<table>
<thead>
<tr>
<th>I</th>
<th>Minutes</th>
<th>To approve: The minutes of the meeting held on 25th November 2011</th>
<th>[Attached]</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Actions Taken</td>
<td>To receive: updates on action taken: MIN 21 Student's Union Financial Statements</td>
<td>[Oral update]</td>
</tr>
<tr>
<td>III</td>
<td>Matters Arising / Matters for Report</td>
<td>Audit To note: Update on US GAAP report</td>
<td>[Oral update]</td>
</tr>
<tr>
<td>IV</td>
<td>Director's Report</td>
<td>To receive: A report from the Director</td>
<td>[Oral Update Appendix A ]</td>
</tr>
<tr>
<td>V</td>
<td>Finance</td>
<td>To receive: (i) The forecast financial out-turn 2011/12</td>
<td>[Appendix B, Annexes A &amp; B]</td>
</tr>
<tr>
<td>VI</td>
<td>New Academic Structures</td>
<td>To approve: On the recommendation of Academic Board the proposed Faculty changes</td>
<td>[Appendix C]</td>
</tr>
<tr>
<td>VII</td>
<td>Charter &amp; Articles</td>
<td>To approve: for recommendation to the Privy Council changes to the Charter and Articles in relation to Degree Awarding Powers</td>
<td>[Appendix D]</td>
</tr>
<tr>
<td>VIII</td>
<td>Global Ambassador Programme</td>
<td>To note: The strategic objectives and the Membership of the Global Ambassador Programme</td>
<td>[Appendix E Annexes A&amp;B]</td>
</tr>
<tr>
<td>IX</td>
<td>The Bloomsbury Colleges’ Environmental Policy</td>
<td>To approve: the Bloomsbury Colleges’ Environmental Policy</td>
<td>[Appendix F Annex A ]</td>
</tr>
<tr>
<td>X</td>
<td>SOAS Overseas Travel Policy</td>
<td>To approve: on the recommendation of the Health &amp; Safety Committee the Overseas Travel Policy</td>
<td>[Appendix G Annexes A&amp;B, A (i) &amp; B (i)]</td>
</tr>
<tr>
<td>XI</td>
<td>Equality &amp; Diversity</td>
<td>Staff Diversity Executive Summary To note: (i) The Staff Diversity Executive Summary</td>
<td>[Appendix H]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Equal Pay Executive Summary To note: (i) The Equal Pay Report Executive Summary</td>
<td>[Appendix I]</td>
</tr>
</tbody>
</table>

*The full Staff Diversity Report & the Equal Pay Report are available at http://www.soas.ac.uk/equalitydiversity/reports/*
## XII Committee Reports
To Receive: Open Minutes/Reports from the following Sub-Committees:

(i) Audit Committee Minutes 26th January 2012
(ii) Academic Board Minutes 14th March 2012
(iii) Resources and Planning Committee Minutes 9th March 2012
(iv) A report on the last meetings of Honorary Degrees & Fellowships Committee and Nominations Committee

[Appendix K]  
[Appendix L]  
[Appendix M]  
[Appendix N]

## * Committee Dates
To note: the committee dates for the 2012/13 Academic Session

[Appendix O]

## XIII Date of next meetings

To note: The next informal evening meeting of Governing Body & Executive Board will be held on **Tuesday 1st May 2012**, starting at 4pm.

To note: Next meeting of Governing Body is on **Thursday 5th July 2012**, starting at 4pm

*The Chairman is hosting a dinner following the Governing Body Meeting on 5th July 2012. Please RSVP to Suzanne Green (sec-officer@soas.ac.uk), or by telephone to 0207 898 4015. Please make me aware of any specific dietary requirements that you may have.*
27. Apologies for absence
The apologies were noted.

28. Minutes
The minutes of the meeting 25th November 2011 were approved.

29. Actions Taken
(i) MIN 21 Student’s Union Financial Statements
The Chair reported that he had discussed the issue of the Students’ Union governance with the Registrar & Secretary. The Students’ Union did not wish an external trustee at this time but the position would be kept under review.

30. Matters Arising/Matters for Report
There were no matters other than those on the agenda.

31. Audit
To note: Update on US GAAP report
The Director of Finance & Planning reported that a clean audit report had been obtained in respect of the School’s US GAAP accounts. These had been lodged on time and in order and therefore the related student load facility was still available.
32. Director’s Report

The Governing Body considered the Director’s Report, which was in addition to the monthly reports received by members.

The Director reported that the School’s letter from HEFCE on the funding outcome for 2012/13 had been positive, especially in respect of continued funding for PGT students and London weighting. However, the figures were provisional so could be adjusted later in the current year and three times in 2012/13 based on actual student recruitment. A decision on if the uncapped recruitment of AAB students would be lowered to ABB grades from 2013/14 was due before the end of April.

The Director said that initial recruitment data for 2012/13 showed an overall drop of 11.8%, with a decrease from home/EU students being offset by an increase in overseas applications. The School had maintained or increased its share in most subjects. The School hoped to meet its overall target number but this had involved altering departmental targets. Applications in Law and International Business had been very strong and targets had been increased accordingly. A much better picture would be known after the 9 May deadline for students to make decisions on offers received.

The Pro-Director, Learning & Teaching reported on the PGT portfolio review, which had been discussed at the last meeting. A limited number of the courses identified for closure had been closed so further work was underway and a full report would be made to the next meeting. Clear criteria had been set for evaluating courses but many of those identified were a core course component for other courses. The Governing Body supported the need for additional work in this area and that the School needed to continually review its portfolio at both PGT and UG level. It was essential staff were engaged with the process and new courses were developed as part of the academic planning cycle.

