

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 9
FEBRUARY 2021 VIA MICROSOFT TEAMS**

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Mr A Dutch (Minute 20.91 and 20.92)	Mrs J Lamarque (Secretary)
APOLOGIES:		

20.89 ANNOUNCEMENTS

- 20.89.1 **Welcome:** The Chair welcomed all members to the meeting and briefed members on the agenda.
- 20.89.2 **Apologies:** There were no apologies received.
- 20.89.3 **Requests to discuss starred items and notification of AOB:** The Chair confirmed there were no requests to discuss starred items and agreed to a request to discuss items not on the agenda (see Minutes 20.89.4).
- 20.89.4 **Chair's business**
Members endorsed the proposal regarding meetings that has been adopted by the College of Liberal Arts and Sciences.

20.90 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 20.90.1 The DVC (Education) updated members on the recent COVID Being Safe, Feeling Safe Team meeting and reported on several matters including:
- Update from the Head of Safety, Health and Wellbeing
 - Extending testing to the end of March 2021
 - Catering services
 - Commercial activities and events
 - Moving students from a student residence
 - Timetabling for 2021
 - Implications for practical subjects and access to practical spaces over the summer

20.91 UNDERGRADUATE RECRUITMENT UPDATE

- 20.91.1 Adrian Dutch, the Director of Global, Recruitment and Admissions (GRA), updated members on the recruitment position.
- 20.91.2 The Director of GRA recommended GCSE requirements and noted there will be more clarity at the end of the month regarding A levels.
- 20.91.3 Members heard that there are 70 conversion events in March and April 2021 and webinars every week for applicants holding offers.

20.92 FEES PROPOSALS 2022/23

- 20.92.1 The Director of GRA presented the fees proposals for 2022/23 (Document UEB 210209A).

- 20.92.2 Members were reminded that a decision on undergraduate fees had been taken late last year to enable the teams to promote courses.
- 20.92.3 A member queried summer programme fees and was informed that these could be built into the proposals paper in future.
- 20.92.4 Members discussed lifelong learning, short courses and a Summer School strategy.
- 20.92.5 In response to a member's query, the Director of GRA confirmed that the approach and fees for European Union (EU) students for 2021/22 will be detailed in an addendum and submitted to Resources Committee for approval on 18 February 2021.
- 20.92.6 **APPROVED** Members recommend the fees proposals for 2022/23 to Resources Committee for approval, subject to the inclusion of an addendum for EU students in 2021/22.

20.92.6.1 ACTION Director of GRA to submit the addendum on EU students to Resources Committee.

20.93 COURSE DEVELOPMENT, REVIEW AND EVALUATION OF WORKING GROUP OUTCOMES

- 20.93.1 The DVC (Education) presented the outcomes of the Course Development, Review and Revalidation Working Group (Document UEB 210209B).
- 20.93.2 Members welcomed the wider scope of the review and queried the composition of the proposed new committee. The DVC (Education) confirmed that there would be crossover with current membership of the Curriculum Review and Innovation Committee.
- 20.93.3 Members commented on annual monitoring, Westminster strengths, decommissioning briefs and market opportunity.
- 20.93.4 The DVC (Education) thanked members for their feedback and confirmed that the proposal will be submitted to Academic Council for approval in April 2021.

20.94 STUDENT RETENTION – THREE MONTHLY PROGRESS REPORT

- 20.94.1 The DVC (Education) updated members on student retention, which is now referred to as continuation to reflect the student journey.
- 20.94.2 Members viewed Qlikview dashboards for 2018/19 and 2019/20, which showed an increase in continuation and improved projections for black students over time.
- 20.94.3 The DVC (Education) reported that the Retention Framework Working Group (RFGW) is working to improve continuation and academic and pastoral support (including personal tutoring).
- 20.94.4 Members were encouraged by the update and noted that the outcomes of the RFGW will be reported at UEB.

20.95 TREASURY MANAGEMENT MID-YEAR REVIEW

- 20.95.1 Members received and noted the Treasury Management mid-year review (Document UEB 210209C).

20.96 SAFETY, HEALTH AND WELLBEING COMMITTEE REVISED TERMS OF REFERENCE

- 20.96.1 **APPROVED** Revised terms of reference and membership for the Safety, Health and Wellbeing Committee (Document UEB 210209D) to be implemented with immediate effect.

20.97 UNIVERSITY PLANNING COMMITTEE REVISED TERMS OF REFERENCE

- 20.97.1 **APPROVED** Revised terms of reference and membership for the University Planning Committee (Document UEB 210209E) to be implemented with immediate effect.

20.98 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

- 20.98.1 The minutes of the UEB meeting held on 26 January 2021 (Document UEB 210209F) were agreed as an accurate record.
- 20.98.2 Members reviewed a summary of the actions from previous meetings (Document UEB 210209G) and confirmed those that were now complete.
- 20.98.3 **Chair's business (Action 20.78.5.1)** The University Secretary and Chief Operating Officer (USCOO) confirmed that the Pulse survey had been set up and communicated to colleagues for completion.
- 20.98.4 **COVID Being Safe, Feeling Safe Team Update (Action 20.79.2.1)** The implications of working online were discussed under minute 20.90.

20.99 DATES OF FUTURE MEETINGS

23 February 2021	11 May 2021	12 July 2021 - evening (Away day)
9 March 2021 - all day (Away day)	25 May 2021	13 July 2021 - all day
23 March 2021	08 June 2021	27 July 2021
13 April 2021	22 June 2021	10 August 2021
27 April 2021		

20.100 ANY OTHER BUSINESS

- 20.100.1 The Chair updated members on information received from other institutions regarding online learning and access to facilities.