

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 10 JUNE 2025 IN ROOM RS109 REGENT STREET AND VIA MICROSOFT TEAMS**

PRESENT:	Professor P Bonfield (Chair) Professor D Anand Dr S Jarvis Professor C Kalantaridis	Professor A Linn K Patel I Wilmot (Deputy Chair) (from Minute 24.215.6)
IN ATTENDANCE:	A Foderaro (Minute 24.219) J Lamarque (Secretary) J Nicholas C Rolfe (Minute 24.219)	Professor G Saunders (Minute 24.218) D Specht D Stubbs (Minute 24.217)
APOLOGIES:	Professor C Dormor	

**24.215 ANNOUNCEMENTS**

- 24.215.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 24.215.2 **Apologies:** Members noted apologies as reported above. Members noted that Jeanette Nicholas - Associate Head of College (External Relations) and Doug Specht - Head of School, School of Media and Communications attended on behalf of the Head of College of Liberal Arts and Sciences and the Head of College of Design, Creative and Digital Industries respectively.
- 24.215.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 24.215.4 **Requests to discuss starred items and business not on the agenda:** The Chair confirmed there were no requests to discuss starred items or to raise items of business not on the agenda.
- 24.215.5 **Chair's business:** The Deputy Vice-Chancellor (DVC) for Education updated members on potential format for the next Teaching Excellence Framework exercise. Members noted that the five key golden threads identified for the University are still important.
- 24.215.6 The Chair updated members on recruitment for the DVC (Education) position.

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

- 24.216.1 The University Secretary and Chief Operating Officer (USCOO)/Co-Chair, Staying Safe: Business Continuity Group informed members that the Group had not met since the last UEB meeting on 27 May 2025.

**24.217 FINAL UNIVERSITY BUDGET 2025/26**

- 24.217.1 David Stubbs - Director of Finance and Commercial Services ('Director of Finance') presented the proposed University budget for 2025/26 (Document UEB 250610A).
- 24.217.2 The Director of Finance briefed members on key points in the budget and income and expenditure changes from 2024/25.
- 24.217.3 The Director of Finance reported that budget holders are aware of their budget envelopes for 2025/26, and the University is fully compliant with loan covenants.

- 24.217.4 In response to members' queries, the Director of Finance confirmed that there will be careful financial management in year with the contingency used only when most appropriate and that the proposed budget is based on the student number planning figures agreed in January 2025.
- 24.217.5 The USCOO informed members that registrations for the Open Day in June 2025 are higher than last year. He encouraged all Colleges to get involved and encouraged members to take advantage of training for Colleges from the Global Recruitment, Admissions, Marketing and Communications department.
- 24.217.6 The Director of Finance confirmed that the proposed budget does not include Quintin Hogg Trust funding.
- 24.217.7 **AGREED** Members recommend the proposed University budget 2025/26 to Resources Committee.

## **24.218 UPDATE ON THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI)**

- 24.218.1 Professor Gunter Saunders - Director, Digital Capability Development and AI Leadership (DCDAIL) gave an update on the use of GenAI.
- 24.218.2 Members heard that the University is starting a campaign to make colleagues aware of the free tools available and how they can be used, and other work has begun to develop AI Assistants.
- 24.218.3 The Director (DCDAIL) also reported that:
- Online learning support is available to help students better engage with the information available.
  - An AI Assistants pilot is running on some Blackboard sites.
  - An AI Agent can sometimes respond without need to refer to a colleague.
  - Tools are available in the Microsoft suite that can automate processes.
- 24.218.4 The Director (DCDAIL) informed members that the University won the 2025 Microsoft AI Cloud Challenge.
- 24.218.5 The Director (DCDAIL) briefed members on the second Atlas (authentic teaching and learning) event, which included students' use of AI and on external internet trends.
- 24.218.6 Members discussed the impact of AI on the environment.
- 24.218.7 A member suggested a piece of work on how AI influences student performance.
- 24.218.8 Members discussed the role of academics and how to add value to the skills and content students can access using AI through authentic and engaging assessments.
- 24.218.9 Members supported the implementation of AI and process automation to save time for colleagues where possible.
- 24.218.9.1 ACTION** UEB Secretary to ask the Vice-Chancellor's Executive Assistant to arrange a meeting between the Vice-Chancellor, the USCOO and Director (DCDAIL) to further discuss the topic.

## **24.219 SPORTS HALL IMPACT AND POST-OCCUPANCY EVALUATION REPORT**

- 24.219.1 Alessandra Foderaro - Deputy Director, Capital Development (CD) and Chris Rolfe - UWSU Student Opportunities (SO) Manager presented the Sports Hall impact and post-occupancy evaluation report (Document UEB 250610B), which includes data from the first nine months of operation.
- 24.219.2 The SO Manager reported on the positive aspects of the Sports Hall development:
- High level of performance from the four indoor sports clubs.

- Undergraduate students with a sports club membership are more likely to continue with or successfully complete their studies than those without a membership.
- The Sports Hall is also used for community projects, community partner clubs and professional and semi-professional sports teams when not being used by students.

