

## BOARD OF TRUSTEES

**Minutes** of the meeting 2013/2 of the Board of Trustees of the University of Western Sydney, held at 9.00am on **Wednesday 10 April 2013 in the Boardroom, Building AD, Werrington North campus.**

- Present:**
- Professor Peter Shergold AC (Chancellor)
  - Professor Janice Reid AM (Vice-Chancellor)
  - Mr Glen Sanford (Deputy Chancellor)
  - The Hon Kim Yeadon (Deputy Chancellor)
  - Ms Gillian Shadwick (Pro Chancellor)
  - Mr Christopher Brown
  - Dr Ken Langford
  - Dr George Morgan
  - Mr Michael Pratt
  - Mr Ian Stone
  - Associate Professor Paul Wormell
- Apologies:**
- Mr John Banks
  - Mrs Lorraine Fordham
  - Ms Vivienne James
  - Ms Gabrielle Trainor
- Absent:**
- Ms Linda Ayache
  - Ms Jing Chen
- In Attendance:**
- Professor James Arvanitakis (item 3.5)
  - Ms Amanda Dickson (Administrative & Systems Support Officer)
  - Ms Rhonda Hawkins (DVC Corporate Strategy & Services) and Secretary to the Board of Trustees
  - Ms Helen Fleming (University Legal Counsel)
  - Mr Angelo Kourtis (PVC Students) (item 3.5)
  - Ms Renee Meimaroglou (NSW Audit Office) (item 3.4.1)
  - Mr Peter Pickering (Chief Financial Officer)
  - Ms Sharon Rigney (Executive Officer)
  - Mr Scott Sligar (Manager Financial Operations)
  - Mr John Viljoen (NSW Audit Office) (item 3.4.1)
  - Professor Steve Wilson (DVC Academic Planning)
  - Mr Paul Woloch (Director, Governance Services)

## **1. OPENING AND PROCEDURAL MATTERS**

### **1.1. Welcome**

The Chancellor welcomed those present and extended a warm welcome to Michael Pratt for his first meeting, noting Michael brings a wealth of experience to the Board including expertise in customer service, IT, banking and he has worked extensively in the Asia Pacific region. Michael has been appointed as the first Customer Service Commissioner for the NSW Government and will be a great asset to UWS during his term of office on the Board.

### **1.2. Apologies**

The Board accepted the apologies from Mr John Banks, Ms Lorraine Fordham, Ms Vivienne James and Ms Gabrielle Trainor.

### **1.3. Declarations of Interest**

The Chancellor reminded Board members of the need to declare any real or perceived conflicts on any Board agenda items. No interests were declared.

### **1.4. Starring of Items**

In addition to procedural items (items 1.1 to 1.6), the following items were starred: 2.2, 3.1, 3.2, 3.3, 3.4.1, 3.4.2, 3.5, 3.6 and all items under 4.

#### *Resolution*

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**The Board of Trustees resolved that all unstarred items be taken as considered and all recommendations in the attachments for them as adopted.**

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### **1.5. Arrangement of Business**

The Board agreed with the Chancellor's suggestion that the meeting would commence with a closed session to consider items 3.3, 3.5 and 4.4, with the open session resuming thereafter for the remaining starred items.

### **1.6. Confirmation of Minutes**

The Chancellor reported that the Graduate Member has requested changes to the minutes of the closed session to reflect the particulars of his concerns in regard to Item 4.1.2 Student Residences. The Chancellor reminded Board members that a request should be made during the discussion at a meeting if they wished the minutes to record their specific contributions.

#### *Resolution*

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**The Board of Trustees resolved to confirm the Minutes and Confidential Minutes of the 27 February 2013 meeting, and that item 4.1.2 in the closed session minutes be amended to include the comments made by the Graduate Member.**

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### **1.7. Action Sheets from Previous Meetings**

The Board noted the actions from previous meetings without discussion.

## **CLOSED SESSION**

The Board's closed session discussions included the following items:

3.3 Cases Under Management

3.5 Prime Minister's Award and The Academy

4.4 Board Standing and Remunerations & Nominations Committee

## **2. BUSINESS ARISING**

### **2.1. Our Future Action Program – Status Report**

The Board noted the report without discussion.

### **2.2. Red Tape Taskforce**

The Red Tape Taskforce has been established to review a range of administrative tasks required in support of teaching and research programs. The project is being lead by the DVC Academic Planning. The Board commended this initiative, noting that it is an opportunity to determine ways to free up academic time currently spent on administration, as well as improving efficiencies and processes. The final report will be provided to Academic Senate and the Audit and Risk Management Committee and then to the Board of Trustees in December 2013.

## **3. MATTERS FOR DISCUSSION / DECISION**

### **3.1. Chancellor's Report**

The Chancellor reported on the progress being made to finalise the Board's ministerial appointments in time for the Board's Strategy Day in June. The Selection Committee for the new Vice-Chancellor has met and has been considering the qualities required in the new Vice-Chancellor. Valuable input has been provided by the UWS professoriate. The search process is widespread and has identified a number of high calibre candidates.

### **3.2. Vice-Chancellor's Report**

The Vice Chancellor briefed the Board on the University's strategy for communication and engagement with GWS Federal members and candidates in the context of the upcoming election. She advised the Board that the Senior Management Conference this week would focus on the major changes and challenges in higher education internationally and nationally to consider the plans and strategic issues for the agenda of the Board Strategy Day in June.

Plans to open teaching space in the Parramatta CBD are progressing well, with centrally located accommodation being identified and scoping for the refit underway.

### **3.3. Cases Under Management**

The Board discussed this item in closed session.

