



Queen Margaret University
EDINBURGH

CONFIDENTIAL

The next meeting of the Court will be held on **Wednesday, 4 December 2013 at 4.00 p.m.** in the large Boardroom, Level 2, Queen Margaret University. Light refreshments will be available from 3.30pm in the small Boardroom. Members attending are reminded to bring their security pass with them. Please contact Ruth Horne on 0131 474 0000 if you are unable to attend.

All agenda items and papers may be disclosed under the Freedom of Information (Scotland) Act 2002 unless specifically exempted by the legislation. Where items cannot be disclosed, the relevant section of the Act is indicated.

*The agenda is divided into starred and non-starred items. Starred items are for discussion and, where appropriate, decision. Non-starred items are for noting only and will not normally be discussed. Any member wishing to discuss a paper listed for noting should contact the Secretary no later than two days before the meeting stating the reason for the request.

Irene Hynd
University Secretary
Secretary to the Court
ihynd@gmu.ac.uk
27 November 2013

Court Members:

Keir Bloomer (Chair)
Fergus Boden
Jim Bradshaw
Robin Burley MBE
Ian Calder
Craig Cathcart
Professor Bob Cormack
Johnny Elmer
Dr Anthony Falconer
Professor Alan Gilloran
Dr Anna Gregor CBE
Roger Knox

Mark Laing
Brian Leggat
Jackie Macdonald
Miller McLean
Margaret McPhail
Robert Rae
Judith Sischy OBE
Professor Petra Wend (Principal)
Olga Wotjas
Sheila Williams

Car Parking

Spaces will be reserved for Court Members' cars in the parking area at the main entrance.

Disposal of Court Papers

The University will dispose of confidential Court papers which are surplus to requirements. These may be handed to the Principal's PA at any meeting or left at the table after the meeting.

Queen Margaret University

A G E N D A

1 *Conflicts of Interest

To NOTE any conflicts of interest and determine any required action.

2 *Determination of Other Competent Business

- (a) To RECEIVE notification of Other Competent Business.
- (b) To DISCUSS any business arising from Items for Information.

3 *Membership of University Court

To NOTE the appointment to Court of a member of Academic Staff following an election.

4 *Chairman's Report.

5 *Principal's Report.

COURT (13) 39

To RECEIVE a report from the Principal.

6 *Minutes

- (a) To APPROVE the minutes of the Court meeting held on 9 October 2013. COURT (13) MINS 03
- (b) Matters arising.

Reports from Committees

7 *Senate

- (a) To RECEIVE the minutes of the Senate meeting held on 23 October 2013. SENATE (13) MINS 05
- (b) Matters arising.

8 *Equality and Diversity Committee

- (a) To RECEIVE the minutes of the Equality and Diversity Committee meeting held on 8 October 2013. E&D (13) MINS 04
- (b) Matters arising.

9 *Audit Committee

- (a) To RECEIVE the minutes of the Audit Committee meeting held on 26 November 2013 (including the joint meeting with the Finance & Estates Committee). AUDIT (13) MINS 04

- (b) Matters arising.
- (c) To NOTE the annual report from the Audit Committee to the Court for the Year ending 31 July 2013. COURT (13) 40

10 *Finance and Estates Committee

- (a) To RECEIVE the minutes of the Finance & Estates Committee held on 26 November 2013. FEC (13) MINS 04
- (b) Matters arising.
- (c) To note the annual report from the Finance & Estates Committee to Court for the year ending 31 July 2013. COURT (13) 41

Ordinary Business

11 *Annual Accounts

- (a) To APPROVE formally the statutory accounts for the year ending 31 July 2013. COURT (13) 42
- (b) To CONSIDER the Letter of Representations to Grant Thornton and to authorise the Principal to sign on behalf of Court. COURT (13) 43
- (c) To NOTE the annual external audit report from Grant Thornton. COURT (13) 44
- (d) To NOTE the KPMG Internal Audit Annual Report. COURT (13) 45

12 *Management Accounts

- (a) To NOTE the Management Accounts and associated reports for the quarter to 31 October 2013. COURT (13) 46

13 *Risk Management

- (a) To CONSIDER the University's updated Corporate Risk Register. COURT (13) 47

14 *Key Performance Indicators

- (a) To CONSIDER a report on Key Performance Indicators. COURT (13) 48
- (b) To CONSIDER and APPROVE a report to the Scottish Funding Council on financial sustainability. COURT (13) 49

15 Agenda item redacted

Agenda item 15 is exempt from disclosure under Section 33 (1) (b) of the Freedom of Information (Scotland) Act 2002.

16 *Scottish Funding Council

(a) To NOTE the Letter of Guidance from the Cabinet Secretary for Education and Lifelong Learning to the Chair of the SFC for 2014/15. COURT (13) 51

(b) To NOTE the Outcome Agreement Self Evaluation 2012/13 COURT (13) 52

(b) To RECEIVE the near-final 2014/15 Outcome Agreement. COURT (13) 53

17 *Scottish Code of Good Higher Education Governance

To RECEIVE an update on the implementation of actions agreed by Court, and to CONSIDER a draft Court Members Handbook. COURT (13) 54

18 Annual General meeting

To NOTE that the One Hundred and Fifth Annual General Meeting of the University will be held on either 5th or 6th February 2014 as part of the Court Away Day arrangements.

19 Strategic Theme: QMU Food and Drink Strategy

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To RECEIVE a presentation from Dr Jane McKenzie, Food and Drink Lead Knowledge Exchange.

20 Dates of next meeting

Court will meet on the following dates in 2014:

5 & 6 February 2014 (Away Days)

2 April 2014

25 June 2014

Meetings commence 4.00pm.

21 Items for Information (tabled)

(a) Press Cuttings and Press Releases.