

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 9 AUGUST 2022 VIA MICROSOFT TEAMS

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) (Minute 21.202) Professor A Hughes (Minute 21.202)	Dr S Jarvis (Minute 21.202 to 21.204) Professor J Jones Professor M Kirkup
IN ATTENDANCE:	C Benyon (Minute 21.202) J Lamarque (Secretary)	S Matthews (Minute 21.202) Dr T Moore
APOLOGIES:	Professor A Linn	I Wilmot (attendee)

21.201 ANNOUNCEMENTS

- 21.201.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, in particular Dr Thomas Moore, Associate Head of College, Education and Students (AHOC ES) for Liberal Arts and Sciences, and briefed members on the agenda.
- 21.201.2 **Apologies:** Apologies are noted above.
- 21.201.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items and the Chair agreed to discuss two items of business not on the agenda (Minute 21.211).
- Chair's business**
- 21.201.4 The Chair updated members on expected industrial action by UCU and Unison. Members also heard that the University had received an increase in Research England funding following the Research Excellence Framework outcomes.
- 21.201.5 College plans for the welcome and engagement activities will be discussed at the UEB meeting on 13 September 2022.

21.202 CLEARING UPDATE

- 21.202.1 Caroline Benyon, Director of Global Recruitment, Admissions, Marketing and Communications (GRAMC), and Samantha Matthews, Head of Admissions, presented an update on Clearing.
- 21.202.2 The Director of GRAMC reported that University of Westminster Clearing has a strong presence on search engines and is displaying on multiple media channels such as YouTube and TikTok, with an Out of Home campaign across the London Underground.
- 21.202.3 The Head of Admissions informed members that Clearing opened on 5 July 2022 and has been busier than normal, with an upturn in international applications. She also reported on numbers of offers made and academic referrals issues.
- 21.202.4 In response to members queries on the backlog of academic referrals, the Head of Admissions confirmed that this was across the University. The AHOC ES confirmed that he would pick up the queries in Life Sciences and Law.
- 21.202.5 The Head of Admissions reported on the Confirmation of Acceptance for Studies (CAS) allocation, noting that, due to the increase in international applications, it is likely that the CAS allocation will be exceeded by around 1225. Member heard that January postgraduate applications have also seen a large increase to 2500 more than at this point last year.

- 21.202.6 The Head of Admissions highlighted some of the issues related to applying to UKVI for additional CAS licences:
- Delays at UKVI in considering these cases
 - A business case for additional CAS licences will need to be in place within the next two weeks
 - Colleges will need to confirm intake numbers and details
 - If the application for additional CAS licences increases our student body by 20% this will automatically trigger an audit by UKVI
 - UKVI may ask about compliance and security
- 21.202.7 Members discussed additional CAS licences and comments included:
- Suggestion that Westminster Business School (WBS) recruitment is closed; this has already been an identified action in the National Student Survey (NSS) priorities
 - Make a business case for Design, Creative and Digital Industries (DCDI) and Liberal Arts and Sciences (LAS) focused on specific subject areas and including:
 - relevant courses;
 - relevant parts of the estate and their current capacity; and
 - potential for recruiting new colleagues by January 2023.
- 21.202.8 **AGREED** The offers already made for WBS (over 500) to remain in place and 1600 applications awaiting a decision to be held in reserve.
- 21.202.9 **AGREED** University to apply for additional CAS licences in DCDI and LAS, with the business cases to be completed within the next two weeks.
- 21.203 NATIONAL STUDENT SURVEY (NSS) 2022 OUTCOMES REPORT**
- 21.203.1 Sal Jarvis, Deputy Vice-Chancellor (DVC) for Education, presented the NSS 2022 outcomes report (Document UEB 220809C).
- 21.203.2 The DVC (Education) reported that Assessment and Feedback and Teaching Quality scores were down, but Student Voice and Learning Resources scores had improved.
- 21.203.3 Members heard that additional tables had been added to the NSS dashboard that show how many students would need to rate their experience to exceed benchmarks, with visual numbers of students needed to shift opinion. The Strategy, Planning and Performance department has completed analysis of the WBS students' comments and are currently working through other quantitative comments.
- 21.203.4 The DVC (Education) commented that there is a need to reduce the number of different actions and focus on the elements of the NSS that will really make a difference.
- 21.203.5 The DVC (Education) informed members that learning walks are planned for middle and senior leaders to support understanding of classroom practice. The DVC clarified this learning walks are not an observation of an individual's performance and will be informed by the National Education Union's protocol.
- 21.204 STUDENT RETENTION UPDATE**
- 21.204.1 The DVC (Education) informed members that pass rates are lower this year than last year, and that resit pass rates have also dropped, which might suggest an increased number of students withdrawing. Members heard that Colleges have ensured they are supporting students proactively to be successful in resit exams.
- 21.204.2 Members heard that the calendar review being carried out by the Academic Registrar will look at ways to support students in-module and in-year through adjustments to our calendar and that different models are being piloted in all Colleges to improve personal tutoring.

