held on 15 November 2018 in Lecture Room 15, Cranfield Management Development Centre, Cranfield University.

Present: Hutton, Dame Deirdre (Chair)
Braithwaite, Professor Graham
Carter, Miss Caroline
Carey, Mr Anthony (by telephone)
Day, Mr Colin
Fairweather, Mr Paul
Gregson, Professor Sir Peter
Hynes, Miss Alice
Mannings, Mrs Moni
Thompson, Dr Christine
Sparks, Professor Emma
Subramanian, Miss Nithya
Young, Baroness Barbara

Apologies: Hunter, Mr Dougie, Ferguson, Mr Iain, Mayhew, Dr Maxine, Ryals, Professor Lynette, Thomas, Mr Bill

Attending: Aspinall, Mr Philip, Chief Operating Officer
Atkinson, Professor Helen, PVC-SATM (for item 4.3)
Douglas, Mr Gregor, University Secretary
Ellis, Mr Gareth, Energy and Environment Manager (for item 6.1)
Morris, Mrs Julie, Governance Officer
Richards, Professor Mark, PVC-CDS (for item 5)
Sibbald, Mr Ian, Director of Finance (for Items 4 and 7)

1. **Introduction**

The Chair welcomed members and attendees to the meeting.

2. **Disclosures of Interest**

There were no disclosures of interest.

3. **Minutes of meeting and matters arising**

The minutes of the meeting held on 25 October 2018 were approved for publication on the University website.

Matters arising

3.1 Future meetings

Council requested that the dates of Council meetings for the academic year 2019/2020 and beyond were reviewed; for 2018/2019 it was suggested that a telephone conference was arranged for late January/early February.

3.2 MK:U Governance

At the last meeting of Council it had been recommended that, within the agreed governance structure for MK:U, there should be an independent non-executive Chair of the MK:U Board and that the inaugural appointment should be a member of the Council of Cranfield University. Subsequently Cranfield University Nominations Committee had recommended the appointment of Mr Colin Day as inaugural Chair of MK:U; this had now been approved by Milton Keynes Council.

4. **Financial matters**

Mr Ian Sibbald joined Council for this item.

4.1 Financial Statements to 31 July 2018

The Chair of Finance Committee presented the financial statements noting that Finance Committee and Audit Committee had met jointly to discuss the financial statements on 25 October and had endorsed them to Council for approval. Council noted that the commentary had been enhanced to include a more detailed explanation in a number of areas, and in compliance with the Committee of University Chairs Higher Education Code of Governance the financial statements also included a detailed annual statement from the Remuneration Committee. Subject to minor amendments to the commentary, Council approved the financial statements to 31 July 2018 and approved the annual statement from the Remuneration Committee which had been embedded within the financial statements.

4.2 Management Accounts to 31 July 2018

The Director of Finance presented the management accounts highlighting that income had increased 5.2% on the previous year, two Schools had achieved an operating surplus, one School was slightly behind and one was addressing ongoing external factors. The University was building upon the successes of the Cranfield Masterships (eg. GT, BAE) by developing a suite of similar programmes that could be sold as continuing professional development courses to external clients. The impact of the apprenticeship levy on other home student recruitment pattern would continue to be monitored.

4.3 National Flying Laboratory Centre

Professor Helen Atkinson joined Council for this item.

The Chair of Finance Committee introduced this item commenting that Finance Committee had led a detailed review of the original proposal at its meeting on 25 October 2018. Finance Committee had taken the view that the University should continue to operate the flying laboratory classroom facility and that upkeep of the current Jet Stream was no longer sustainable. In considering the proposed new SAAB aircraft, Finance Committee had tasked the University to undertake a comparison against an ATR aircraft. Finance Committee received the additional information ex-committee and subsequently endorsed the original proposal to purchase the SAAB aircraft.

The PVC-SATM explained in more detail the approaches for financial support to Research England, Cranfield Alumni and the other universities and companies interested in the flying facility. Council agreed the approach was entirely appropriate and encouraged the University to achieve confirmed commitments from such sources before the purchase of the SAAB aircraft. Council approved Cranfield's £700,000 contribution to the £3m project.