### **3.4. 2012 Audited Accounts and Annual Report**

#### **3.4.1. Audited Financial Statements for the Year Ended 31 December 2012**

Representatives from the Audit Office of NSW were in attendance for the adoption of the audited 2012 Financial Statements. The CFO presented a detailed overview of and commentary on the annual accounts, noting that the University is in a growth phase and achieved a small underlying surplus of \$11m. While this is below the 5% target (surplus 1.6% of revenue from continuing operations) the University continues to invest in strategic initiatives in line with the University's mission. The representatives of the Audit Office advised that they had received the full cooperation of the University and commended the Finance team on the quality of the

financial statements and for their cooperation and willingness to assist the audit process, noting the University's approach, procedures and strategy set a benchmark for the sector in NSW. The Chancellor also thanked the Audit and Risk Management Committee (lead by the chair Alan Zammit) on behalf of the Board for its oversight of the external audit process and the University's management response.

*Resolution*

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**The Board of Trustees adopted the audited Financial Statements and authorised certification thereof by the Chancellor and Vice Chancellor.**

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**3.4.2. 2012 Annual Report and Board Report**

The Board signed off on the University's Annual Report for 2012, for tabling Parliament by the end of April, subject to minor editorial changes suggested by the Chair of Academic Senate.

*Resolution*

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**The Board approved the "UWS Board of Trustees Report" in the 2012 UWS Annual Report and authorised the Chancellor to sign the document on the Board's behalf.**

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**3.5. Prime Minister's Teaching Award and The Academy**

The Board discussed this item in closed session.

**3.6. Student Services and Amenities Fee**

The Board endorsed the report for 2012 and supported the 2013 priorities for the use of the Student Services and Amenities Fee (\$4.2m in 2013). The priorities have been developed through consultation with the elected Student Representative Council and the broader student body, and collaboration is ongoing to identify other projects to improve student services and amenities at UWS.

*Resolution*

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**The Board noted:**

- **The current status of SSAF funded projects**
- **The conditions related to the SSAF grant in relation to university compliance with reporting requirements and the Representation Guidelines**

**The Board endorsed:**

- **The 2013 SSAF priorities as outlined in the table provided in the report.**
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**4. REPORTS AND RECOMMENDATIONS FROM BOARD COMMITTEES**

**4.1. Finance and Investment Committee**

The Deputy Chancellor, Glen Sanford briefed the Board on discussions at the FIC meeting on 26 March on the management of cash that will be generated from campus development projects that are in progress. Due to uncertainties in the sector

in regard to higher education policy post the Federal election in September, the FIC supported the University's decision to hold the cash in the short term rather than reduce debt levels. The FIC is also reviewing the establishment of a Property Development fund and will bring a report back to the Board at a later date.

#### **4.2. Audit and Risk Management Committee**

The Board noted the ARMC report and passed the following resolution:

*Resolution*

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**The Board of Trustees resolved to approve the revised Delegations Schedules A and B, as provided in the report, and endorsed the delegation of the Senior HR Partner.**

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The Board was advised that Untaken Leave remains a challenge and that managers have been asked to continue to be proactive in encouraging staff to reduce excessive accrued annual leave levels.

#### **4.3. Report from the Chair of Academic Senate**

The Board noted the report from the Chair of Academic Senate on the meeting held on 22 February 2013.

The Chair of Academic Senate also provided the following verbal report:

TEQSA, the AQF and the Higher Education Standards Panel continue to command significant attention. Currently, the University is:

Responding to a call for comment on national Threshold Standards for curriculum design and course learning outcomes;

Responding to TEQSA's first Quality Assurance survey on Third-Party Arrangements in developing and delivering curriculum, and student support;

Waiting for TEQSA's second survey, this time on English Language Proficiency;

Working on AQF matters.

In response to the Board's strategies and the *Our Future* projects, there is a very substantial amount of planning and work going on in relation to curriculum changes for blended learning, with first-year units being prepared for 2014, followed by changes to second- and third-year curricula.

#### **4.4. Board Standing and Remuneration & Nominations Committees**

The Board discussed this item in closed session and passed a resolution regarding the award of an Honorary Fellowship.

#### **4.5. Campus Development Committee**

The Board noted that as the CDC has not met since the last meeting, no report was presented.

### **5. USES OF THE UNIVERSITY SEAL**

*Resolution*

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**The Board of Trustees approved the uses of the University Seal since the last report, as detailed in the report provided to this meeting.**

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### **6. OTHER REPORTS FOR NOTING**

**6.1. Staffing Matters**

The Board noted the report without discussion.

**6.2. Outcome of Graduate Member Election**

Following the close of the ballot on 27 March 2013 Mr Tim Ferraro was declared as the new graduate member on the Board of Trustees. His term of office is four years and commences on 1 July 2013. Tim has a long association with the University and is Chair of the UWSSConnect Board. He replaces Dr Ken Langford.

**7. MATTERS TO BE RAISED BY BOARD MEMBERS**

A question was raised in regard to the use of technology to advise students about important events such as the cancellation of a lecture or tutorial. The University uses broadcasts in the vUWS site and can send SMS messages to the general student population, and will investigate how it would be possible to refine this for specific student cohorts.

**8. OTHER BUSINESS**


There was no other business.

**9. NEXT MEETING AND CLOSURE**

10. The next meeting and Strategy Day of the Board is scheduled to be held from 2pm on Wednesday 5 June 2013, and from 9am-4pm on Thursday 6 June 2013.

There being no other business, the meeting closed at 12.25pm.

Confirmed by:

  
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Chair

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Date 5/6/13