

APPROVED

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 5 AUGUST 2025 IN ROOM RS109 REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	I Wilmot (Deputy Chair) Professor D Anand Professor C Dormor	Professor C Kalantaridis Professor A Linn
IN ATTENDANCE:	M Baldwin (Minute 24.262) C Benyon (Minute 24.261) C Emery (Minute 24.261) J Lamarque (Secretary)	Professor A Mathie S Matthews (Minute 24.261) D Stubbs (Minute 24.260)
APOLOGIES:	Professor P Bonfield (Chair)	K Patel

24.258 ANNOUNCEMENTS

- 24.258.1 **Welcome:** The Deputy Chair welcomed all members and attendees to the meeting.
- 24.258.2 **Apologies:** Members noted apologies as recorded above. Members noted that Professor Alistair Mathie, Head of Life Sciences attended on behalf of the Head of College of Liberal Arts and Sciences (LAS).
- 24.258.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 24.258.4 **Requests to discuss starred items and business not on the agenda:** The Deputy Chair confirmed there were no requests to discuss starred items or to raise items of business not on the agenda.

CHAIR'S BUSINESS

- 24.258.5 The Deputy Chair and the Deputy Vice-Chancellor for Global Engagement and Employability briefed members on a potential major donation to the University, which is being considered by the Gift Acceptance Panel.
- 24.258.6 The Deputy Chair updated members on building work currently being carried out at the Regent Street campus.

24.259 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 24.259.1 The University Secretary and Chief Operating Officer/Co-Chair, Staying Safe: Business Continuity Group (SS:BCG) informed members that the group had not met since the last UEB meeting. Members discussed the recent graduation ceremonies.

24.260 BUSINESS CASE TO REDUCE THE TUITION FEE DEBT THRESHOLD

- 24.260.1 David Stubbs, Director of Finance and Commercial Services ('Director of Finance') presented the business case to reduce the tuition fee debt threshold as recorded in the Student Fees and Other Charges Policy (Document UEB 250805A).
- 24.260.2 In response to a member's query on student debt data pre-pandemic, the Director of Finance confirmed that he would obtain this information.
- 24.260.3 The Director of Finance explained that individual cases will be considered, and a student may be allowed to graduate or progress if they engage with the Finance Team to pay the debt.

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24.260.4 Members discussed debt collection and the costs of overseas agents.

24.260.5 **APPROVED** Tuition fee debt threshold to be reduced from £1,000 to £250.

24.261 CLEARING UPDATE (Confidential)

24.261.1 Caroline Benyon, Director of Global Recruitment, Admissions, Marketing and Communications (GRAMC); Sam Matthews, Head of Admissions; and Craig Emery, Head of Marketing presented an update on Clearing.

24.261.2 **[Redacted]**

24.261.3 **[Redacted]**

24.261.4 **[Redacted]**

24.261.5 **[Redacted]**

24.261.6 **[Redacted]**

24.261.7 **[Redacted]**

24.261.8 **[Redacted]**

24.261.9 **[Redacted]**

24.261.10 **[Redacted]**

24.261.11 **[Redacted]**

24.262 STUDENT CONTINUATION UPDATE

24.262.1 The Executive Director, Performance Improvement and Innovation (PII) reported the following:

- Attrition is 1.9% compared to 5.4% last year.
- Attendance remains below 50% and has declined at Level 4 and Level 7.
- Each School operates a variety of processes to identify students at risk and from 2025-26 Semester 1 all Schools will establish clear protocols on how they manage students at risk.
- Up to 80% of Personal Tutors are making notes on the Learner Analytic Dashboard (LAD) although use of the LAD has stalled at 50%.
- End of year final attrition data will not be known until the end of October 2025.

24.262.2 The Executive Director (PII) confirmed that the Teaching Committee reviews areas with low attendance rates.

24.263 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

24.263.1 **APPROVED** Members confirmed the minutes of the meeting held on 21 July 2025 (Document UEB 250805B) as an accurate record of the meeting.

24.263.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 250805C).

24.263.3 **Staying Safe: Business Continuity Group update (Action 24.244.4.1)** Members noted that Catherine Dormor, Head of College, Design, Creative and Digital Industries has agreed to be academic Co-Chair of the group.

24.264 ANY OTHER BUSINESS

24.264.1 Members did not raise any other items of business.

24.265 UEB ANNUAL EFFECTIVENESS REVIEW

24.265.1 Members noted the UEB annual effectiveness review method and timeline (Document UEB 250805D).

24.266 PROFESSORS AND READERS AWARDING COMMITTEE ANNUAL OUTCOMES REPORT

24.266.1 Members received the Professors and Readers Awarding Committee annual outcomes report (Document UEB 250805E).

24.267 MANAGEMENT ACCOUNTS – JUNE 2025

24.267.1 Members received the Management Accounts for June 2025 (Document UEB 250805F).

24.268 EDI COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP

24.268.1 **APPROVED** Members approved the revised EDI Committee Terms of Reference and Membership for 2025-26 (Document UEB 250805F).

24.269 DATES OF FUTURE MEETINGS

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	

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