

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 9 MAY 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS

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)	I Wilmot (Acting USCOO ¹)
APOLOGIES:	J Cappock (Deputy Chair)	

22.170 ANNOUNCEMENTS

- 22.170.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 22.170.2 **Apologies:** Apologies were received as noted above.
- 22.170.3 **Requests to discuss starred items:** There were no requests to discuss starred items or items of business not on the agenda.
- 22.170.4 **Chair's business:** The Chair updated members on his recent meetings with Vice-Chancellors from other institutions.

22.171 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 22.171.1 Sal Jarvis, Deputy Vice-Chancellor (DVC) for Education and Co-Chair of the Group reported that the Staying Safe: Business Continuity Group and not met since the last UEB meeting.

22.172 APPRENTICESHIP SELF-ASSESSMENT REPORT AND QUALITY IMPROVEMENT PLAN

- 22.172.1 Jessica Adebajo, Assistant Registrar (Compliance and Development) presented the Apprenticeship Self-Assessment report and Quality Improvement Plan (Document UEB 230509A).
- 22.172.2 The Assistant Registrar reported that the University had recently had a New Provider monitoring visit and were graded as 'reasonable progress' for the apprenticeship programme. Members heard that safeguarding, leadership and management have moved from 'requires improvement' to 'good' in the self-assessment report.
- 22.172.3 Members heard that two areas of concern are supporting tripartite reviews and engaging with employers as part of the onboarding process; skills coaches have recently been acquired to support the reviews. The DVC (Education) reported that Heads and Associate Heads of Colleges are key colleagues regarding the onboarding process.
- 22.172.4 Members thanked the Assistant Registrar and her team for their work.

22.173 DRAFT 2029 STRATEGIC RISK REGISTER

- 22.173.1 Elaine McMillan, Clerk to the Court and Head of University Governance (the Clerk) presented the draft 2029 strategic risk register (Document UEB 230509B).
- 22.173.2 The Clerk informed members that a Risk and Resilience Manager had recently been appointed and would be starting in July 2023.

¹ University Secretary and Chief Operating Officer

22.173.3 The Clerk reported that further reductions could be made to the number of risks as there were some duplications, Research and Knowledge Exchange were disproportionately represented and some could be reported in operational risk registers.

22.173.4 Members discussed the strategic risk register and made the following amendments:

- S-29-PCI-02 and 03 – combine.
- S-29-RKE-03 and 04 – remove/transfer to the appropriate operational risk register.
- S-29-RKE-05 and 06 – combine and amend wording.
- S-29-GE-04, S-29-EDU-02, S-29-EDU-03 and S-29-RKE-01 – amend wording.
- S-29-DPE-03 and DPE-04 - combine.

22.173.4.1 **ACTION PVC (Research) and PVC (Knowledge Exchange)** to provide a blended risk for RKE-05 and RKE-06.

22.173.5 The Clerk confirmed that she would update the strategic risk register as requested and circulate to members for final comment.

22.173.6 **AGREED** Subject to the amendments noted above, members recommend the 2029 strategic risk register to the Audit Committee.

22.174 STUDENT RETENTION UPDATE

22.174.1 The DVC (Education) reported that ongoing attrition has flattened, and actions taken appear to have been effective. She noted that there is clear evidence that focusing bursaries on students who cannot afford to continue has a positive impact and reduces the awarding gap.

22.174.2 Members discussed bursaries and the groups of students not able to benefit from them.

22.174.3 The Vice-Chancellor informed members about the importance of applying the per mentoring scheme to support continuation rates of Foundation students, with an ambition that each new student is given a mentor during their induction with us in October.

22.174.3.1 **ACTION Director of Finance** to produce a report on bursaries and hardship funds to show how the money has been distributed, the outcomes and their success, or improvements to be made. **Director of Finance** to advise the UEB Secretary when the report will be submitted.

22.174.3.2 **ACTION UEB Secretary** to add the bursary and hardship fund report to the schedule of business on an annual basis.

22.174.4 A member suggested that the defunct Scholarships Committee could be brought back as a student support funding management group looking at all funding, not just scholarships.

22.175 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

22.175.1 **AGREED** Members confirmed the minutes of the meeting held on 25 April 2023 (Document UEB 230509C) as an accurate record of the meeting.

22.175.2 Members reviewed a summary of the actions from previous meetings (Document UEB 230509D) and noted those that were now complete.

22.175.3 **Actions and matters arising (Action 22.156.4.1)** Members noted that the update of the business continuity documents would be picked up by the Risk and Resilience Manager on appointment and this action is now closed.

22.175.4 **Matters arising** Members agreed the minutes of 14 February 2023 as an accurate record of the meeting.

22.175.5 **Operational risk registers – period review outcomes (Action 22.90.5.1)** The Acting USCOO reported that the review of Information Systems and Support is now complete.

22.175.6 The Acting USCOO will report back to UEB on Cyber Essentials in due course.

22.176 ANY OTHER BUSINESS

22.176.1 Janet Jones, Pro Vice-Chancellor (Knowledge Exchange) informed members that she had sent a review of the SoHo Poly Theatre by email.

22.177 STUDENT FEES AND OTHER CHARGES POLICY – ANNUAL REVIEW

22.177.1 **APPROVED** Student Fees and Other Charges Policy for the 2023/24 Academic Year (Document UEB 230509E) to be implemented as presented.

22.178 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

23 May 2023

13 June 2023

27 June 2023

10 July 2023 – evening – UEB dinner

11 July 2023 – all day – Away Day

25 July 2023

8 August 2023