

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 29 APRIL 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:	K Bojczuk (Minute 24.180) J Lamarque (Secretary)	Professor L Mason C Peterson (Minute 24.177)
APOLOGIES:	I Wilmot (Deputy Chair)	

**24.175 ANNOUNCEMENTS**

- 24.175.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 24.175.2 **Apologies:** Members noted apologies as reported above and noted that Professor Luke Mason - Head of School, Westminster Law School attended on behalf of the Head of College (Liberal Arts and Sciences).
- 24.175.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 24.175.4 **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**
- 24.175.5 The Chair invited the Head of College for the Westminster Business School (WBS) to update members on a proposal regarding international student agency commission.
- 24.175.6 **[Redacted]**
- 24.175.7 **[Redacted]**
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- 24.175.8 **[Redacted]**
- 24.175.9 The Deputy Vice-Chancellor (DVC) for Global Engagement and Employability reported on his recent visit to China where he Chaired a session on employability.
- 24.175.10 Members briefly discussed development of a strategy on international recruitment.
- 24.175.10.1 ACTION DVC (Global Engagement and Employability)** to draft a strategy on international recruitment.

**24.176 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE**

- 24.176.1 The DVC (Education)/Co-Chair, Staying Safe: Business Continuity Group informed members that colleague awareness of business continuity, the activity around it and what it involves for their roles is increasing.
- 24.176.2 The Co-Chair also reported on the Martyn's Law Working Group, risk assessments and the student protection plan.
- 24.177 REFRESHED EQUALITY, DIVERSITY AND INCLUSION (EDI) STRATEGY**
- 24.177.1 Dibyesh Anand - Co-Chair, EDI Committee and Clare Peterson - EDI Manager presented the proposed refreshed EDI Strategy (Document UEB 250429A).
- 24.177.2 The EDI Manager provided an outline of colleague engagement sessions and the key changes to the Strategy.
- 24.177.3 Members comments included:
- Research and Knowledge Exchange (RKE) perspective is included well although there is nothing about the RKE Champion.
  - The term 'Professoriate' is exclusive rather than inclusive and should be removed.
  - The Access and Participation Plan should be cross referenced more.
  - Objective three, point 6 – 'make every effort' should be replaced with 'duty'.
  - It would be good to include pedagogies not just the curriculum.
  - Suggestions for minor changes to the wording to improve clarity.
  - Some of the language is exclusive and there are no examples.
  - Diversity of leaders; open elections for members of Academic Council and the Court of Governors.
- 24.177.3.1 **ACTION** Members and attendees were asked to send further suggestions for revised wording to the Co-Chair, EDI Committee.
- 24.177.4 **AGREED** Members recommend the refreshed EDI Strategy to Governance and Nominations Committee subject to the suggested amendments.
- 24.177.5 The Co-Chair, EDI Committee, confirmed that he would share the amended Strategy with UEB members via email.
- 24.178 UWSU BLOCK GRANT REQUEST 2025/26 AND STRATEGIC DEVELOPMENT PLAN**
- 24.178.1 The Chair postponed this item to the meeting on 13 May 2025 (therefore, there is no Document UEB 250429B).
- 24.179 MEMBERSHIP OF THE UNIVERSITY ALLIANCE MISSION GROUP**
- 24.179.1 **[Redacted]**

24.179.2

**[Redacted]**

- **[Redacted]**
- **[Redacted]**
- **[Redacted]**
- **[Redacted]**

24.179.3

**[Redacted]****24.180****MID-YEAR SUSTAINABILITY REPORT AND SUSTAINABILITY POLICY**

24.180.1

Katherine Bojczuk - Head of Sustainability presented the updated mid-year Sustainability Report (Document UEB 250429D) and the proposed revised Sustainability Policy (Document UEB 250429E).

24.180.2

The Head of Sustainability informed members that the report had been expanded to include reference to the broader Sustainable Development Goals (SDG) work, with a section added around the SDG Coordinating Group and impact ranking, and progress in embedding SDG 4.7 into the curriculum.

24.180.3

Members noted that the proposed Sustainability Policy was updated as requested by members at a previous meeting.

24.180.4

Members thanked the Head of Sustainability for her work over the past few years.

24.180.5

**AGREED** Members recommend the mid-year Sustainability Report to Resources Committee.

24.180.6

**APPROVED** Revised Sustainability Policy to be implemented with immediate effect.

**24.181****STUDENT CONTINUATION**

24.181.1

The DVC (Education) reported that personal tutoring continues to make progress as 70% of students have tutor notes, and 83% of Personal Tutors have made notes.

24.181.2

Members heard that the Director of Strategy, Planning and Performance is working on a learner analytic dashboard that can also be accessed by students to enable them to engage properly with their Personal Tutors.

24.181.3

The DVC (Education) reported that attrition remains below rates in previous years, that first-sit pass rates are improving and claims for mitigating circumstances are reducing.

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

24.182.1

**APPROVED** Members confirmed the minutes of the meeting held on 8 April 2025 (Document UEB 250429F) as an accurate record of the meeting.

24.182.2

Members noted an update on actions and matters arising from previous meetings (Document UEB 250429G).

**24.183****ANY OTHER BUSINESS**

24.183.1

Members did not raise any other matters for discussion.

**24.184****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.

13 May 2025  
27 May 2025  
10 June 2025  
24 June 2025

7 July 2025 - evening (UEB dinner)  
8 July 2025 – all day (UEB away day)  
22 July 2025  
5 August 2025