

UET meeting

Tue 23 January 2024, 10:00 - 13:00

Attendees

Board members

John Vinney, Jim Andrews, Keith Phalp, Karen Parker, Shelley Thompson, Susie Reynell (Finance Director), Sarah Bate

In attendance

Jane Forster, Julie Kerr

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

The minutes of the UET meeting held on 2nd January were approved as being an accurate record of the meeting subject to the following amendment:

Chair

Point 9.2 - the title should read 'January Intake' and not 'Current Debt Position'


There were no matters arising.

The action log was noted:

- KPa advised that both the E&D paper and the staff survey actions have been completed and can be removed
- Training on written English remains an action point.

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

 Minutes_UET meeting_020124 (1).pdf

 UET actions after meeting 2nd Jan 2024.pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Information

SR reported that there has been little change since last week - just some timing differences.

Susie Reynell

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[REDACTED]

[REDACTED]

 UET - Weekly Cashflow Forecast Narrative w-e 19 January 2024.pdf

 UET - Weekly Cashflow Forecast w-c 22 January 2024.pdf

2.2. Management Accounts

Information

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[REDACTED]

[REDACTED]

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[REDACTED]

UET Management Accounts Dec 2023.pdf

2.3. Bids for approval

There were 3 pre-award proposals and no post-award proposals for consideration. All were approved with the caveat that the terms and conditions are acceptable and that any unlimited indemnities are signed off by SR.

ACTION: SR to review the 3 awards on that basis.

Discussion took place re the bidding process and the fact that a lot of work can go into preparing Bids before it is known whether the Ts and Cs are acceptable.

It was agreed that the bid management process needs to be addressed so that this is addressed sooner.

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[REDACTED]

Narrative for UET meeting 23.1.24.pdf

Approval

Susie Reynell

3. Theme: student experience

Discussion

Shelley Thompson

3.1. Student attendance, engagement, and intervention

Shelley Thompson

ST gave an update of student attendance and engagement as follows:

1. Semester 1 Attendance: Takeaways & Plan

- Initial Analysis of S1 Attendance
- S2 Changes & Enhancement

2. Engagement Intervention

- S1 summary & indicative impacts
- Next stage developments
- Scaling to all programmes & levels

3. Future Discussion Threads

- Timetabling & Teaching Weeks
- Access & Participation Plan

1. Attendance highs and lows

[REDACTED]

[REDACTED]

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- Impacts
 - Intervention prompts attendance
 - Students welcomed the contact and were glad we care
 - Valuable information about factors affecting engagement are being noted
 - Fewer non-submissions or unexpected non-submissions
 - Improved staff relationships within Departments
 - Staff feel mandated & confident to continue with the interventions

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- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

Barriers to Engagement: what do the pilots tell us?

- Transitions
 - Challenges of settling into University/differences from prior education

- Lack of clarity in navigating BU
- Lack of clarity in roles/responsibilities of programme team members
- Self-efficacy
- Learning Experience
 - Challenge level – too much or not enough
 - Delivery not engaging/appealing
- Timetable
 - Intensity – back-to-back sessions and/or back-to-back days
 - Long days/late nights
 - Work-life balance – caring responsibilities, commuting, work schedules
- Sense of Belonging
 - Lacking connection/sense of community
 - Limited (to no) engagement with individual programme team member (e.g., personal tutor)
- Personal Circumstance
 - Finance – money worries, need to work
 - Work-life balance (note above) – caring responsibilities
 - Wellbeing concerns
 - Anxiety
- Awareness
 - Lack of student awareness of low attendance rate
 - Lack of student awareness on impact of attendance on continuation and progress

Plans for 2024-25

- Implement new Student Engagement Support Framework
 - Consistent, coherent approach to interventions to support student engagement in their studies and inform enhancements to education and student experience
- Use of Attendance Data for:
 - Contact with students to prompt attendance, demonstrating we care
 - Identify and implement support for individual students to facilitate continuation
 - UKVI compliance on engagement monitoring for student visa holders
- Benefits
 - Continue to build our understanding of impacts to engagement and continuation for continuous improvement of education and student experience, including:
 - Transitions, academic support, teaching quality
 - Timetabling, academic calendar, delivery

Interim steps: S2 plans

- Engagement Intervention Pilot:
 - Continue calling in S2, but limited to interleave other processes (e.g., formal engagement procedure)
 - Additional information/feedback to inform development of Student Engagement Support Framework
 - Develop framework for 2024-25 and plan for implementation, including co-creation with staff & students, impact testing, and support/guidance/training
 - Attendance Data:
 - Individualised Data – Encourage students to discuss attendance with personal tutors; feedback from PTs & students to inform future data requirements
 - Aggregated Data – Encourage greater use of aggregate data in communication with students; trial cohort communication about attendance

