

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 21 JANUARY 2025 IN ROOM RS109 REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	Professor P Bonfield (Chair) Professor D Anand Professor C Dormor	Dr S Jarvis Professor C Kalantaridis I Wilmot (Deputy Chair)
IN ATTENDANCE:	L Cole (Minute 24.105) J Haigh (Minute 24.106) J Lamarque (Secretary) C Lloyd (Minute 24.1025)	K Patrick (Minute 24.104) A Porter D Stubbs (Minute 24.106)
APOLOGIES:	Professor A Linn	K Patel

24.102 ANNOUNCEMENTS

- 24.102.1 **Welcome:** The Chair welcomed all members and attendees to the meeting. Members noted that Alan Porter, Head of the School of Social Sciences attended on behalf of the Head of College (Liberal Arts and Sciences).
- 24.102.2 **Apologies:** Members noted apologies as recorded above.
- 24.102.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 24.102.4 **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.
- 24.102.5 **Chair's business**
Members shared their reflections on the extended Student Number Planning meeting that took place on 20 January 2025.
- 24.102.5.1 **ACTION Heads of Colleges** to identify courses where there is an opportunity to recruit more students.
- 24.102.6 The Chair updated members on relevant external matters.
- 24.102.7 Members were informed that Universities UK are partnering with the University for a conference on 12 June 2025 and that the University is hosting an Access HE conference on 12 February 2025. The Chair asked members to encourage their colleagues to attend.
- 24.102.8 The University Secretary and Chief Operating Officer (USCOO) updated members on recent senior management appointments and secondments.
- 24.103 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE**
- 24.103.1 The Deputy Vice-Chancellor (DVC) for Education/Co-Chair, Staying Safe: Business Continuity Group informed members that emergency telephone numbers will be now displayed on the screensaver.
- 24.103.2 Members also heard that:
- A governance process for events is being developed.

- Business continuity plans have been received from all but one department who currently have resource issues.
- Tabletop business continuity exercises will be delivered in due course.

24.103.3 The DVC (Education) updated members on preparations for Martyn's Law and on a recent flooding incident at Little Titchfield Street.

24.103.3.1 **ACTION USCOO** to lead on testing of the emergency telephone numbers.

24.104 STUDENT ACCOMMODATION FEE PROPOSALS 2025/26

24.104.1 Kim Patrick, Head of Student Support and Residential Life (SSRL) presented the student accommodation fee proposals for 2025/26 (Document UEB 250121A).

24.104.2 Members heard that the increase to the Student Finance England (SFE) loan values for 2025/26 is not yet known but is anticipated to be 2.5%.

24.104.3 The Head of SSRL informed members that 20 rooms at Alexander Fleming House will be available at significantly reduced rates for students experiencing financial difficulties and that a special fund will be available for students with concerns about paying rent.

24.104.4 Members discussed the closure of the accommodation at Marylebone and suggested some edits in the proposal regarding the reduced rate rooms.

24.104.5 In response to a member's query on estranged students and care leavers, the Head of SSRL confirmed that they would have the option to extend their tenancy agreement.

24.104.6 **AGREED** Members recommend Option 2 – increase fees by 2.5% (in line with the estimated increase to SFE loan values) to Resources Committee, subject to the amendments discussed¹.

24.104.7 The Chair thanked the Head of SSRL for her work and invited her to report back to UEB on her reflections since joining the university.

24.104.7.1 **ACTION UEB Secretary** to schedule an update from the Head of SSRL at a forthcoming meeting.

24.105 DELIVERING EMPLOYABILITY EFFECTIVELY (Confidential)

24.105.1 [Redacted]

24.105.2 [Redacted]

24.105.3 [Redacted]

24.105.4 [Redacted]

24.105.5 [Redacted]

24.105.6 [Redacted]

24.105.7 [Redacted]

24.106 TRAC RETURN 2023/24

¹ [Post-meeting note: The Clerk to the Court of Governors and Head of University Governance confirmed after the meeting that UEB is authorised in the Financial Regulations to approve Student Accommodation fees. The fees paper is therefore considered approved, subject to the amendments agreed at the meeting. The proposals are submitted to Resources Committee for information only.]

