

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 17 MARCH 2026 IN THE GROWTH ROOM, ZONE29, 29 MARYLEBONE ROAD

PRESENT:	Professor P Bonfield (Chair) Professor D Anand Professor C Dormor Professor C Kalantaridis	Professor A Linn Professor C O'Connor K Patel I Wilmot (Deputy Chair)
IN ATTENDANCE:	C Benyon (Minute 25.143) L Cole (Minute 25.139)	J Lamarque (Secretary) D Stubbs (Minute 25.141)
APOLOGIES:		

25.137 ANNOUNCEMENTS

- 25.137.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 25.137.2 **Apologies:** All members attended the meeting and there were no apologies.
- 25.137.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 25.137.4 **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.
- Chair's business**
- 25.137.5 The Chair updated members on Government discussions around social mobility.
- 25.137.6 The Chair and the Deputy Vice-Chancellor (DVC) for Research and Knowledge Exchange updated members on a recent engineering research event.
- 25.137.7 Members discussed student visas and UKVI compliance. The University Secretary and Chief Operating Officer (USCOO) informed members that the University scored well in UKVI's assessment of all key areas for January and September 2025 intakes.
- 25.137.8 Members discussed delivery of professional qualifications alongside degrees and noted that the DVC (Education) will submit a proposal on this topic to UEB on 21 April 2026.

25.138 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 25.138.1 The USCOO/Co-Chair, Staying Safe: Business Continuity Group informed members that there were no updates since the last UEB meeting.
- 25.138.2 In response to a member's query about recent outbreaks of meningitis and measles and the opportunities for boosters, the USCOO confirmed that he would follow up with the Head of Safety, Health and Wellbeing.

25.139 ZONE29

- 25.139.1 Linsey Cole, Director of Business Engagement and Graduate Futures (BEGF) informed members that the Zone29 development project is nearly completed, and the building can be used from late April 2026. The Director of BEGF asked members to encourage their colleagues to book a tour of the building to familiarise themselves with the spaces available.

25.140 UWSU BLOCK GRANT REQUEST 2026-27 AND STRATEGIC DEVELOPMENT PLAN

- 25.140.1 The Chair postponed this item to the UEB meeting on 31 March 2026 (therefore, there is no Document UEB 260317A for this meeting).
- 25.141 MANAGEMENT ACCOUNTS PACK – JANUARY 2026 AND QUARTER 2 FORECAST**
- 25.141.1 David Stubbs, Director of Finance and Commercial Services (Director of Finance) presented the Management Accounts for January 2026 and Qtr 2 forecast (Document UEB 260317B).
- 25.141.2 The Director of Finance informed members:
- [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
- 25.141.3 [Redacted]
- 25.141.4 The Director of Finance reported that cash balances are in a healthy position, the University remains compliant with all lender covenants and that the University will not know the pension adjustment and charge on revaluation for 120 New Cavendish Street until the end of the year.
- 25.142 WESTMINSTER BUSINESS SCHOOL STRUCTURE**
- 25.142.1 Christos Kalantaridis, Head of College (HOC) for WBS, presented a proposal to [Redacted].
- 25.142.2 [Redacted]
- 25.142.3 Members comments included:
- [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
- 25.142.4 [Redacted]
- 25.142.5 [Redacted]
- 25.142.6 The USCOO commented that for accounting and reporting purposes the change should take effect from 1 August 2026.
- 25.142.7 **APPROVED** [Redacted]
- 25.143 STUDENT RECRUITMENT UPDATE**
- 25.143.1 Caroline Benyon, Director of Global Recruitment, Admissions, Marketing and Communications (GRAMC) presented an update on student recruitment.
- 25.143.2 The Director of GRAMC reported on the latest admissions position, UKVI compliance, Home student recruitment and outreach, the conversion call campaign and plans for Clearing.
- 25.143.3 The Director of GRAMC updated members on the targets and number of applications from undergraduate (UG) and postgraduate (PG) Home and International students.
- 25.143.4 Members heard that extending enrolment deadlines could be an opportunity to bring in additional students as the University starts the academic year earlier than other institutions. A member commented that this could be a regulatory risk in relation to English language support.
- 25.143.5 Other comments included:
- The start of the academic year is important for students' sense of belonging.

