

DRAFT minutes

The University of Manchester

SENATE

Wednesday 29 January 2020

Present: Professor Dame Nancy Rothwell (Chair), Professor Alexander, Professor Aplin, Dr Blakeman, Ms Brealey, Dr Brockhaus-Grand, Professor Browning, Dr Coleman, Dr Cotterill, Professor Davies, Dr Eissa-Barroso, Professor Fagan, Mr Ferns, Professor Flavell, Professor George, Professor Georghiou, Ms Goddard, Dr Goeschel, Dr Hager, Professor Harper, Ms Haughton, Professor High, Professor Hodgkinson, Professor Hooper, Professor Howcroft, Dr Lane-Serff, Professor McMahon, Dr Mossman, Dr Ozanne, Mr Phool, Mr Pressler, Dr Radhakrishnan, Ms Salins, Professor Sampson, Professor Sattler, Professor Schafheutle, Professor Schröder, Dr Sharmina, Professor Smyth, Dr Speake, Dr Turchetti, Dr Vignali, Professor Walker, Professor Woolf and Professor Westwood (46)

In attendance for all items: Heads of Schools: Professor Devine, Professor Evans, Professor Hardacre and Professor Schiesaro. Edward Astle (Chair of the Board of Governors), Patrick Hackett (Registrar, Secretary and Chief Operating Officer), Mark Rollinson (Deputy Secretary), and John Marsh (Senior Governance Manager) (minutes).

In attendance for:

Our Future: Themes: Matt Atkin (Director of Planning)

Annual Report on Appeals, Complaints and Student Discipline Cases: Louise Walmsley (Director of Teaching, Learning and Student Development).

Apologies: Professor Brown, Professor Corfield, Mr Garrett, Mr Kwarteng, Professor Lord, Dr Lybeck, Dr Müller, and Professor Thakkar.

1 Welcome

Noted:

- a) Edward Astle, Chair of the Board of Governors was welcomed to the meeting as an observer. Senate had previously been advised in Summer 2019 of lay Board members' interest in attending Senate as observers;
- b) Senate's pleasure at Luke Georghiou's (Deputy President and Deputy Vice-Chancellor) return to Senate.

2 Declarations of Interest

Noted: that there were no declarations of interest in relation to the agenda.

3 Minutes of the Previous Meetings (23 October 2019 and 11 December 2019)

Agreed: to approve the minutes of the October and December meetings.

4 Matters Arising

Noted:

- a) the status of the action log following October 2019 Senate;
- b) subsequent to the December 2019 extraordinary Senate, the Board had held an extraordinary meeting and fully endorsed Senate's recommendation [REDACTED]

Redacted: Restricted Information

Commented [JM1]: This denotes the status of the minutes:
DRAFT – prepared by secretary
UNCONFIRMED – reviewed and signed off by Chair
APPROVED – minutes which have been agreed by the committee

Commented [JM2]: The Present section should be used to record attendance by members of the committee.

Colleagues may wish to use academic titles for academic attendees.

It is important to take a consistent approach to detailing attendance by members and attendees.

Commented [JM3]: This section should be used for recording attendance by non-members of the committee. For most governance committees this will normally be senior PS managers and officers, and the committee secretary.

It is helpful to denote the office that attendees hold, and also identify the attendee who drafted the minutes

Commented [JM4]: Colleagues who attend for a specific item, but not the entire meeting, should be recorded here

Commented [JM5]: Apologies from members should be recorded

Commented [JM6]: Each agenda item considered at the meeting should be minuted as a separate item, and numbered in the minutes

Commented [JM7]: It is good practice to invite members to declare any possible conflicts of interest at the start of the meeting. Depending on the nature of the declaration, and the item it relates to, it may be necessary for that member to leave the meeting during any discussion of the item

Commented [JM8]: The minutes of the committees previous meeting(s) should be included on the agenda for approval

Commented [JM9]: Matters Arising can be used to address any issues from the minutes of the previous meeting(s) and/or issues that are not included as discrete agenda items

Commented [JM10]: This is an example of confidential information being redacted in the minutes

- c) with regard to future semester dates, discussions were yet to be scheduled regarding the future structure of the academic year.

Agreed: that a pre-Senate briefing be scheduled to consider progress in relation to NSS performance. **(Action – Vice-President (Teaching, Learning and Students))**

5 Senate Forward Agenda

Noted:

- a) the Forward Agenda for 2019-20;
- b) that members should contact the Senior Governance Manager if they wished to suggest potential topics for future Senate agendas.

6 Senate Effectiveness Task and Finish Group Implementation

Received: an update on the implementation of the recommendations of the Senate Effectiveness Task and Finish Group (SETFG) following their approval by June 2019 Senate.

Noted:

- a) the update on implementation activity. Further updates would be provided to Senate in April and June 2020;
- b) the Chair of the Task and Finish Group welcomed the good progress that had been made in implementing its recommendations;
- c) Chairs of School Boards had been appointed in the Faculty of Science and Engineering, and had met to discuss engagement between Boards and newly-established Faculty Committees;
- d) that it was vital that Professional Services were represented on Faculty Committees, and that their voice was heard at School Boards;
- e) regarding recommendation 23 (decision-making at Senate) – that the majority of SETFG members interpreted this as a recommendation for Senate to introduce a mechanism to allow confidential (not anonymous) voting at Senate, and that feasibility options should be tested prior to its introduction.

Agreed:

- a) the following with regard to the implementation of specific SETFG recommendations:
 - i. recommendation 11: that to enhance reporting by elected Senate members of the Board regarding matters relevant to Senate, a summary of the business at each Board meeting would be shared with elected members for review and comment, prior to circulation to Senate; **(Action: Deputy Secretary)**
 - ii. recommendations 25 and 26: that the content of the survey of Senate members be commented on by SETFG members prior to its circulation to the wider Senate membership; **(Action: Director for the Student Experience and Senior Governance Manager)**
- b) that the submission date for candidate nominations in the 2020 Faculty Committee elections be extended to address concerns raised regarding infra-faculty communication and awareness raising. **(Action: Deputy Secretary)**

7 Information Items

Noted:

- a) requests for agenda items by members of Senate;
- b) an update on new, amended and withdrawn undergraduate, taught and research programmes;
- c) report on exercise of delegations (on behalf of Senate and the Board of Governors).k

Commented [JM11]: Responsibility for the implementation of a committee decision is assigned as an action, normally to the committee member or attendee who sponsored/authored the paper

Commented [JM12]: It is good practice for committees to receive a Forward Agenda (or business schedule) which outlines the papers and reports scheduled for its meetings during the academic year

Commented [JM13]: "Received": can be used to detail the paper/report that was presented to the committee

Commented [JM14]: "Noted": can be used to highlight key points and details of discussion. Some colleagues may also wish to use "Reported" as an accompanying section of minutes. Reported can be used to detail key points that the paper/report includes, and/or that its sponsor highlights in their presentation of the item

Commented [JM15]: "Agreed": can be used to detail decisions made by the committee, and responsibility for actions. Some colleagues may also wish to use "Resolved" as an alternative heading.