

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 25 MARCH 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 Professor A Linn K Patel
IN ATTENDANCE:	D Airan (Minute 24.148) R Auluck (Minute 24.152) R Berry (Minute 24.152) N Cooke (Minute 24.149) E Elkington (Minute 24.152) R Fenn (Minute 24.152) A Foderaro (Minute 24.150 to 24.151) F Hardley (Minute 24.152)	K Kinsella (Minute 24.150 to 24.151) J Lamarque (Secretary) E Maddison (Minute 24.153) A Mathie P McGowan (Minute 24.152) C Molloy M Wigg (Minute 24.148) M Yassim (Minute 24.152)
APOLOGIES:	I Wilmot (Deputy Chair)	

24.146 ANNOUNCEMENTS

- 24.146.1 **Welcome:** The Chair welcomed all members and attendees to the meeting. Members noted that Alistair Mathie, Head of School (Life Sciences) attended on behalf of the Head of College (Liberal Arts and Sciences) and that Caragh Molloy, Director of People, Culture and Wellbeing (PCW) attended on behalf of the University Secretary and Chief Operating Officer (USCOO).
- 24.146.2 **Apologies:** Members noted apologies as reported above.
- 24.146.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 24.146.4 **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.
- 24.146.5 **Chair's business**
The Chair updated members on the independent governors recently appointed and changes at London Higher. Members discussed the University Planning Committee meeting the previous week.

24.147 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 24.147.1 The Deputy Vice-Chancellor (DVC) for Education/Co-Chair, Staying Safe: Business Continuity Group reported that work on Martyn's Law is progressing and that the Risk and Resilience Manager is reviewing frameworks to ensure business continuity and risk are appropriate.

24.148 UWSU BLOCK GRANT REQUEST 2025/26 AND STRATEGIC DEVELOPMENT PLAN

- 24.148.1 Divanshu Airan, UWSU President and Michael Wigg, UWSU Chief Executive Officer (CEO) presented the UWSU block grant request for 2025/26 and the UWSU strategic development plan (Document UEB 250325A).
- 24.148.2 The UWSU President thanked members for their support of the Students' Union.
- 24.148.3 The UWSU CEO informed members that UWSU was named as the most inclusive Students' Union employer in the UK, maintained its Gold Investors in People status and had an impact on attrition rates.

- 24.148.4 Members heard there is increased satisfaction from students and engagement levels are higher than the rest of the sector.
- 24.148.5 Members heard that the block grant request includes provision for National Insurance and London Living Wage increases and an additional sports grant.
- 24.148.6 Members discussed the relationship between the Quintin Hogg Trust and UWSU.
- 24.148.7 In response to a member's query on the sports pitch at Harrow, the UWSU CEO confirmed that the project was currently in the planning stage and could feasibly be completed by Easter 2026.
- 24.148.8 A member asked if efficiencies could be built into the request and the UWSU CEO confirmed that some efficiencies could be carried out, although this would have an impact on delivery.
- 24.148.9 **DECISION POSTPONED** Members asked the President and UWSU CEO to discuss the request with the USCOO and to resubmit the block grant request with amendments in a month's time.

24.148.9.1 ACTION UEB Secretary to reschedule the decision on the USWU block grant request 2025/26 and consideration of the strategic development plan.

24.149 INFORMATION COMPLIANCE

- 24.149.1 Nicola Cooke, Information Compliance (IC) Manager, presented an update on information compliance (Document UEB 250325Bi).
- 24.149.2 In response to a member's query on annual training for colleagues, the IC Manager confirmed that training would focus on a different area/service each year.
- 24.149.3 The Director of PCW confirmed that the new learning management system would make recording training easier, and Organisational Development would work in partnership with colleagues to put together appropriate training packages together. The Director of PCW also confirmed that renewal of mandatory training is in progress.
- 24.149.4 In response to a member's query on identifying gaps and the corrective actions needed, the IC Manager confirmed that training has been developed, and development of Information Asset Registers should be completed by July 2025.
- 24.149.5 The Chair asked the IC Manager to return in September 2025 to update members on progress.
- 24.149.5.1 ACTION UEB Secretary** to schedule an Information Compliance update in September 2025.
- 24.149.6 Members noted the following policies (Document UEB 250325Bii), which had been approved by the USCOO on the recommendation of the Information Governance Advisory Group:

- Data Protection Policy
- Data Privacy Impact Assessment Policy
- Information Classification Policy
- Freedom of Information Policy
- Processing of Special Category and Criminal Convictions Data Policy.