- The University needs to monitor the experience of students who start in Week 4.
- PG students should not have the enrolment deadline extended.
- For UG students, English language support is the biggest factor
- UG enrolment deadlines could be extended by one week without risk in terms of compliance.
- With good plans in place, the University could pilot extended enrolment deadlines for a year; however, if the extension resulted in very few additional students, UEB should question whether to continue the practice.

25.143.6 **AGREED** PG enrolment deadlines should not be extended.

25.143.7 **AGREED** UG enrolment deadlines could be extended by one week as a pilot with the right support mechanisms in place.

25.143.7.1 **ACTION DVC (Education) and DVC (Global Engagement and Employability)** to ensure that support mechanisms are in place for the extended UG enrolment deadline.

25.143.8 The Director of GRAMC reported that the redesigned website with updated module descriptions for UG programmes will go live at the end of April 2026 in time for Clearing. She also reported on outreach in the UK, Summer School planning, Experience and Open Days and the academic call campaign.

25.143.9 **[Redacted]**

25.143.9.1 **ACTION Director of GRAMC** to provide HOCs with further details on tariffs.

25.144 **STUDENT CONTINUATION UPDATE**

25.144.1 **[Redacted]**

25.144.2 In response to a members' query on the Student Success Board, the DVC (Education) confirmed that the Board will operate differently with new terms of reference a work in progress. Members noted that the Board will review individual cases with a focus around data and the response to data insights and that it should become more focused, reducing unnecessary actions. Members heard that there is a need for a forum for Senior Tutors.

25.144.3 The DVC (Education) informed members that the Executive Director, Performance Improvement and Innovation is analysing the data, following up with colleagues and addressing the 'cold spots'.

25.145 **MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**

25.145.1 **APPROVED** Members confirmed that the minutes of the meeting held on 17 February 2026 (Document UEB 260317D) are an accurate record.

25.145.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 260317E).

25.145.3 **RATIFIED** Members supported a decision taken by the Chair between meetings to confirm Michaela O'Brien as the UEB nominee for Co-Chair of the Freedom of Speech Working Group.

25.146 **ANY OTHER BUSINESS**

25.146.1 Members did not raise any other items of business.

25.147 **DATA PROTECTION POLICIES**

25.147.1 **APPROVED** The following policies (Document UEB 260317F) are to be implemented with immediate effect¹:

- Personal Data Protection Policy
- Data Protection Impact Assessment Policy
- Information Classification Policy
- Processing of Special Category and Criminal Convictions Data Policy
- Freedom of Information (FOI) Policy

25.148 ATHENA SWAN ACCREDITATION UPDATE

25.148.1 Members noted the Athena Swan accreditation update (Document UEB 260317G).

25.149 DEVELOPMENT MID-YEAR REVIEW OF QUINTIN HOGG TRUST (QHT) FUNDED LIVE PROJECTS (NOVEMBER 2025 TO JANUARY 2026)

25.149.1 Members noted the update of QHT funded live projects from November 2025 to January 2026 (Document UEB 260317H).

25.150 INTERNAL AUDIT REPORT

25.150.1 Members noted the internal audit report on AI risks and opportunities (Document UEB 260317I).

25.151 DATES OF FUTURE MEETINGS

31 March 2026	23 June 2026
20 April – UEB dinner	6 July 2026 – UEB dinner
21 April – UEB meeting and away day	7 July 2026 UEB away day
12 May 2026	28 July 2026
26 May 2026	11 August 2026
9 June 2026	

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

¹ **Post-meeting note:** According to the Strategy and Policy Matrix, an annex to the Schedule of Delegation, the USCOO has authority to approve these policies; they should be presented to UEB for information only.