

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 10 JANUARY 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

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PRESENT:	Dr P Bonfield (Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	J Lamarque (Secretary)	
APOLOGIES:	J Cappock (Deputy Chair)	I Wilmot (Acting USCOO <sup>1</sup> )

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**22.76 ANNOUNCEMENTS**

- 22.76.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 22.76.2 **Apologies:** Apologies were received as noted above.
- 22.76.3 **Requests to discuss starred items:** There were no requests to discuss starred items or items of business not on the agenda.
- Chair's business:**
- 22.76.4 The Chair updated members on a recent meeting with Universities UK.
- 22.76.5 The Pro Vice-Chancellor (PVC) for People and Culture updated members on the management of the University and College Union industrial action.

**22.77 TOP THREE PRIORITIES**

- 22.77.1 All members gave an update on their three key priorities for 2023.
- 22.77.2 Members also discussed Professional Development Review (PDR) meetings, and the timing for UEB PDR meetings.
- 22.77.2.1 **ACTION Vice-Chancellor** to complete all UEB PDR meetings by the end of March 2023.

**22.78 PROGRESSION, RETENTION AND CONTINUATION REPORT**

- 22.78.1 Sal Jarvis, Deputy Vice-Chancellor (DVC) for Education, updated members on progression, retention and continuation and reported that the University is marginally ahead of the benchmark in terms of Teaching Excellence Framework (TEF) metrics and ahead of the threshold for the Office for Students' (OfS) B3 ongoing conditions.
- 22.78.2 The DVC (Education) also reported that:
- Qlikview data suggests a small fall in continuation this year
  - Work to contact disengaged students is ongoing. The retention team have contacted all non-attending students. 149 formal interventions led to 86 students re-engaging.
  - More than 50% of Personal Tutors have now engaged with the dashboard. They have been asked to be more proactive in referring disengaged students to the retention team

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<sup>1</sup> University Secretary and Chief Operating Officer

- 22.78.2.1 ACTION** Heads of Colleges and other College Executive Group members to reinforce the message for Personal Tutors to contact their students.
- 22.78.3 Members heard that there is a correlation between the use of dashboards and retention rates and discussed the roles of Course/Module Leaders and the central teams.
- 22.78.4 The DVC (Education) informed members that Senior Tutors are playing a key role in work on first sit failure, more longitudinal induction across Level 4, belonging, and training for colleagues.
- 22.79 TEF UPDATE**
- 22.79.1 The DVC (Education) reported that the University will submit its TEF (Teaching Excellence Framework) submission early in the week commencing 16 January 2023 and that the Students' Union will make their own submission.
- 22.79.2 The next step will be a meeting to consider how to build on the work on this TEF, including:
- further enhancing impact and evaluation of measures,
  - understanding UWSU student voice work on TEF in more detail;
  - and using the examples of best practice in TEF to develop these consistently across the University.
- 22.79.3 Members noted that the next submission to the OfS is the Access and Participation Plan, which focuses on eliminating differential outcomes for students.
- 22.79.4 Members noted that the results of the TEF and the National Student Survey will be published in July 2023.
- 22.80 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**
- 22.80.1 **AGREED** Members confirmed the minutes of 13 December 2022 (Document UEB 230110A) as an accurate record of the meeting.
- 22.80.2 Members reviewed a summary of the actions from previous meetings (Document UEB 230110B) and noted those that were now complete.
- 22.80.3 **Chair's business (Action 22.54.3.1)** The Vice-Chancellor confirmed that he had met with the Chairs of the colleague networks about their three objectives for the next year and will pass the notes to the Equality, Diversity and Inclusion Committee Co-Chairs.
- 22.80.4 **Confidential [REDACTED]**
- 22.80.5 **Update on apprenticeship provision (Action 22.43.5.1)** Members asked the PVC (People and Culture) to include in his report broader considerations such as discounts for students' siblings and for colleagues.
- 22.81 ANY OTHER BUSINESS**
- Cyber Essentials**
- 22.81.1 A member queried progress in applying for accreditation for Cyber Essentials, the lack of which is preventing the University from bidding for public sector research funds.
- 22.81.2 **AGREED** The Acting USCOO will take the lead on how and when the University applies for Cyber Essentials accreditation.
- 22.82 MANAGEMENT ACCOUNTS NOVEMBER 2022**
- 22.82.1 Members received the Management Accounts for November 2022 (Document UEB 230110C).
- 22.83 PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWING) POLICY**

22.83.1 **AGREED** Members recommend the Public Interest Disclosure (Whistleblowing) Policy (Document UEB 230110D) to the Audit Committee.

## **22.84 DORMANT DONOR FUND DISBURSEMENT UPDATE**

22.84.1 Members noted the Dormant Donor Fund Disbursement update (Document UEB 230110E).

## **22.85 DATES OF FUTURE MEETINGS**

All regular meetings are from 10.30am to 12.30pm and take place via Microsoft Teams or in a hybrid room (to be confirmed).

### **2022/23**

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