

UET meeting

Tue 25 July 2023, 10:00 - 13:00

Committee Room, Poole House

Attendees

Board members

Jane Forster, John Vinney, Jim Andrews, Keith Phalp, Karen Parker, Susie Reynell (Finance Director), Julie Kerr

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

Apologies: Susie, Jane

Chair

Colleen did not attend as planned

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

The minutes were approved as being an accurate record of the meeting and there were no matters arising.

Some redactions required before publication.

The Action Log was noted.

 [Minutes_UET meeting_180723.pdf](#)

2. Finance discussion

2.1. Cash flow update

Information

Ian Pettit

[Redacted content]

 [UET - Weekly Cashflow Forecast Narrative w-e 21 July 2023.pdf](#)

 [UET - Weekly Cashflow Forecast w-c 24 July 2023.pdf](#)

[Redacted content]

Ian Pettit

2.3. Bids for approval

There was one Bid which was approved.

RED: 13241 - Exploring the feasibility of using neuromuscular electrical stimulation for lower limb weakness early after stroke - Kathryn Collins

 Narrative for UET meeting 25.7.23.pdf

3. Creative technology student experience and outcomes

Christos, Fred Charles and Andrew Kitchener joined the meeting.

There have been some challenges over recent years which have culminated in Music, Games Design and Software Engineering having some of the worst continuation and completion rates anywhere in the university and the benchmark rate against other universities is also poor.

The cohort sizes are mixed across the courses:

- Music ; 50
- Games Design: 100
- Software Engineering: 25

There is a higher proportion of BTEC students than elsewhere in BU at 34%. The challenge now is to look after these student and ensure their continuation and completion in the most appropriate way. All students need to adjust to independent learning and transition into university life.

These issues are in the process of being resolved and the areas being/have been looked at include:

- Personal tutors are being used more
- Attendance monitoring - key - in conjunction with other monitoring
- Creating a sense of community
- Working better with BU systems
- Reviewing course name : market research has shown that changing the course name to Games Programming (away from Games Design) will attract more of the right sort of students
- Reviewing course content e.g. currently Games Design is taught with less emphasis on creativity and aesthetics and more on technical aspects which doesn't suit many BA students.
- Analysing data to determine which cohorts need enhanced support - typically the Software Engineering students are more equipped for independent learning
- Course design is now coherent and consistent to provide the best possible student experience.
- Developing mobile phone access to lecture content and cutting down on non-urgent communications to help keep students engaged - 20 pages of training for staff already written to support this
- Revisiting content on Brightspace
- Reviewing at what stage a student loses interest - e.g. detailed analysis of video engagement
- Sending out a personalised letter on the day that results are announced as well as 70% fewer emails so that students aren't overloaded and engage more positively with what they are sent.
- Need to establish the acceptable threshold for absence.
- Need compulsory formative assessment with weekly or bi-weekly activities to enable milestones to be reached which, together with attendance rates, will highlight early disengagers. This would also support the more able students who may drop out because they aren't challenged enough as well as those that might be struggling.
- Changing and managing expectations.

Access to Data

Biggest thing UET can do to help is improve access to granular data. This has been, and continues to be, a

major issue - feel like going backwards. Attendance is only one reason for students not to complete - need to be able to access all data to then interrogate it and make informed decisions so that any issues are highlighted early on.

JA reported that there is a fix for this and access should be available imminently through JISC and PRIME. There is a lot of rich, pedagogic data within the system - it just needs to be accessed and harnessed.

Data is only half of the picture - there are real students at the end and the PLs are the eyes and ears on the ground.

Grades and 6C

It was agreed that students would appreciate a move to an average grade system and it was felt this would definitely help with continuation rates.

6C has had a knock-on impact on various areas and trips up a lot of things - having to contrive some of the work to fit to the regs. The intentions were positive but some of the regulations changes have had a negative effect on student experience.

This would have an impact on ILOs and would also help with ASoS knock-on effects.

The Chair thanked everyone for the energy, passion and creativity. A follow-up session to be arranged. All were happy to share processes and findings with other Faculties.

ACTION: A follow up meeting to be arranged.

