

# MEETING OF THE BOARD OF SCRUTINY

## MINUTES

**Wednesday, 29 January 2014 at 12.00pm**  
**Sidgwick Hall, Newnham College**

**Present:** Dr Ruth Charles (Chair); Mr Dick Taplin (Secretary); Miss Emma Easterbrook (Support Officer); Professor Ross Anderson; Dr Martin Dixon; Dr Mike Franklin; Revd Dr Jonathan Holmes; Revd Canon Hugh Shilson-Thomas; Dr Brian Sloan; and Dr David Woodman.

1. **Apologies**  
Mr Bruce Beckles; Dr Samantha Lucy; and Mr Paul Warren.
2. **Declarations of Interest**  
All are connected with and/or work for the University.  
BS: Tutor for ICE.
3. **Minutes of 15 January 2014**  
Approved.
4. **Guest: Dr Rebecca Lingwood, Director of Institute of Continuing Education**  
The Board welcomed Dr Lingwood and the following issues were discussed:
  - (i) ***Background, role, aims and relationship with the University and Colleges;***
  - (ii) ***Demographic:*** including number and age of students, range of courses available;
  - (iii) ***Admissions criteria and management of courses;***
  - (iv) ***Finance:*** including costing, viability, profitability and fees;
  - (v) ***Strategy:*** including oversight by the Strategic Committee and Strategic Plan;
  - (vi) ***Validation and endorsement:*** including relationship with the University, professional bodies, and other universities;
  - (vii) ***Comparison with the Open University (OU);***
  - (viii) ***Staff:*** including numbers, expertise, authorisation of posts, terms and conditions;
  - (ix) ***On-line courses;*** and
  - (x) ***Future plans and developments.***
5. **Any Other Business**
  - (i) Staff salaries; and
  - (ii) Pensions.
6. **Date of Next Meeting:**

Guest: Professor Sir Leszek Borysiewicz, Vice-Chancellor  
12.00pm on Wednesday, 12 February 2014  
Lucia Windsor, Newnham College

**Emma Easterbrook**  
**Support Officer**  
**12 February 2014**