- 24.219.3 The Deputy Director (CD) reported that the quality of the building is related to our mission, and receiving a certification of excellence for a building of this type is rare.
- 24.219.4 The SO Manager informed members that the floor in the Sports Hall is National Basketball Association level and is an asset and that the University is adding floor protection to enable the Hall to be used for degree and fashion shows.
- 24.219.5 A member commented on the positive correlation between sports and retention and asked about availability of data for disadvantaged groups. The SO Manager responded that a more thorough survey will be conducted in October 2025.
- 24.219.6 The SO Manager also confirmed that elite athletes have support for both their academic and athletic endeavours.

## **24.220 DEPUTY VICE-CHANCELLOR FOR EDUCATION HANDOVER TASKS**

- 24.220.1 The DVC (Education) informed members that there will be some interim arrangements for the period until the new appointee joins the University.
- 24.220.2 The Vice-Chancellor outlined interim arrangements and expectations for the new appointee regarding membership and leadership of committees and steering groups.

## **24.221 STUDENT CONTINUATION UPDATE**

- 24.221.1 The DVC (Education) updated members on the recent internal audit on Student Continuation, which received a reasonable assurance opinion from the auditor.
- 24.221.2 Members heard that some recommendations are being discussed with the internal auditors to address misunderstandings about some processes.
- 24.221.3 The DVC (Education) informed members that Risk Boards are being rolled out across the University to enable individual follow up with students.

**24.221.3.1 ACTION UEB Secretary** to circulate the internal audit report on Student Continuation to members when the DVC (Education) has confirmed the management actions.

## **24.222 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**

- 24.222.1 **APPROVED** Members confirmed the minutes of the meeting held on 24 May 2025 (Document UEB 250610C) as an accurate record of the meeting.
- 24.222.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 250610D).
- 24.222.3 **Draft internal audit strategic plan 2025/26 – 2028/29 (Action 24.198.5.1)** Members noted that the DVC (Education) considered that the audit of the Access and Participation Plan (APP) should be postponed from 2025/26<sup>1</sup>.
- 24.222.4 **Staying Safe: Business Continuity Group update (Action 24.133.3.1)** The USCOO confirmed that the guidance/flow charts to support colleagues who are running events will be submitted to the UEB meeting on 21 July 2025.

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<sup>1</sup> **Post-meeting note:** The USCOO reported that the Audit and Risk Committee would confirm the timing of the APP audit at their meeting on 17 June 2025.

**24.223 ANY OTHER BUSINESS**

24.223.1 Members did not raise any other items of business.

**24.224 MEETING EVALUATION**

24.224.1 Visitors to the meeting commented that they found it practical and progressive. They also commented that the budget report was clearly mapped out with scenarios and rationale and clearly presented and that seeing the University budget report helped to complete the picture from a School level.

**24.225 SAFETY, HEALTH AND WELLBEING LEGAL REGISTER – ANNUAL REVIEW**

24.225.1 **APPROVED** Members accepted the annual review of the Safety, Health and Wellbeing (SHW) Legal Register (Document UEB 250610E), which was recommended by the SHW Committee.

**24.226 MENOPAUSE GUIDANCE**

24.226.1 **APPROVED** Menopause Guidance (Document UEB 250610F) to be published, on the recommendation of the SHW Committee.

**24.227 PUBLIC INEREST DISCLOSURE (PID) (WHISTLEBLOWING) REGISTER – ANNUAL SUBMISSION**

24.227.1 Members noted that there have been no additions to the PID (whistleblowing) register during 2024/25.

**24.228 HR EXCELLENCE IN RESEARCH AWARD (HREiRA)**

24.228.1 Members noted that the Research and Knowledge Exchange Committee has agreed to withdraw from reaccreditation for the HREiRA scheme (Document UEB 250610G).

**24.229 UWSU FINANCIAL STATEMENTS TO 31 JULY 2024**

24.229.1 Members noted the UWSU financial statements to 31 July 2024 (Document UEB 250610H) as approved by the UWSU Trustee Board.

**24.230 INTERNAL AUDIT REPORT**

24.230.1 Members noted the internal audit review of core financial systems, incorporating the audit of financial controls for the Regent Street Cinema (Document UEB 250610I), which received a substantial assurance opinion from the auditor.

**24.231 DATES OF FUTURE MEETINGS**

Regular meetings are 10.30am to 12.30pm (unless alternative time stated below) in Room RS109, Regent Street and via Microsoft Teams.

**2024/25**

24 June 2025

7 July 2025 - evening (UEB dinner)

8 July 2025 – all day (UEB away day)

22 July 2025

5 August 2025

**2025/26**

16 September 2025	3 March 2026 – UEB away day
23 September 2025 – UEB dinner	17 March 2026
24 September 2025 – UEB away day	31 March 2026
7 October 2025	21 April 2026
21 October 2025	12 May 2026
4 November 2025	26 May 2026
25 November 2025	9 June 2026
16 December 2025	23 June 2026
6 January 2026	6 July 2026 – UEB dinner
20 January 2026	7 July 2026 UEB away day
3 February 2026	28 July 2026
17 February 2026	11 August 2026
2 March 2026 – UEB dinner	