- 24.106.1 David Stubbs, Director of Finance and Commercial Services and Joanna Haigh, Head of Financial Planning and Analysis (FPA) presented the TRAC return for 2023/24 (Document UEB 250121B).
- 24.106.2 The USCOO thanked the TRAC team for their work.
- 24.106.3 The Head of FPA informed members of differences between the University's costs and those of universities of a similar size, confirmed the outcomes is as the TRAC team expected and follows patterns from previous years.
- 24.106.4 In response to a member's query on non-publicly funded teaching and research, the Head of FPA confirmed that this is for non-credit bearing short courses that do not need a loan. A member noted that international students are credit bearing but are not eligible for a student loan and another member queried about the treatment of postgraduate (PG) research.
- 24.106.4.1 **ACTION** Head of FPA to confirm if international students were also included in that category.
- 24.106.4.2 **ACTION** Head of FPA to confirm if PG research was treated the same as institution own funded.
- 24.106.5 **AGREED** Members recommend the TRAC return 2023/24 to the Audit and Risk Committee.
- 24.107 STUDENT CONTINUATION**
- 24.107.1 The DVC (Education) reported on attrition overall and for home and overseas undergraduate (UG) and PG students. The DVC (Education) noted that there is a continuing trend for PG international students to be more likely to drop out and more work is needed with that group of students.
- 24.107.2 In response to a member's query on the reasons for attrition, the DVC (Education) confirmed that the University offers an exit interview, however levels of engagement and the learning from responses are not significant.
- 24.107.3 Members heard that first sit data is improving and is driving improvement in continuation for Home UG students.
- 24.107.4 The DVC (Education) also reported on the Quintin Hogg Trust transition project and attendance. She noted that the Head of the Law School is leading on a project looking at the data that shows why students are not continuing, identifying key markers and pointing students in different directions.
- 24.107.5 Members noted that attendance is down on last year and the Chair asked for a colleague to work on this to improve attendance.
- 24.107.5.1 **ACTION** DVC (Education) to inform members at the next meeting who is leading on improving attendance.

24.108 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

- 24.108.1 **AGREED** Members confirmed the minutes of the meeting held on 7 January 2025 (Document UEB 250121C) as an accurate record of the meeting.
- 24.108.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 250121D).
- 24.108.3 **Chair's business (Action 24.90.5.1)** Members heard that the Deputy Director of Finance is identifying a financial model to get the right students on the English courses and the USCOO and DVC (Education) will discuss the matter once the financial model is understood.
- 24.108.4 **(Confidential) Membership of the University Alliance (Action 24.95.5.1) [Redacted]**

24.109 ANY OTHER BUSINESS

- 24.109.1 Members did not raise any other matters for discussion.

24.110 MEETING EVALUATION

- 24.110.1 The LAS representative commented that they were reassured by the level of scrutiny.

24.111 FINANCIAL REGULATIONS

- 24.111.1 **AGREED** Members recommend the revised financial regulations (Document UEB 250121E) to Resources Committee.

24.112 MANAGEMENT ACCOUNTS – DECEMBER 2024

- 24.112.1 Members recommend the Management Accounts for December 2024 (Document UEB 250121F) to Resources Committee.

24.113 PREVENT DUTY COMPLIANCE – EXTERNAL EVENTS GROUP PERIODIC UPDATE REPORT

- 24.113.1 Members received the Prevent Duty Compliance External Events Group periodic update report (Document UEB 250121G).

24.114 DATES OF FUTURE MEETINGS

Regular meetings are 10.30am to 12.30pm (unless alternative time stated below) in Room RS109, Regent Street and via Microsoft Teams.

17 February 2025	27 May 2025
25 February 2025	10 June 2025
27 February 2025 – away day and dinner	24 June 2025
25 March 2025	7 July 2025 - evening (UEB dinner)
8 April 2025	8 July 2025 – all day (UEB away day)
29 April 2025	22 July 2025
13 May 2025	5 August 2025