 Creative Tech July 23.pdf

4. Culture and staff experience

4.1. Plans for Equality and Diversity

Action plan to be put in place to create Inclusion and Wellbeing Champions. Expressions of interest to be sought.

Approved in principle.

ACTION: KPa to bring back a paper with further detail.


Discussion

Karen Parker

5. Future Meetings

These were noted.

 UET 1st August 23.pdf

 UET 22nd August 23.pdf

 UET 15th August 23.pdf

Note

Chair

6. Items for note or approval

6.1. Additional resource to support management of international student engagement/attendance

Ros presented a paper to propose additional resource to support the international student experience by means of 3 new additional posts in order to comply with UKVI requirements.

International students now form 17% of the mix so these will be important roles.

The proposal is in its earliest stages but was approved in principle.

ACTION: Ros to progress - job descriptions to be written, interim backfill plans to be established with the Faculties

 UET paper 21.7.23 Resource for managing international student engagement.pdf

Decision

Keith And Ros

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Apprenticeship Delivery and Compliance

Progress with the Apprenticeship Delivery and Compliance Plan has stalled due to all resource being taken up to progress the apprenticeship compliance review actions and managing employer relations. The risk of not progressing these actions is that preparations for Ofsted have not progressed. Now that the two new Apprenticeship Officers are in post as of mid-July it is expected that progress with these actions can now resume.

An End point assessment quality audit steering group has been set up and will start meeting every two weeks from this week. An Ofsted visit steering group will also soon be set up and also meet every two weeks. Our consultant will conduct deep dives to prepare for an Ofsted visit in October and November 2023.

BUD implementation

All current learners were to be manually migrated in August. It has been recognised that manual migration will be prone to too many potential errors. Automatic migration will now take place in October 2023 so all current learners will be able to use Bud from November 2023. All September 2023 learners will be in Bud for the start of their programme.

ILR ownership cannot be transferred to the apprenticeship team until all learners are in Bud and the data has been cleansed. Therefore, this is expected to be in November/December 2023.

BPC Contract

Coming up for renewal at the end of this month.

This contract was originally setup for the delivery of level 6 of the Engineering apprenticeship. Subsequently, new addenda have been added to also cover the level 5 Journalism programme and the Improvement Practitioner programme run for BU staff.

A number of amendments to the contract are proposed. These include: detailing the process for managing ALS student support, clarifying who is responsible for adding BU staff on the sub-contracted programmes to the Single Central Record, clarifying who is responsible for safeguarding training of these staff, clarification of our responsibilities if BPC have an Ofsted inspection.

End point assessment

There has been no contract in place and this is being fixed retrospectively and the price is being renegotiated. Anand was confident that everything is coming together and will be in place.

Letter to ESFA

It was agreed that the response to ESFA was well worded and can now be sent. PS to copy in JV when it is sent.

JV to send update to the Board.

URNS

2 new URNS were proposed - both with Dorset Healthcare Trust - for 9 Senior Leads and 3 Advanced Clinical Practitioners.

Both were approved.

PS to report back on the URN that had been voided.

Job role

To be advertised w/c 24th July with interviews taking place in the first week of September. KPa to confirm

ACTIONS:

All to attend for a further update

KPa to confirm grade of role

- [Degree Apprenticeships update to UET - 25 July 23 v1.Final.pdf](#)
- [URN_Issue_30459-472_Bournemouth_University_.pdf](#)
- [URN_Issue_10353-3020_Bournemouth_University_.pdf](#)
- [URN Summary Spreadsheet 23-24 \(1\).pdf](#)
- [ESFA Report Update - Bournemouth University.Jly 23.draft.pdf](#)

8. Standing item: reportable events

Discussion

Chair

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9. AOB

Chair

9.1. Cyber Insurance

Information

Jim Andrews

The new quote is only £2.5K more expensive at a cost of £62,560 with the same level of cover due to there being no red flags - so better than feared.

9.2. Sale of carpark land at the back of Studland House

Information

Jim Andrews

An improved offer has been received which now aligns with inflation

ACTION: JA to put to the Board.