

UET meeting

Tue 11 July 2023, 10:00 - 13:00

Attendees

Board members

John Vinney, Jim Andrews, Keith Phalp, Karen Parker, Susie Reynell (Finance Director)

In attendance

Jane Forster, Julie Kerr

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

Apologies: Susie Reynold

Chair

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

The minutes of the meeting were agreed as being an accurate record of the meeting and there were no matters arising. Some redactions required before publication.

The action log was noted.

 UET actions after 4th July 2023 meeting.pdf

 Minutes_UET meeting_040723 (1).pdf

2. Finance discussion

Ian Pettit

Ian, deputising for SR, joined the meeting in person

2.1. Cash flow update

Information

Ian Pettit

[Redacted content]

 Debt Management update 11th July 2023.pdf

2.2. Bids for approval

Approval

Ian Pettit

There were 3 Bids for approval

RED ID: 13706– “Engineering Inclusion”, Royal Academy of Engineering – Roya Haratian. Approved

RED ID: 13756 – “ARC: The Afterlife of coastal mines as the substrate to Resilient Communities ”, UKRI – Rick Stafford. Approved

RED ID: 13784 – “Rebuilding our Islands' Thriving Futures ”, UKRI – Luciana Esteves. Approved

Decision

Ian Pettit

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3. Items for note or approval

3.1. International college update

Update on strategic positioning July 2023

Jacky joined in person and Jane joined on Teams.

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Discussion

Jacky M And Jane W

Roles:


In relation to the governance, the terms of reference and membership of the Joint Academic Board and the Joint Management Steering Board to be reviewed, and any recommendations for changes proposed to UET. It was confirmed that the new PVC for Education and Quality will chair the Committees.

JSMB updates to come regularly to UET.

Recommendations were agreed by UET:

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Confirm Chair for JSMB and JAB.
- JM to confirm the committee dates to JF

 BU International College.pdf

3.2. Committee and working group terms of reference

Decision


Jane Forster

for approval:

- Sustainability committee - approved with one amendment to update a reference to another committee
- EDIC - PVC for Student Experience to be Deputy Chair. It was also agreed that Ann Barnes be approached to sit on this committee to address APP matters. KPh to pick up with JM. May need a couple of sub-groups to look at data and feed into EDIC eg AI. KPa to provide summary committee updates to UET. These ToR to come back to UET if the Committee wants to make any more changes.
- H&S - KPa to continue as Chair. A PVC or an Executive Dean to be Deputy Chair (to be confirmed). KPa to provide summary committee updates to UET. These ToR to come back to UET if the Committee wants to make any more changes.
- Graduation Steering Group has now been disbanded.
- ULT - next meeting on 24 August- an update of recent activity with a chance for Q & A will be planned.

 EqualityDIToR30june23.pdf

 H and safety ToRUpdatejune23.pdf

 Sustianability committee ToR 2023 as agreed by the committee July 23.pdf

 committees next steps chart July 23.pdf

3.3. QAA Membership

Decision

Keith Phalp

Review of QAA membership – given the change in role of the QAA who are no longer the designated quality body for the OfS. We have until 14 July to confirm renewal (or not).

It was agreed that membership would be renewed for another year but kept under review for value for money.

 QAA MEMBERSHIP 2023-24.pdf

3.4. REC

Geli Roushan




Geli joined the meeting in person

It was agreed that the report and action plan requires a little more work to refine the 4 main sections

1. The document - some updates required following JA and KPa's feedback
2. Action Plan - objectives need to be SMARTer and fewer
3. Budget - evidence of BU's commitment to the Charter is required - KPa to work with Geli on finalising this

Once the proposed changes have been made, Geli to cross-check against the HESA requirements and KPa to approve on Thursday 13th July. JF to proof read before final submission on Friday.

Assuming the application is successful, it is proposed that Christos will chair the implementation team. KPa noted that wider engagement with EDI generally was required

-  REC Action Plan Revisions v2 .pdf
-  REC Cover Letter Revisions v2.pdf
-  REC Elements Revisions v310julyKP.pdf

4. Apprenticeships

4.1. Enhanced Clinical Practitioner Programme

Phil Sewell And Sara White
Plus Anand On Teams

Phil and Jacky joined in person and Sara joined on line. Anand was not able to attend.

Purpose: permission requested to start the ECP programme in Oct 2023 as we believe we are in a state of readiness to enrol and manage learners with no risk.

With regard to resources, there is a still a pinch point over the summer but two new administrators start next week and the ad for the post of Team Leader will go out next week.

The ECP programme was approved.

-  ECP_UET_for_submission.pdf

4.2. New URN for approval

Phil Sewell

Approval for a request from Amonite Health Partnership was sought.

This is a new partner and will require careful onboarding to ensure compliance.

The request was approved subject to the normal CAF process.

4.3. Update on Apprenticeships

[Redacted]

BUD

PS confirmed that BUD will be running from September for all new learners.
Current learners will not migrate onto BUD until October.
PS has been in contact with the software provider and is progressing getting some training support and establishing costs.

5. Staff experience and culture

5.1. Academic Career Framework

Discussion

Karen Parker

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

5.2. Staff Survey – Recommendations

Discussion

Karen Parker

To be done in the Autumn. KPa researching a couple of providers currently as Capita no longer provide the service. [REDACTED].

KPa to give some thought as to how the inclusion of all part-time, hourly paid colleagues might skew the results and what can be done to mitigate the impact. KPa also putting together the comms for this.

ACTION: KPa to bring a proposal back to UET

- [v1 UET Report on Staff Survey for Autumn 2023KPcomments.pdf](#)
- [Appendix 1 - Bournemouth University - Culture Amp Engagement Proposal.pdf](#)
- [Appendix 2 - People Insight - Bournemouth University June 2023.pdf](#)

6. Student experience

Discussion

6.1. Tariff points and outcomes linked to entry qualifications

Discussion

Keith

KPh confirmed that it has been identified that tariffs do not have as great an impact on outcomes as qualification types. Students entering through Clearing also has an impact and in addition there are intersectional factors such as outcomes for BAME students and those from disadvantaged areas/ free school meals which may also impact outcomes.

KPh to investigate what can be done to support students with BTecs and those coming in through Clearing to achieve successful outcomes, including reviewing assessment types.

- [Student Progression and Outcomes - Tariff and Clearing.pdf](#)

6.2. Assessment and feedback workstream

Al :KPh to set up a sub-group to look at all aspects of AI to ensure that BU keeps up to speed with its rapid progression.

JA suggested that another sub-group will be run in parallel for Professional Services to look at efficiency and effectiveness. James Stevens to be invited onto KPh's group to help join things up.

6.3. Departmental reviews in 23/24

Discussion

Jane Forster

It was agreed to continue the meetings and expand them to all departments, as they were predominantly positive and provided a good way to engage with a different group.

UET to continue to engage more widely through visits to Faculties and Professional Services.

- [Summary of UET meetings with departments 22-23.pdf](#)

7. Standing item: reportable events

Discussion

DW joined the meeting on Teams

Chair

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]


8. Future Meetings

Note


ULT: agenda for 24th August to be confirmed - it will be about reconnecting and re-engaging

Chair

 UET 1st August 23.pdf

 UET 18th July 23.pdf

 UET 25th July 23.pdf

 Upcoming UET meetings as at 5th July.pdf

9. AOB


Chair

9.1. Research feedback

The feedback from the Professoriate away day was considered. Need to consider a second round of workstreams after the meeting on 18th July..

A second away day organised in October - agenda and theme TBC but may be to focus on colleagues who have had success.

There was no other business.

 Professoriate awayday feedback 4th July 23 .pdf