

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 10 MAY 2022 VIA MICROSOFT TEAMS

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Dr D Cunningham (Minute 21.154) Dr N Haines (Minute 21.154)	Mrs J Lamarque (Secretary) Mr I Wilmot
APOLOGIES:		

21.149 ANNOUNCEMENTS

- 21.149.1 **Welcome:** The Chair welcomed all members and attendees to the meeting and briefed members on the agenda.
- 21.149.2 **Apologies:** There were no apologies received.
- 21.149.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items and there was one request for an item of business not on the agenda (see Minute 21.149.5).
- 21.149.4 **Chair's business**
The Chair reflected on the recent UEB away day and the good progress made. The next planned away day on 12 July 2022 will be an opportunity for members to share their objectives.
- 21.149.5 The Pro Vice-Chancellor updated members on the recent University and College Unions industrial action. Members heard that strike action had been extended to October 2022, and an assessment and marking boycott would start on 23 May 2022.
- 21.149.6 The Deputy Vice-Chancellor (DVC) for Education reported on two consultations – Lifelong Learning and HE Reform.
- 21.149.7 The Chair updated members on recent meetings regarding the physical and digital estate, which will be discussed in detail at the next meeting.

21.150 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 21.150.1 The University Secretary and Chief Operating Officer (USCOO) updated members on the recent Being Safe, Feeling Safe Team meeting and reported on student communications, ventilation and messaging about face coverings. Members heard that the group would continue to meet fortnightly for the next few weeks and reducing to monthly meetings during the summer.

21.151 WELLBEING SURVEY OUTCOMES REPORT

- 21.151.1 Andy Norris, Head of Culture and Inclusion (CI) presented the outcomes report from the recent Wellbeing Survey (Document UEB 220510A).
- 21.151.2 The Head of CI reported on the key findings of the report which included building a community, improving communications for wellbeing services and recruitment, development and career pathways.

21.151.3 A member asked if it was possible to compare the results of experienced colleagues against those with shorter service. The Head of CI confirmed that this was not possible, as the data can only be split by Professional Services or Academic. It would be possible to add another category such as age or length of service in the next survey.

21.151.4 The Head of CI informed members that the outcomes report will go to the Safety, Health and Wellbeing Committee and shared with Heads of Schools and Professional Services Directors. A colleague communication will highlight activity on key issues and any gaps.

21.152 STUDENT RETENTION UPDATE

21.152.1 The DVC (Education) gave an update on student retention and reported on:

- meetings with the schools to look at retention and attrition
- data on particular courses
- retention rates for Black, Asian, White and disabled students

21.152.2 The DVC reported that some modules have a worse pass rate or lower overall scores than others. Actions will be taken in how to approach the content in the module to make it more accessible to students.

21.152.3 The new Welcome and Arrivals Group will help to get students quickly attached to their courses, and to know people at a university and local level.

21.153 STRATEGY FOR RESEARCH AND EDUCATION

21.153.1 The PVC (Research) presented the strategy for Research and Education (Document UEB 220510B).

21.153.2 The PVC (Research) reported that the strategy was a joint enterprise with the DVC (Education), a working group and wider consultations, with a common cause to ensure research activity benefits taught students in many ways.

21.153.3 Members were asked to endorse the use of the statement on platforms for the refresh of the Knowledge Exchange strategy.

21.153.4 Members discussed the strategy and suggested changes such as clarity on objectives and enablers.

21.153.4.1 ACTION PVC (Research) to amend strategy as discussed and re-submit to UEB.

21.154 RESEARCH EXCELLENCE FRAMEWORK (REF) RESULTS

21.154.1 The PVC (Research), Nicola Haines, Head of the Research and Knowledge Exchange (RKE) Office and David Cunningham, Reader, presented the REF results.

21.154.2 Members heard that overall, the university performance has improved across the board, and twice as many researchers were submitted than previously. Three of the impact outcomes were in the top five, and all of the outputs were 3* or 4* level, exceeding the KPIs. The Social Policy unit, which had been submitted for the first time, also performed very well.

21.154.3 Members congratulated the REF team on the excellent outcomes for Westminster.

21.155 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

21.155.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 26 April 2022 (Document UEB 220510C) as an accurate record of the meeting.

21.155.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220426B) and noted those that were now complete.

21.156 DATES OF FUTURE MEETINGS

All meetings are from 10.30am to 12.30pm and take place via Microsoft Teams or in a hybrid room (to be confirmed).

UEB	24 May 2022
UEB	14 June 2022
UEB	28 June 2022
UEB	11 July 2022 – evening – UEB dinner 12 July 2022 – all day – Away Day
UEB	26 July 2022
UEB	9 August 2022

21.157 ANY OTHER BUSINESS

21.157.1 There were no other items of business reported.