24.150 CLINICAL SIMULATION SUITE BUSINESS CASE

- 24.150.1 Ken Kinsella, Director of Estates Planning and Services (EPS) and Alessandra Foderaro, Deputy Director Capital Development presented the business case for the Clinical Simulation Suite (Document UEB 250325C).

- 24.150.2 The Director of EPS reported that the clinical simulation suite will support the Nursing and Physician's Associates courses that require a fit for purpose space and would also provide an opportunity for commercial income.
- 24.150.3 The Director recommended adoption of Option 2 and informed members that consultations have taken place with a range of stakeholders.
- 24.150.4 In response to a member's query on student capacity, the Director of EPS confirmed that Option 2 capitalises on space without compromising on safety and would allow for 32 students. The Head of Life Sciences confirmed that there are eight beds in the main ward with four students around each bed.
- 24.150.5 The Head of Life Sciences confirmed that the suite is dual purpose and that activity in the simulation suite can be relayed to another room to enable larger groups to observe what is happening.
- 24.150.6 Members discussed the layout options, the work required for compliance purposes, the layout of the beds and requirements of nursing practice.
- 24.150.7 **APPROVED** Members confirmed allocation of £2,278,000 (incl. VAT) over two financial years to create the Clinical Skills Suite.
- 24.151 REGENT STREET EXTERNAL STAIRCASE BUSINESS CASE**
- 24.151.1 The Director of EPS and Deputy Director Capital Development presented the business case for the Regent Street external staircases (Document UEB 250325D).
- 24.151.2 Members heard that the current external emergency staircases are showing signs of failure, and a full replacement of both staircases is recommended.
- 24.151.3 **AGREED** Members recommend the replacement of the two external staircases at Regent Street to Resources Committee for approval, subject to further checks on costs.
- 24.152 WESTMINSTER BUSINESS SCHOOL**
- 24.152.1 The Head of College for Westminster Business School (WBS) and his leadership team presented the revised WBS Strategy (Document UEB 250325E).
- 24.152.2 The Associate Heads of College and Heads of Schools outlined the Strategy in relation to their areas, which included authenticity, making sure every student has a chance for success, prioritising wellbeing and co-creation.
- 24.152.3 The Chair asked members to send any feedback directly to the Head of College (WBS).
- 24.152.4 **AGREED** Members confirmed support for the revised WBS Strategy.
- 24.153 ENROLMENT DEADLINES**
- 24.153.1 The DVC (Global Engagement and Employability) and Emilie Madison, Head of International Recruitment (IR) presented a proposal to amend enrolment deadlines (Document UEB 250325F).
- 24.153.2 The DVC (Global Engagement and Employability) informed members that the proposal was for a one-week extension on enrolment for international students. The Head of IR commented that the proposal intends to support students who do not receive their visas in time, noting there are long delays for visa applications in some parts of the world and this has resulted in more than 150 non-enrolments.
- 24.153.3 Members discussed the benefits and disadvantages of extending the enrolment deadline for international students.

- 24.153.4 **REJECTED** Members did not support the proposal to extend the enrolment deadline for international students.

24.154 STUDENT CONTINUATION

- 24.154.1 The DVC (Education) reported that attrition is lower in 2024/25 (1.2% overall) than in 2023/24 (2.1%) and that attendance is 39.2% compared to 52.5% in 2023/24. The DVC (Education) assured members that attendance is being addressed continually and in different ways and noted that attendance is better where active learning is taking place.
- 24.154.2 Members heard that 98.9% of students have a Personal Tutor and 81.5% of Tutors have made notes in the system, with 55% of Tutors accessing the learner analytic dashboard.
- 24.154.3 Members heard that the first sit pass rate has increased, which impacts on encouraging students and improves awarding gaps.
- 24.154.4 Members noted that an audit on continuation is nearly complete and will be presented to UEB in due course.
- 24.154.5 The DVC (Education) reported that peer calling, and society membership improve continuation rates.

24.155 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

- 24.155.1 Members confirmed the minutes of the meetings held on 17 February 2025 (Document UEB 250325G) and 25 February 2025 (Document UEB 250325H) as accurate records of the meetings.
- 24.155.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 250325I).

24.156 ANY OTHER BUSINESS

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

24.157 MANAGEMENT ACCOUNTS FEBRUARY 2025

- 24.157.1 Members noted the management accounts report for February 2025 (Document UEB 250325J).

24.158 PROCUREMENT POLICY

- 24.158.1 **APPROVED** Procurement Policy (Document UEB 250325K) to be implemented with immediate effect.

24.159 INTERNAL AUDIT REPORT

- 24.159.1 Members noted the reasonable assurance opinion given for the audit of HR Management – Performance Management (Document UEB 250325L).

24.160 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.

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