The Director reported that a new Vice-Chancellor of the University of London had been appointed with an announcement due in the next two weeks. The start date would mean that he would be Acting Vice-Chancellor for a one to two month period over the summer.

33. Finance

To Receive (i) The forecast financial out-turn 2011/12 (Appendix B)

The Honorary Treasurer reported that the Forecast showed a predicted surplus of £2M for the academic year, which was £1.7M better than the last report. This was down to improvement on cost control and £760K of one-off adjustments due to delays in capital expenditure and depreciation changes.

Income had not increased significantly overall and Governing Body noted that the School had plans to address a decrease in catering and room booking income. The School was using its facilities more for internal events and it was a challenging external environment in this area.

Governing Body noted that teaching by distance learning was a core activity for the School with plans for expansion. Its income for the year to date had not achieved the target but it was above that from last year and making a surplus. The Director of Finance & Planning agreed to check and confirm the relevant figures.

The figures for enterprise income were disappointing but Governing Body noted that plans were underway to establish a summer school programme from 2013 and the Executive Board was monitoring the overall area very closely.
The Director of Finance & Planning agreed that for future finance reports he would separate out staff costs between staff on substantive and fractional contracts.

34. New Academic Structures
To approve: On the recommendation of Academic Board the proposed Faculty changes (Appendix C)
The Pro-Director, Learning & Teaching presented proposals for changes to the structures of the faculties of Languages & Cultures and Arts & Humanities.

Initial proposals in March 2011 had presented three options – no faculties, a reduction from three to two faculties, or the current proposals with the merger of some departments. A working group had overseen the further development of the proposals and the Academic Board now recommended the reduction of seven to four departments in Languages & Cultures and the merger of three departments to form a School of Arts in Arts & Humanities. These changes would improve the effectiveness of managing small units and improve collaborative working.

The Governing Body approved the proposals nothing that whilst the changes were not major they were supported by staff and could be a step to other changes in the future. There would also be financial savings due to a decrease in staff research leave with fewer departmental heads.

35. Charter & Articles
To approve: for recommendation to the Privy Council changes to the Charter and Articles in relation to Degree Awarding Powers (Appendix D)
The Governing Body approved the changes to the Charter & Articles, as detailed in the paper, for recommendation to the Privy Council. The changes were necessary for exercising the School’s Degree Awarding Powers from the 2012/13 academic year.

The Governing Body noted that a number of changes to the Standing Orders would be brought for approval to its July meeting. A major review of its governance arrangements would take place in 2012/13.

36. Global Ambassador Programme
To note: the strategic objectives and the Membership of the Global Ambassador Programme (Appendix E, Annexes A & B)
The Governing Body noted the establishment of a Global Ambassador Programme and the current members. This was linked to the planned Centenary Campaign, which would be covered in more detail at the informal meeting on 1 May. Members were not expected to undertake a formal role as fundraising ambassadors unless they wished to but needed to be aware of the Programme and they all acted as ambassadors for the School in many other ways.

37. The Bloomsbury Colleges’ Environmental Policy
To approve: the Bloomsbury Colleges’ Environmental Policy (Appendix E, Annex A)
The Governing Body approved the Policy on the recommendation of the Estates & Infrastructure Committee. The Policy was a good example of cooperation between the Bloomsbury Colleges.

38. SOAS Overseas Travel Policy
To approve: on the recommendation of the Health & Safety Committee the Overseas Travel Policy G Annexes A&B, A (i) & B (i)]
The Governing Body approved the Policy on the recommendation of the Health & Safety Committee. It noted that under the current Standing Orders it was required to approve all non-academic policies and this would be considered as part of the changes in July.

The Registrar & Secretary said that the School’s legal obligations to staff and students were clear and it was important they were provided with the relevant information.

39. Equality & Diversity  
Staff Diversity Executive Summary (Annex H)  
To note: (i) The Staff Diversity Executive Summary  
The Chair of the Equality & Diversity Committee reported that this was one of two reports that had been thoroughly analysed by the Committee and areas identified for improvement.

The Equal Pay Executive Summary (Annex I)  
To note (i) The Equal Pay Executive Summary  
The Director reported that the Academic Promotions Committee had commissioned additional in depth analysis to assess the way merit payments and promotions took place. This had shown no concern over the data for female staff but some concerns over BME staff, which were being investigated further. It was important that the data accurately reflected staff numbers and the position of fractional staff.

Equality Analyses (Appendix J – Withdrawn)  
The Governing Body noted that this paper had been withdrawn as the School was waiting for further guidance in the sector.

40. Committee Reports  
To Receive: Open Minutes/Reports from the following Sub-Committees:  
(i) Audit Committee Minutes 26th January 2012 (Appendix K)  
(ii) Academic Board Minutes 14th March 2012 (Appendix L)  
(iii) Resources and Planning Committee Minutes 9th March 2012 (Appendix M)  
(iv) A report on the last meetings of Honorary Degrees & Fellowships Committee and Nominations Committee (Appendix N)  
The Governing Body received the reports.

41. Committee Dates  
To note: the committee dates for the 2012/13 Academic Session (Appendix O)  
The Governing Body noted the dates of its meetings for the 2012/13 academic year.

42. Date of next meetings  
To note: The next informal evening meeting of Governing Body & Executive Board will be held on Tuesday 1st May 2012, starting at 4pm.

To note: Next meeting of Governing Body is on Thursday 5th July 2012, starting at 4pm.