

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 9
JANUARY 2024 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

PRESENT:	Professor P Bonfield (Chair) Dr S Jarvis Professor J Jones	Professor C Kalantaridis Professor A Linn
IN ATTENDANCE:	Professor D Anand ¹ H Jones (Minute 23.85)	J Lamarque (Secretary) I Wilmot ²
APOLOGIES:	Professor A Hughes	

23.81 ANNOUNCEMENTS

- 23.81.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 23.81.2 **Apologies:** Apologies were received as noted above.
- 23.81.3 **Requests to discuss starred items and business not on the agenda:** The Chair confirmed there were no requests to discuss starred items or items of business not on the agenda.
- 23.81.4 **Chair's business:** The Chair updated members on senior appointments and University priorities for the coming year.

23.82 UNIVERSITY EXECUTIVE BOARD MEMBER PRIORITIES FOR 2024

- 23.82.1 All members gave an update on their three key priorities for 2024.
- [23.82.1.1](#) **ACTION UEB Secretary** to add three monthly priority updates to the schedule of business.

23.83 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 23.83.1 The Deputy Vice-Chancellor (DVC) for Education/Co-Chair, Staying Safe: Business Continuity Group reported on discussions about business continuity and operating plans, cyber security, the Student Minds Mental Health Charter, and how to respond to Martyn's Law.
- 23.83.2 The Co-Chairs confirmed that the Group will continue to meet monthly.

23.84 PROGRESSION, RETENTION AND CONTINUATION REPORT

- 23.84.1 The DVC (Education) gave a verbal update on progression, retention and continuation and informed members that the expected paper will be submitted the meeting on 28 March 2024³.
- 23.84.2 The DVC (Education) reported:
- The continuation dashboard shows a drop in the latest data; however, future benchmarks will be based on the last three years and so the drop may not be accurate.
 - It is critical that Personal Tutors and Module Leaders are following up with students who are not engaging.
 - Attendance has improved and indicators look positive.
 - Support provision for students who have failed and are waiting for a resit differs between Schools.

¹ Acting Deputy Vice-Chancellor (Employability and Global Engagement)

² Interim University Secretary and Chief Operating Officer (USCOO)

³ There is therefore no Document UEB 240109A for this meeting.

- Most non-continuing students have been excluded for academic failure.
- Attrition for the current year is currently double the rate of last year (1.8% compared with 0.9%)

23.84.2.1 **ACTION DVC (Education)** to work with the Associate Heads of Colleges (Education and Students) on actions for every School to deliver consistent and excellent support for resit students.

23.84.2.2 **ACTION DVC (Education)** to lead on actions to minimise attrition.

23.84.3 In response to a member's query, the DVC (Education) confirmed that student exit interviews are carried out but are not very insightful.

23.85 SUSTAINABLE DEVELOPMENT GOALS (SDG) ANNUAL REPORT 2022/23

23.85.1 Holly Jones, Interim Head of Sustainability, presented the Sustainable Development Goals Annual Report 2022/23 (Document UEB 240109B).

23.85.2 The Interim DVC (Employability and Global Engagement) reported that better synergy between work on equality, diversity and inclusion and the SDGs would help to gather the right information for the report.

23.85.3 Members heard that the report has already been published and will be submitted to the Court of Governors for note.

23.85.4 The Interim Head of Sustainability informed members that the SDG team captured case studies from different Schools and teams and is working with colleagues to identify potential gaps. Members noted that some colleagues are not aware that their projects contribute to the SDGs.

23.85.5 Members commented that there was other information that could have gone into the report and discussed how to capture all the work that is happening across the University, including public and community engagement and education.

23.85.6 Members were asked to remind colleagues that all SDG-related projects should be shared.

23.86 REVISED SUSTAINABILITY POLICY

23.86.1 The revised Sustainability Policy approval was postponed to the meeting on 13 February 2024⁴.

23.87 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

23.87.1 **AGREED** Members confirmed the minutes of the meeting held on 12 December 2023 (Document UEB 240109D) as an accurate record of the meeting.

23.87.2 Members reviewed a summary of the actions from previous meetings (Document UEB 240109D) and noted those that were now complete.

23.88 ANY OTHER BUSINESS

23.88.1 Members did not raise any other matters for discussion.

23.89 MANAGEMENT ACCOUNTS NOVEMBER 2023

23.89.1 Members noted the Management Accounts for November 2023 (Document UEB 240109F).

⁴ Therefore, there is no Document UEB 240109C for this meeting.

23.90 FLAG FLYING POLICY

- 23.90.1 **REJECTED** Members did not consider that a policy on flag flying (Document UEB 240109G) was necessary at this time, but that should the need arise, it may be brought forward for consideration in the future.

23.91 COMMUNICATIONS GUIDANCE

- 23.91.1 Members noted the guidance for communications response to external crisis events of local and global significance (Document UEB 240109H).

23.92 DATES OF FUTURE MEETINGS

Regular meetings are 10.30am to 12.30pm in Room RS109, Regent Street or via Microsoft Teams.

2023/24

23 January 2024	14 May 2024
13 February 2024	28 May 2024
28 February 2024	11 June 2024
11 March 2024 (UEB dinner)	25 June 2024
12 March 2024 (UEB away day)	9 July 2024 (UEB dinner)
28 March 2024	10 July 2024 (UEB away day)
16 April 2024	23 July 2024
30 April 2024	7 August 2024