



Queen Margaret University  
EDINBURGH

**CONFIDENTIAL**

The next meeting of the Court will be held on **Wednesday, 6 December 2017 at 3.00 pm** in the Large Boardroom, Level 2, Queen Margaret University. Members attending are reminded to bring their security pass with them. Please contact Gerry O'Hare 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](mailto:ihynd@gmu.ac.uk)  
**29 November 2017**

**Court Members:**

Dr Frances Dow CBE (Chair)  
Elaine Acaster OBE  
Jim Bradshaw  
Carolyn Bell  
Dr Richard Butt  
Professor Graham Caie CBE  
Colin Duffus  
Cynthia Guthrie  
Dr Anthony Falconer OBE  
Frank Lennon OBE  
Jackie Macdonald

Ken McGarrity  
Miller McLean  
Linda McPherson (Vice-Chair)  
Margaret O'Connor  
Sarah Phillips  
Megan Richardson  
Stewart Sands  
Dr Eurig Scandrett  
Dr Andrew Scott  
Professor Petra Wend (Principal)  
Dr Laura Young MBE

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**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 that are surplus to requirements. These may be handed to the Secretary at any meeting or left at the table after the meeting.

## **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 the University Court**

(a) To APPROVE a recommendation from the Nominations Committee for the appointment of a Lay Court member. COURT (17) 40

(b) To NOTE that an election is being held amongst Senate members in respect of a vacancy for a Senate appointed nominee on Court.

(c) To mark the retiral of Miller McLean, Lay member and Convener of the Audit and Risk Committee.

### **4 \*Chair's report**

To RECEIVE an oral report from the Chair.

### **5 \*Principal's Report**

COURT (17) 41

To RECEIVE a report from the Principal.

### **6 \*Minutes**

COURT (17)  
MINS 04

(a) To APPROVE the Minutes of the Court meeting held on 4 October 2017.

(b) Matters arising.

### **Ordinary Business**

### **7 \*Annual Accounts**

(a) To APPROVE formally the statutory accounts for the year ending 31 July 2017. COURT (17) 42

(b) To CONSIDER the Letter of Representation to Ernst and Young, and to AUTHORISE the Chair to sign on behalf of the Court. COURT (17) 43  
To Follow

	(c) To NOTE the external audit report from Ernst and Young.	COURT (17) 44
	(d) To NOTE the KPMG annual internal audit report.	COURT (17) 45
	(e) To CONSIDER a report on Financial Sustainability.	COURT (17) 46
<b>8</b>	<b>*Financial Update</b>	
	To RECEIVE a report on financial performance for the quarter to 31 October 2017.	COURT (17) 47
<b>9</b>	<b>*Key Performance Indicators</b>	COURT (17) 48
	To RECEIVE the Quarter 1 report on Key Performance Indicators 2017-18.	
<b>10</b>	<b>*Risk Management</b>	COURT (17) 49
	To NOTE the University's updated Corporate Risk Register.	
<b>11</b>	<b>*Portfolio Review</b>	COURT (17) 50
	To RECEIVE a report from the Deputy Principal.	
<b>12</b>	<b>*Land Development Strategy</b>	COURT (17) 51
	To RECEIVE a report.	
<b>13</b>	<b>*Governance</b>	
<b>13.1</b>	<b>*Higher Education (Scotland) Governance Act 2016</b>	
	To RECEIVE an oral update on progress with the requirements of the Act.	
<b>13.2</b>	<b>*Scottish Code of Good HE Governance</b>	COURT (17) 52
	To RECEIVE the Revised Scottish Code of Good HE Governance 2017.	
<b>13.3</b>	<b>*Court Effectiveness – Appraisal of the Chair</b>	
	To RECEIVE an oral report from the Vice-Chair.	
<b>14</b>	<b>*Scottish Funding Council</b>	
	(a) To NOTE the Outcome Agreement Self-Evaluation 2016-17.	COURT (17) 53
	(b) To NOTE Outcome Agreement Guidance 2018-19.	COURT (17) 54

- 15      \*Enhancement Led Institutional Review** COURT (17) 55
- To RECEIVE a report on the University's preparations for QAA Enhancement-Led Institutional Review 2018.
- Reports from Committees**
- 16      \*Senate** SEN (17)  
MINS 05
- (a) To RECEIVE the minutes of the Senate meeting held on 25 October 2017.
- (b) Matters arising.
- 17      \*Finance and Estates Committee**
- (a) To RECEIVE the minutes of the Finance and Estates Committee meeting held on 15 November 2017. FEC (17)  
MINS 07
- (b) Matters Arising.
- (c) Annual Report of the Committee COURT (17) 56
- 18      \*Audit and Risk Committee**
- (a) To RECEIVE the minutes of the Audit & Risk Committee meeting held on 1 December 2017. AUDIT (17)  
MINS 04  
To Follow
- (b) Matters arising. COURT (17) 57  
To Follow
- (c) Annual Report of the Committee
- 19      \*Senior Management Remuneration Committee** SMRC (17)  
MINS 01
- (a) To RECEIVE the minutes of meetings held on 26 September 2017 and 6 November 2017 (reconvened).
- (b) Matters arising.
- 20      \*Dates of future meetings**
- 7 and 8 February 2018 - Away Days  
4 April 2018 at 3.00 pm  
27 June 2018 at 3.00 pm
- Dates proposed for 2018-19 are:
- 3 October 2018 at 3.00 pm  
5 December 2018 at 3.00 pm  
6-7 February 2019 (Court Away Days)  
3 April 2019 at 3.00 pm  
26 June 2019 at 3.00 pm

**21 Items for Information**

Press Cuttings and Press Releases (available at the meeting).