- Analysis – Insights from attendance data for timetable, academic calendar, student experience, etc.?
- International Students
 - Use individualised attendance data to monitor attendance of student visa holders (UKVI compliance)
Introduce programme support staff to Engage App for use in follow-up with students (informs planning for 2024-25)
 - Concern that we are meeting our regulatory requirements
 - Immigration team to support UKVI compliance
- Computing Pilot
 - 2 planned panels
Additional information/feedback to inform development of Student Engagement Support Framework

3. Future Discussion Threads

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- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- Access & Participation Plan
 - Potential for intervention to more clearly link to APP work
 - Opportunities for additional/nuanced interventions to support students

It was agreed that things are moving in the right direction and that attendance should continue to be a focus - from both a student perspective and a staff perspective.

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[REDACTED]

ST to make a similar presentation to ULT at the next meeting.

 UET 23 Jan 24 - Attendance, engagement, intervention v2.pdf

3.2. University Mental Health Charter

All universities have the opportunity to sign up to the Charter. It is not yet a regulatory requirement but it may become a B condition sometime in the future. The Charter covers both students and staff.

BU has committed to complete the award. Four domain leads have been appointed and have formed an initial task group to ensure each Domain area has representation at UMHC training and learning events.

A SharePoint site is being developed to store and update information and evidence in preparation for our submission.

A UMHC coordinator post has been evaluated and currently on hold in respect of recruitment, but ready once needed.

Discussion

Shelley Thompson

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[Redacted text block]

The Cibyl survey on Mental Health has been launched with our current students which will provide us with invaluable data and understanding regarding Bournemouth University students' experiences of Mental Health, with comparisons to the national average collated from across the sector. The report following this survey is expected in March 2024.

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[Redacted text block]

- [Redacted bullet point]
- [Redacted bullet point]
- [Redacted bullet point]


Next Steps:

1. The priority is to complete our self-assessment using the UUK template and 100 good practice principles to give an indication on where our strengths are and where there are areas for additional focus and review.
2. To review the Cibyl survey data and identify benchmarks we can use as performance indicators for improvement.
3. We will provide a further overview and timeline to UET once the above has been completed.

The work crystallises the good practice that is already being taken to improve mental health support and is travelling in the right direction.

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[Redacted text block]

 University Mental Health Charter overview and progress (1).pdf

3.3. Cost of living

Budget Meal planning campaign

The campaign seeks to unpack the topic of cost-of-living and highlight the depth of existing initiatives and activities taking place at BU to support students affected by the cost-of-living crisis, and to create new content to supplement current activity to ensure students are getting information about the support and help available to them, and any guidance to support financial planning.

Recommendations are also made for additional activities that could be delivered with wider university support to ensure we are doing all we can to support students.

Campaign audience and objectives

The main audience for the campaign will be current students, with the campaign designed to impact them most, though it is hoped that prospective students will also engage in the campaign and be reassured by the range of support available at BU. In addition, the campaign will target staff, in the hope that they can also

Discussion

Shelley Thompson


signpost students to resources as needed.

The campaign objectives are to share useful resources and information that is currently available for students and researchers at BU to support them in with their cost of living – this could include grants, local services, SUBU Community Kitchen and more. Also signpost to wellbeing support for those anxious about their finances.

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The paper was approved and ST to follow up.

 Cost of living ULT paper.pdf

4. Student recruitment implications and scenario planning

To discuss the potential £10m gap in the finances for next year.

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[REDACTED]

[REDACTED]

Ofsted

Ofsted preparations are continuing to progress well. The inspection could be in as little as 4 -5 weeks time as the Ofsted inspections have now re-started and PS is aware of two universities who have had a call this week.

End Point Assessment

There has still been no contact from the OfS regarding a monitoring visit for Advanced Clinical Practice. All the required evidence is now in place to support the monitoring visit following the last round of end point assessments in November.

ALS Support

Finally moving forward. The procurement of a digital screening tool (Cognassist) which all apprentices will complete as part of onboarding has begun.

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National Apprenticeships Week

National Apprenticeship Week (NAW) 2024 takes place from 5th to 9th February. The theme is “Skills for Life” and we are encouraged to consider how apprenticeships can help individuals to develop the skills and knowledge required for a rewarding career, and employers to develop a workforce with future ready skills.

Plans are in place to promote our apprenticeships during NAW through: Q&A article with PL's / employers, apprentice blog about Senior Leadership Apprenticeship, carousel graphic posts on Instagram and TikTok - What is an apprenticeship, benefits of apprenticeships for students (focus on career outcomes), who is eligible to study apprenticeships, apprenticeships we offer at BU, apprentice testimonials.