Professor Atkinson and Mr Sibbald withdrew from the meeting.

5. **Cranfield Defence and Security (CDS) Update**

Professor Mark Richardson joined Council for this item.

The CE&VC introduced this item advising Council that there had been a number of changes to the leadership team at the Defence Academy as well as in the CDS management structure. The PVC-CDS had invested time in building relationships with the MoD and communicating with CDS colleagues. It was pleasing to hear that the School Executive was receiving more positively framed engagement as a result.

Professor Richardson presented his October 2018 snapshot of CDS performance against the following targets: staff ready for REF2021, student numbers, staffing plan, finance, the AP contract and the 12 initiatives linked to the CDS change programme. In discussion, Council explored the new developments including: new international strategic relationships, collaborations and opportunities with the Defence Academy including the Bangladeshi Ordnance Factory and the Leadership & Management Market Engagement Day, the Abel building being available in early 2019, an increase in the research line at COTEC with DSTL and the creation of a limited company to pursue growth activities outside of the traditional business of a University.

Council thanked Professor Richardson for his report and congratulated him on the considerable improvements made to date.

Professor Richardson withdrew from the meeting.

6. **Annual reports:**

6.1 Annual Environmental Report

Mr Gareth Ellis joined Council for this item.

The Energy and Environment Manager presented the Annual Environment Report 2017/2018 highlighting:

- certification of the University's energy management system to ISO 50001:2011 standard;
- certification of our environmental management system to the updated ISO 14001:2015 standard;
- two Wildlife Trust awards for our wildlife gardening; and
- installation of a 1 MW solar farm providing 5% of the University's electricity.

Council reviewed progress against the key performance indicators noting that work continued with regard to achieving targets related to carbon emissions, travel, water and discharges of suspended solids into the local brook. Council commented that it would encourage ambitious targets with regard to sustainable procurement. Council endorsed the Annual Report for publication.

Mr Ellis withdrew from the Council meeting.

6.2 Academic Assurance Report

The Chief Executive and Vice-Chancellor and Chair of Senate presented the annual academic assurance report commenting that Audit Committee had reviewed the report at its meeting on 25 October 2018 and had suggested a number of enhancements which had been incorporated in the paper presented to Council. Together with the briefing presented by the PVC-Education at Council on 25 October, Council endorsed the report and authorised the Chief Executive and Vice-Chancellor to sign the assurance statement.

6.3 University Executive Annual Report to Council

The Chief Executive and Vice-Chancellor presented the annual report from the Executive to Council. Council accepted the annual management statement from the University Executive.

6.4 Remuneration Annual Statement

Council approved the annual report from Remuneration Committee. See minute 4.1 above.

6.5 Audit Committee Annual Report to Council

The Chair of Audit Committee presented the annual report to Council highlighting the key issues considered by the committee during the year, including: Cranfield Aerospace Solutions Ltd, health and safety, Border Agency and UKVI, Cyber security, academic review, specialist audits and safeguarding. All activities reviewed by the committee were set out in the appendices. Matters being addressed by Audit Committee in the near future included Value for Money which was changing again under the remit of the new regulatory body, the OfS and the audit tender for provision of external audit services.

Council thanked the Audit Committee and Internal Audit team for their annual reports and endorsed them for submission to the OfS.

7. **Airpark update**

Mr Ian Sibbald joined Council for this item.

There had been limited contact with the third party company interested in investing in the Airpark. The Chief Executive and Vice-Chancellor had undertaken to meet directly with the third party investor to determine their intentions. In the meantime, Council noted the alternative opportunities being pursued by the Director of Finance and the impact a delay on the development of the airpark would have on DARTeC.

8. **Any other business**

8.1 The Pro-Chancellor had recently attended a CUC event. The focus of the discussions had been the changing nature of the HE undergraduate landscape and the key issues that are shaping the sector's future. The purpose and future direction of the CUC was also considered.

8.2 The following approved minutes of sub-committee meetings were received for information:

- Finance Committee held on 25 July 2018
- Audit Committee held on 25 July 2018

J Morris
21 November 2018