

UET meeting

Tue 06 August 2024, 10:00 - 13:00

Committee Room

Attendees

Board members

John Vinney, Keith Phalp, Susie Reynell (Finance Director), Julie Kerr

Visitors:

- Deans, Judi and Russell: Faculty Performance - Update on the research plans and use of voluntary reduced hours at 10.20
- Phil Sewell and Jacky Mack: Apprenticeships update at 11.30 (both on Teams)

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

Apologies: Jane, Jim, Shelley, Karen and Sarah

Chair

Judi, Einar, Christos and Anand were also on leave.

The minutes were approved as being an accurate record of the meeting held on 23rd July 2024 and there were no matters arising.

Action list: <https://livebournemouthac.sharepoint.com/sites/UETPrivate/Lists/UET%20Actions/AllItems.aspx>

 Minutes_UET meeting_230724.pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update


Information

The cash flow position is positive and there are no issues to report currently.

Susie Reynell

Judi is continuing to work on the presentation of the Management Accounts to make them easier to read and understand.

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 WEEKLY CASHFLOW FORECAST UET meeting 6th August 2024 Narrative week ending 260724.pdf

 UET - Weekly Cashflow Forecast w-c 05 August 2024.pdf

2.2. Bids for approval

Approval

There were no bids for approval this week.

Susie Reynell

3. Faculty performance

Lois and Russell joined the meeting. The other Deans and Judi were on A/L.

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3.1. Course approvals for Computing PGT

This was not discussed in the absence of Christos. To be added to the agenda on 13 August.

Decision

Christos

4. Items for approval or note

4.1. Apprenticeship update

Phil joined the meeting online. Jacky was unable to join as the agenda item was brought forward.

PS updated the meeting. The key highlights from the paper were the dates for the **ESFA audit**:

- 26th August : BU to provide latest ILR to auditors
- 2 September: Auditors to provide BU with details of 30 September: Apprentices selected for audit. We then have 2 weeks to make sure they have everything they need. This is going to be an intense period as it falls within the onboarding and admissions period for new students.
- 16 September: 5 day desk-base audit commences
- 27 September: all additional evidence and finalisation of audit issues completed
- 4th October: completion of additional testing completes
- 14 October : BU provide ILR to Auditors including any repayments agreed.
- 17 October: hard close of 23/24 financial year
- 30 November: final audit report issued.

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- The proposed teaching observation policy has been endorsed by UCU and will be going to the Apprenticeship Board on 7 August for endorsement before going to Education Committee for approval.
- Concern that there may be a two-tier approach when it comes to teaching observation - need to have a consistent approach across UGs and Apprenticeships.

SR thanked PS for a job well done.

 Degree Apprenticeships update to UET - 6 August 24 v1.Final.pdf

5. Standing item: reportable events

Reportable events update

There were no new reportable events notified.

Discussion

Chair

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[REDACTED]

6. Future Meetings

Future meetings were noted and no further comments made.

Note

Chair

7. AOB

There was no additional business.

Chair