

Committee Name



Loughborough
University

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.

- i) Action: Any action taken as a result of the discussion
- ii) 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