

Committee Name

## Minutes

## COUN24-M1

Minutes of the meeting held on XX Month 2024

### Attendance

###### Present:

Member One, Member Two, Member Three (e.g. Jennifer Nutkins, do not use titles)

###### In attendance:

Name, Name, (e.g. Jennifer Nutkins, do not use titles)

###### Apologies received from:

Name, Name (e.g. Jennifer Nutkins, do not use titles)

### 24/1 Declaration of Interests

Record any Declarations of Interests. [Note: Not all Committees will have a declaration of interest as a standard item, but where an interest is declared it should be recorded in the minutes.]

### 24/2 Minutes

##### COUN23-M4 [Note: this is the paper number of the last meeting’s minutes.]

Council **CONFIRMED** the minutes of the meeting held on 12 October 2023.

COUN23-M4

### 24/3 Matters Arising

#### COUN24-P1 Council NOTED the summary report of updates to matters arising. The following verbal updates were provided: Action 23.9: xxx Action 23.12: xxx *Best practice is to keep a separate list of actions (or matters arising) which identifies when the action was given so the full minute can be referenced, what the action is, who is responsible for it and whether it has been completed. These are vital for effective record keeping. They help people who were at the meeting (and those who were not) understand what actions were agreed and also act as a reminder! After the meeting you should consider emailing actions directly to responsible individuals as well as circulating the minutes. You can email actions before minutes have been approved if particularly urgent.*

SECTION A – Items for Discussion

### 24/4 University Key Performance Indicators

**COUN24-P2**

Council **CONSIDERED** an update and review of University KPIs for the previous year.

* + 1. Action: Any action taken as a result of the discussion
    2. Action: Should be clear under each heading

E.g. Action: Council asked that the next update provide some information about the benchmarking and comparison of the KPIs to other institutions.

Actions should be given a clear owner: E.g. ACTION: The Director of Estates and Facilities

Management was asked to provide a detailed floor plan of the new building.

### 24/5 University Finances

5.1 University Financial Statements 2023/24

COUN24-P3

Council **APPROVED** the adoption of the accounts and the submission to the Office for Students for the year ended 31 July 2023 on the recommendation of Finance Committee and Audit and Risk Committee.

The Accounts had been scrutinised by Finance Committee and Audit and Risk Committee, including a page turning exercise.

The Honorary Treasurer had attended the page turning day and gave a positive endorsement of the accounts. The Chair of Audit and Risk Committee indicated that the external auditors had provided a positive view of the accounts and there were no issues to report to Council.

**ACTION: Accounts to be formally signed by Chair of Council and Vice-Chancellor and submitted to the Office for Students.**

**3.2 Office for Students Financial Return**

COUN24-P4

Council **APPROVED** the data in the financial and student number tables relating to actual financial data for 2021/22 and 2022/23 for submission to the Office for Students.

Council **AUTHORISED** the Vice-Chancellor to approve changes to the tables resulting from the Office for Students queries during the data verification period.

## SECTION B – Starred Items for Approval

### 24/6 \*Prevent Duty

**COUN24-P5**

Council **APPROVED** the Prevent Annual Monitoring Report for submission to the Office for Students.

### 24/7 \*Modern Slavery and Human Trafficking

**COUN24-P6**

Council **APPROVED** the statement on Modern Slavery and Human Trafficking**SECTION C – Starred Items for Information**

### 24/8 \*Pro-Vice-Chancellor Reports

#### Council RECEIVED the following reports:

#### 6.1 \*Pro-Vice-Chancellor (Education and Student Experience)

##### COUN24-P7

#### 6.2 \*Pro-Vice-Chancellor (Research and Innovation)

##### COUN24-P9

#### 6.3 \*Pro-Vice-Chancellor (Sport)

##### COUN24-P10

### 24/9 \*Common Seal

##### COUN24-P11

Council **RECEIVED** a list of documents to which the University Seal has been attached.

### 24/10 \*Reports from Committees

##### Council RECEIVED reports from the following Committees:

**COUN24-P12** **Council Away Day Report – 12 October 2023**

**COUN24-P13** **Equity, Diversity and Inclusion Committee – 26 October 2023**

**COUN24-P14** **Governance and Nominations Committee – 11 October 2023**

### 24/11 Date of Next Meeting

Thursday 27 June 2024, 13:30-17:00, Loughborough Campus

**Future Meetings**

Thursday 17 October 2024, 15:00-16:00, Away Day, Loughborough Campus

Thursday 21 November 2024, 9:00-12:00, Online

Author – Luke Vulpiani

Date – 1st April 2024