

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON MONDAY 27  
NOVEMBER 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

PRESENT:	Professor P Bonfield (Chair) Dr S Jarvis	Professor C Kalantaridis Professor A Linn
IN ATTENDANCE:	O Adetona (Minute 23.65) D Airan (Minute 23.64) Professor D Anand M Baldwin C Hendricks (Minute 23.64) J Lamarque (Secretary)	S Kainth (Minute 23.64) C Lloyd (Minute 23.64) S Olohan (Minute 23.64) A Ward (Minute 23.64) I Wilmot (Interim USCOO <sup>1</sup> )
APOLOGIES:	Professor A Hughes	Professor J Jones

**23.61 ANNOUNCEMENTS**

- 23.61.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 23.61.2 **Apologies:** Apologies were received as noted above.
- 23.61.3 **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.
- 23.61.4 **Chair's business:** The Chair updated members on a recent meeting with Universities UK.
- 23.61.5 Sal Jarvis, Deputy Vice-Chancellor (DVC) for Education updated members on engagement with the Learner Analytic Dashboard (LAD), which differs from School to School. Members discussed unmeasurable aspects such as wellbeing.
- 23.61.5.1 **ACTION DVC (Education)** to work with the Chair of the Personal Tutoring Working Group on the approach to Personal Tutoring, embracing behavioural health and safety approaches.
- 23.61.6 A member commented on the nature of communications when a student launches an appeal. The Interim USCOO confirmed that all template letters for students are being reviewed with the Head of Corporate Communications and Public Affairs. Members considered that students should be involved with the review of template letters for Registry, Admissions, Finance and visa queries.
- 23.61.6.1 **ACTION Interim USCOO** to lead a review of the student appeals process and template letters, working with colleagues in People, Culture and Wellbeing.

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

- 23.62.1 The DVC (Education)/Co-Chair, Staying Safe: Business Continuity Group reported that the group had not met since the last UEB meeting. The Interim USCOO/Co-Chair of the Group informed members that work continues on the new Business Continuity Policy.

**23.63 LEARNER ANALYTICS REVIEW**

- 23.63.1 Mark Baldwin, AHOC (ES), presented a proposal for enhancement of our learner analytics provision (Document UEB 231127A).

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

- 23.63.2 Members broadly endorsed the recommendation and discussed the Workload Allocation Model implications and the challenges of adopting a new system.
- 23.63.3 In response to a member's query the AHOC (ES) confirmed that whilst improvements could be made to the Qlikview dashboard, it is a data presentation tool so cannot be modified for access to students, note taking or triaging.
- 23.63.4 **AGREED** AHOC (ES) to continue work on the proposal in parallel with a review of the current system, comparing and contrasting the two approaches.
- 23.63.4.1** **ACTION DVC (Education), Interim USCOO and AHOC (ES)** to further investigate the two approaches and report back to UEB on 23 January 2024.

## **23.64 UPDATE ON STUDENT WELLBEING**

- 23.64.1 Caroline Lloyd, Director of Student and Academic Services (SAS), Sally Olohan (Head of Student Support and Residential Life), Carmel Hendricks (Student Wellbeing and Inclusion Manager), Andita Ward (UWSU Advice and Wellbeing Manager), Divanshu Airan (UWSU Vice President Welfare) and Shaneen Kainth (Student Support Development Manager) presented an update on student wellbeing.
- 23.64.2 Members discussed the two types of Green Dot scheme – sharing information and active bystander - and heard that the University has 30 colleagues that can deliver the training.
- 23.64.3 In response to a member's query on support from specialists, the Student Wellbeing and Inclusion Manager confirmed that they work with wellbeing advisors, screening referrals based on risk and work in close partnership with the counselling service. Members noted that the Report and Support platform prioritises students.
- 23.64.4 In response to a member's query on whether Personal Tutors have the right methods to feed back to Student Wellbeing, the Director of SAS confirmed that there is confidence in the system, as well as with the Senior Tutors.

## **23.65 MANAGEMENT ACCOUNTS – OCTOBER 2023 AND QUARTER 1 FORECAST**

- 23.65.1 Oyin Adetona, Deputy Director of Finance, presented the Management Accounts for October 2023 and the Quarter (Qtr) 1 forecast (Document UEB 231127B).
- 23.65.2 The Deputy Director of Finance informed members that the Qtr 1 forecast shows an increase in surplus with an income forecast of **[REDACTED]** and noted that student numbers for January 2024 have been reduced.
- 23.65.3 Members heard that staff costs are **[REDACTED]** over budget; additional staffing to support students is forecast and there are vacancies across many Professional Services departments.
- 23.65.4 Members were informed of the University's net asset position as of 31 August 2023.
- 23.65.5 Members noted that the forecast includes a reduction of **[REDACTED]** on the capital programme, which will be reviewed and updated throughout the year.
- 23.65.6 A member commented that it would be useful to have information on short courses and apprenticeships and the Deputy Director of Finance confirmed that this will be included for future reports.
- 23.65.7 **AGREED** Members recommend the October 2023 Management Accounts and Quarter 1 forecast to the Resources Committee.

**23.66 STUDENT CONTINUATION UPDATE**

- 23.66.1 The DVC (Education) reported that projected continuation rates for the last academic year and attendance have improved.
- 23.66.2 The DVC (Education) briefed members on the work of the Retention and Continuation Team including contact with all students who had not attended by the end of the first week, late enrolled students with zero attendance at the end of weeks 4/5, and new students at Level 3 and Level 4 who had attended by week 4/5.
- 23.66.3 The DVC (Education) confirmed that instances of classes showing zero attendance in the system were due to a change of classroom without informing the Timetabling Team, or the taking of a manual register.
- 23.66.4 Members noted that some of the work of the Retention and Continuation Team will be refocused on low and no attendance.

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

- 23.67.1 **AGREED** Members confirmed the minutes of the meeting held on 7 November 2023 (Document UEB 231127C) as an accurate record of the meeting.
- 23.67.2 Members reviewed a summary of the actions from previous meetings (Document UEB 231127D) and noted those that were now complete.

**23.68 ANY OTHER BUSINESS**

- 23.68.1 Members did not raise any other items of business.

**23.69 UPDATE ON APPRENTICESHIP PROVISION**

- 23.69.1 Members noted the update on apprenticeship provision (Document UEB 271127E).

**23.70 DATES OF FUTURE MEETINGS**

Regular meetings are 10.30am to 12.30pm in RS109, Regent Street or via Microsoft Teams.

**2023/24**

12 December 2023	30 April 2024
9 January 2024	14 May 2024
23 January 2024	28 May 2024
13 February 2024	11 June 2024
28 February 2024	25 June 2024
11 March 2024 (UEB dinner)	9 July 2024 (UEB dinner)
12 March 2024 (UEB away day)	10 July 2024 (UEB away day)
28 March 2024	23 July 2024
16 April 2024	7 August 2024