

**SCHOOL OF ORIENTAL AND AFRICAN STUDIES
GOVERNING BODY**

AGENDA
Friday 20th April 2012 at 9.30am
Room 116

Items marked with an asterisk are formal business, not intended for discussion. If members wish to discuss any issues arising from these items they should inform the Secretary by 9am on Wednesday 18th April 2012

I	Minutes	
	To approve: The minutes of the meeting held on 25 th November 2011	[Attached]
II	Actions Taken	
	To receive: updates on action taken: MIN 21 Student's Union Financial Statements	[Oral update]
III	Matters Arising / Matters for Report	
	Audit To note: Update on US GAAP report	[Oral update]
IV	Director's Report	
	To receive: A report from the Director	[Oral Update Appendix A]
V	Finance To receive: (i) The forecast financial out-turn 2011/12	[Appendix B, Annexes A & B]
VI	New Academic Structures To approve: On the recommendation of Academic Board the proposed Faculty changes	[Appendix C]
VII	Charter & Articles To approve: for recommendation to the Privy Council changes to the Charter and Articles in relation to Degree Awarding Powers	[Appendix D]
VIII	Global Ambassador Programme To note: The strategic objectives and the Membership of the Global Ambassador Programme	[Appendix E Annexes A&B]
IX	The Bloomsbury Colleges' Environmental Policy To approve: the Bloomsbury Colleges' Environmental Policy	[Appendix F Annex A]
X	SOAS Overseas Travel Policy To approve: on the recommendation of the Health & Safety Committee the Overseas Travel Policy	[Appendix G Annexes A&B, A (i) & B (i)]
XI	Equality & Diversity	
	Staff Diversity Executive Summary To note: (i) The Staff Diversity Executive Summary	[Appendix H]
	The Equal Pay Executive Summary To note: (i) The Equal Pay Report Executive Summary	[Appendix I]
	Equality Analyses To consider: Equality Analyses and paying due regard to the Equality Act (2010)	[Appendix J] Withdrawn
	<i>The full Staff Diversity Report & the Equal Pay Report are available at http://www.soas.ac.uk/equalitydiversity/reports/</i>	

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XII	Committee Reports To Receive: Open Minutes/Reports from the following Sub-Committees:	
	(i) Audit Committee Minutes 26 th January 2012 (ii) Academic Board Minutes 14 th March 2012 (iii) Resources and Planning Committee Minutes 9 th 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.

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

GOVERNING BODY

Friday 20th April 2012

OPEN MINUTES

Dr T Miller (Chairman)
Ms E Wright (Vice-Chair)
Professor P Webley (Director)
Professor N Rao (Pro Director)
Mr M French (Honorary Treasurer)

Dr F Adamson	Professor B Harriss-White
Professor Sir I Crewe	Ms R Mortuza
Mr G Dalal	Dr J Parker
Professor G Furniss	Mr J Robinson
Sir Graham Fry	
Mr A Khan	

In attendance: Mr G Appleby (Director of Finance & Planning)
Mr D Beaton (Registrar & Secretary)
Professor S Chan (Dean of Law & Social Sciences)
Professor A Pauwels (Dean of Languages & Cultures)
Professor G Singh (Dean of Arts & Humanities)
Dr C Ince (Minutes)

Apologies: Professor G Furniss
Mr N Lerner
Professor S Subedi
Miss Z Weaver

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

Appendix A

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