- 21.205** [REDACTED]
- 21.205.1 [REDACTED]
- 21.206 PREVENT DUTY COMPLIANCE**
- 21.206.1 The Chair postponed this item to the UEB meeting on 13 September 2022.
- 21.207 DRAFT ANNUAL REPORT NARRATIVE FINANCIAL YEAR 2021/22**
- 21.207.1 Members received the draft Annual report narrative for the financial year ending 31 July 2022 (Document UEB 220809D).
- 21.207.1.1 **ACTION AHOC ES for LAS** to email feedback on text about the National Student Pride event and the School of Social Sciences to the Clerk to the Court of Governors and Head of University Governance.
- 21.207.2 The Pro Vice-Chancellor (PVC) for People and Culture proposed that text on equality, diversity and inclusion should be a subset of People and Culture.
- 21.208 FYVIE HALL ORGAN AND ARTWORK**
- 21.208.1 Professor Janet Jones, PVC for Knowledge Exchange (KE), presented a request for funds to celebrate the restoration of Fyvie Hall (Document UEB 220809E).
- 21.208.2 Members heard that the celebration of the restoration is part of our public community engagement work and the first step in opening up our heritage spaces.
- 21.208.3 **AGREED** Fyvie Hall restoration celebration to be funded from the existing Research and Knowledge Exchange budget.
- 21.209 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING**
- 21.209.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 28 June 2022 (Document UEB 220809F) as an accurate record of the meeting subject to amendments to Minutes 21.192.5 and 21.195.4.1.
- 21.209.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220809G) and noted those that were now complete.
- 21.209.3 **Sustainable Workforce Planning (Action 21.173.7.2)** The PVC for People and Culture confirmed that the Sustainable Workforce Planning Working Group has been set up.
- 21.210 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).

2022/23

13 September 2022	13 March 2023 – evening – UEB dinner
26 September 2022 – evening – UEB dinner	14 March 2023 – all day – Away Day
27 September 2022 – all day – Away Day	30 March 2023
10 October 2022	11 April 2023
25 October 2022	25 April 2023
8 November 2022	9 May 2023
29 November 2022	23 May 2023
13 December 2022	13 June 2023
10 January 2023	27 June 2023
24 January 2023	10 July 2023 – evening – UEB dinner
14 February 2023	11 July 2023 – all day – Away Day
28 February 2023	25 July 2023
	8 August 2023

21.211 ANY OTHER BUSINESS**UEB objectives**

- 21.211.1 A member asked if UEB objectives were published and if they could be shared with senior colleagues.

21.211.1.1 ACTION UEB Secretary to confirm whether UEB objectives are published.

Part-time visiting lecturers

- 21.211.2 Members discussed setting up a working group to look at the Part Time Visiting Lecturer issue.
- 21.211.3 **AGREED** This topic will be considered further at the next UEB away day.

21.212 MANAGEMENT ACCOUNTS JUNE 2022

- 21.212.1 Members noted the draft Management Accounts for June 2022 (Document UEB 220809H).

21.213 PROFESSORS AND READERS AWARDING COMMITTEE ANNUAL OUTCOMES REPORT

- 21.213.1 Members noted the Professors and Readers Awarding Committee annual outcomes report (Document UEB 220809I).

21.214 LOCAL GOVERNMENT PENSION SCHEME TRIENNIAL VALUATION 2022

- 21.214.1 Members noted the LGPS Triennial Valuation 2022 (Document UEB 220809J).

21.215 RESEARCH AND EDUCATION STRATEGY

- 21.215.1 Members endorsed the Research and Education Strategy (Document UEB 220809K).

21.216 EQUALITY, DIVERSITY AND INCLUSION COMMITTEE TERMS OF REFERENCE

- 21.216.1 **APPROVED** Updated terms of reference and membership for the Equality, Diversity and Inclusion Committee (Document UEB 220809L) to be implemented from 1 September 2022.