

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 11
JANUARY 2022 VIA MICROSOFT TEAMS**

PRESENT:	Dr P Bonfield (Chair) Professor A Hughes Dr S Jarvis Professor J Jones	Professor M Kirkup Professor A Linn Mr I Wilmot
IN ATTENDANCE:	Mrs J Lamarque (Secretary) Mr C Mpofu, TIAA (Minute 21.84) Mr R Poole (Minute 21.84)	Mr P Sheppard, TIAA (Minute 21.84) Ms D Takodra, TIAA (Minute 21.84) Mr J Woolston (Minute 21.86)
APOLOGIES:	Mr J Cappock (Deputy Chair)	

21.81 ANNOUNCEMENTS

- 21.81.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, and briefed members on the agenda. Members noted that Ian Wilmot, Director of Finance, was attending as Acting University Secretary and Chief Operating Officer (USCOO) in John Cappock's absence.
- 21.81.2 **Apologies:** Apologies were noted as above.
- 21.81.3 **Requests to discuss starred items and notification of AOB:** The Chair confirmed there were no requests to discuss starred items or items of business not on the agenda.
- 21.81.4 **Chair's business**
The Chair reported on January enrolments and the continuation of a blend of online and physical learning.
- 21.81.5 The Pro Vice-Chancellor (PVC) for People and Culture updated members on recent UCU (University and College Union) activity.

21.82 THE YEAR AHEAD

- 21.82.1 All members gave an update on their three key priorities for 2022.

21.83 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 21.83.1 The Deputy Vice-Chancellor (DVC) for Education updated members on the recent Being Safe, Feeling Safe Team meeting and reported on face coverings, lateral flow tests, vaccinations, exams, January enrolments and business continuity.
- 21.83.2 Members noted that the Covid risk assessment had been revised and updated and that the Being Safe, Feeling Safe Team will now meet fortnightly instead of weekly.
- 21.83.3 Members also heard that updated Covid regulations will be available on the website.

21.84 [Redacted]

21.84.1 **[Redacted]**

21.84.2 **[Redacted]**

21.84.3 **[Redacted]**

21.84.4 [Redacted]

21.84.5 [Redacted]

21.85 EMPLOYMENT OF PhD EXTERNAL EXAMINERS

21.85.1 The PVC (Research) presented a paper on the employment of PhD external examiners (Document UEB 220111B).

21.85.2 **AGREED** Members supported the recommendations and delegated authority to the PVC (Research) and the Director of Finance to act on behalf of UEB to appoint the best external examiners.

21.86 PROGRESSION, RETENTION AND CONTINUATION REPORT

21.86.1 The DVC (Education) and Joe Woolston, Director of Strategy, Planning and Performance (SPP) presented the progression, retention and continuation report (Document UEB 220111C).

21.86.2 The DVC (Education) commented that the report highlights areas that need to improve as well as areas where current work can be built. This included:

- Failure and differential rates and understanding how to support students better.
- How we encourage attendance and a sense of belonging.
- Personal Tutor engagement with the Learner Analytic Dashboard to take early action for students with low attendance.
- How we adapt our teaching to address the needs of at-risk students.
- Changes because of the pandemic and considering what to reinstate.

21.86.3 Members discussed vulnerable sectors of the student community and how to adapt to the needs of the student body.

21.87 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

21.87.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 14 December 2021 (Document UEB 220111D) as an accurate record.

21.87.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220111E) and noted those that were now complete.

21.88 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).

UEB	25 January 2022
UEB	8 February 2022
UEB	22 February 2022
UEB	7 March 2022 – evening – UEB dinner 8 March 2022 – all day – Away Day
UEB	22 March 2022
UEB	12 April 2022
UEB	26 April 2022
UEB	10 May 2022
UEB	24 May 2022
UEB	14 June 2022
UEB	28 June 2022

UEB	11 July 2022 – evening – UEB dinner 12 July 2022 – all day – Away Day
UEB	26 July 2022
UEB	9 August 2022

21.89 ANY OTHER BUSINESS

21.89.1 There were no other items of business to report.

21.90 MANAGEMENT ACCOUNTS – NOVEMBER 2021

21.90.1 Members noted the Management Accounts for November 2021 (Document UEB 220111F).