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[Degree Apprenticeships update to UET - 23 Jan 24 v1.Final.pdf](#)

5.1. Apprenticeships Board

Noted

- [2023 10 04 Apprenticeship Board minutes - confirmed.pdf](#)
- [2023 12 06 Apprenticeship Board minutes - unconfirmed.pdf](#)


6. Items for approval or note

6.1. Ghent Stage 1 Business Case

Jim Andrews

Approved in principle before being sent for approval to the Education Committee.

ACTION: SR to check on taxation complications to ensure individuals in Belgium don't become liable for UK tax.


 Ghent Stage 1 Business Case Jan24.pdf

6.2. ALS - Additional Learning Support Review


Discussion

Jim Andrews


The proposal was approved subject to some of the job titles being reviewed.

 ALS Review final draft (1) MAIN BODY.pdf

 ALS Review final draft (1) COSTINGS.pdf

 ALS Review final draft (1) JOB DESCRIPTIONS.pdf

 UET cover sheet - ALS Review.pdf

 ALS Review final draft (1) EIA.pdf

6.3. Demonstrator proposal

Discussion

Karen Parker

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 Demonstrators Career Pathway FRC Paper v215January 2024.pdf

6.4. Business Case - BU A/C Replacement - Condition Upgrade (Phase 2)

Jim Andrews

The business case was approved.

 Business Case for Air Con replacement Phase 2 comments by BULS 08 12 23(935369.2).pdf

6.5. Data Protection Policy and IG Annual Report

Information

Jim Andrews

The Data Protection Policy and IG Annual Report were noted and approved.

 ARG 2024 Data Protection Policy covering paper.pdf

 Data Protection Policy for Staff and BU Representatives.pdf

 ARG 2024 Information Governance Annual Report.pdf

6.6. Turing Scheme

Decision

Jim Andrews

The scheme is cost neutral and was approved on that basis, including that posts would not be recruited if the funding was not received.

- [Appendix D _ Over 100k pre award cash flow - updated.pdf](#)
- [Appendix E _ Project costing IT & Estates.pdf](#)
- [Appendix C _ Turing Scheme Bid Budget.pdf](#)
- [FINAL TRACK CHANGES_ Business Case _ 2024 TS VWV updates ss. 3.7 to 3.9 - 22.01.24.pdf](#)
- [FINAL CLEAN_ Business Case _ 2024 TS VWV updates ss. 3.7 to 3.9 - 22.01.24.pdf](#)

7. Standing item: reportable events

Discussion

Reportable events update

Chair

There were no new reportable events discussed.

It was noted that this is to become a regular agenda item for discussion with the Deans.

8. Minutes of Committee Meetings to note

Information

All were noted and no red flags were highlighted.

8.1. Information Governance Committee

Discussion

Meetings held bi-monthly. Minutes of 27 November attached. Next meeting was held on 15th January, minutes not yet available.

- [Minutes IGC 27 11 23.pdf](#)

8.2. International College

8.2.1. Joint academic board - JAB

Next meetings: 26 February 2024 – date to change – possibly 4 March 2024 - TBC

15 July 2024

We are due to have an update on this at some point: on UET action list

- [JAB Minutes - 31 July 2023 - unconfirmed.pdf](#)

8.2.2. JSMB

The last meeting was held on 20 November 23 - the next meeting will be held on 13th May 24. November 2024 – date to be confirmed shortly.

June 23 and November 23 minutes attached

- [JSMB Minutes - 12 June 2023 - unconfirmed.pdf](#)
- [JSMB Minutes - 20 November 2023 - unconfirmed.pdf](#)

9. Future Meetings

Note

Chair

9.1. ULT meeting 7th Feb

Agenda to include Heatmap/portfolio review and Continuation and Attendance (ST).

- [ULT 7th Feb 24.pdf](#)

9.1.1. JCNC

The next meeting to be postponed and rescheduled for early the following month.

9.2. Board papers for 9th February

Were noted and approved.

UB Agenda 9 February 2024 Draft post UET .pdf

9.3. UET meetings

Were noted and approved.

- UET 30th January 24.pdf
UET strategy 26th Jan 24.pdf
UET 6th Feb 24.pdf

9.4. Senate and e-Senate

Were noted and approved.

- Draft e-Senate Agenda - Jan 2024.pdf
Draft Senate Agenda - 21 February 2024.pdf
Draft Senate Minutes - 25 October 2023 - unconfirmed.pdf

10. AOB

Chair

10.1. Home Office Fish Visit

To take place on 23rd February.

Information

Jim Andrews

10.2. REDACT [redacted]

Decision

Jim Andrews

10.3. Rego System

SR reported that the project has been delayed by approximately one month and is now scheduled for implementation at the end of February.

Information

Susie Reynell

10.4. January Enrolment

It was noted that there were minimal queues for the new international arrivals. There have been a lot of requests for late arrivals which may be the reason why it has been quiet so far. February 21st is the latest date for arrivals.