

UET meeting

Tue 07 March 2023, 10:00 - 12:00

Boardroom/Teams

Attendees

UET members

John Vinney (Chair), Tim McIntyre-Bhatty, Jim Andrews, Susie Reynell

In attendance

Jane Forster, Sarah Hutchings (Present at: 2),

-Einar Thorsen -Katharine Cox -Salvatore Scifo -Colleen Harding -Melanie Gray -Geli Roushan (Present at: 3), Anand Pandyan (Present at: 4, 4.1, 5), Phil Sewell (Present at: 4, 4.1, 5), Deborah Wakely (Present at: 5), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters arising from the previous meeting held on 21 February 2023


Approval
Chair

Minutes

The minutes of the previous meeting were approved with some redactions to items 2.2.1 & 2.3.

Matters arising

None noted.

 Minutes_UET meeting_210223.pdf

2. Finance discussion

Susie Reynell

Present: Sarah Hutchings

2.1. Cash flow update

Information
Sarah Hutchings

SH joined the meeting to review our latest cashflow position:

- there was movement in terms of SLC and fee income instalments but this was expected and mainly due to timing
- the rest of the cashflow picture was largely timing so we were not altering the year end position


SR advised UET that the Green deposits have been actioned.

2.2. Bids for approval

Approval
Susie Reynell

SR was content with both bids from a financial point of view. SR noted that one of the bids was not collaborative.

On that basis, UET approved both bids going forward.

 Narrative for UET meeting 07.03.2023.pdf

2.2.1. CPD income for Solent Trust

Approval
Sarah Hutchings

This was approved by UET on the basis proposed as outlined in the email from Christopher Ellis (27/02/2023)

2.3. Loan Default Event Register

Discussion
Sarah Hutchings


SH noted that this register had been completed with input from Professional Services teams and would be reviewed on a quarterly basis going forward. UET assurance was required in the specific areas noted in addition to completing an overall review. We also needed to cross reference any UET assessment of individual OfS reportable events to ensure compliance with the loan conditions.

UET had no comments and SH would forward the register to DW for a final check from a reportable event aspect.

2.4. Updated Internal Audit Plan

Review
Susie Reynell

SR reviewed the latest updated audit plan in particular the items which had been marked as 'non-compliant' in terms of recommendations from our auditor. These were mainly due to timing.

 FINAL_Bournemouth Uni - Internal Audit Plan_22_23_updated.pptx.pdf

3. FMC student experience review - Humanities & Law

Discussion
Chair

Attendees:

- Einar Thorsen
- Katharine Cox
- Salvatore Scifo
- Colleen Harding
- Melanie Gray
- Geli Roushan

The above attendees joined the meeting to review the 'Humanities & Law' courses. The Chair noted that these were informal chats around the NSS results, cross-referencing the AMERs and an opportunity to move things forward

- Key discussion points

-ET noted that the challenges were slightly different for these courses. In terms of the NSS results, for Politics teaching quality stood out as being below the benchmark and for Law, assessment & feedback scored low. They also had issues around continuation and completion.

Level Tutors were a key instrument in getting closer to the student challenges with regular meetings. In relation to Law, assessment had been standardised.

Staffing had also been a challenge in terms of recruitment and the department had been looking at the broader picture in terms of staffing.

-KX added that timing had been an issue in terms of the challenges around recruitment and also identifying the different set of skills needed in terms of staffing. KX gave a summary of the different courses:

1. Politics - small cohort which made it difficult, and they have had compliance issues with feedback. On a positive, they had been some clear level communities events, quick rebrand through for the website and enhancement themes and activities have been set up.

The team had also worked with GR on some projects and a student conference to showcase dissertation work had been organised which was a great success.

2. Law - there was still a significant issue with staffing absence & well-being which was affecting turnaround time for assessment in particular. There were some extremes in the feedback and therefore the team had been working towards lifting that benchmark for everyone. Personal tutoring had also made a great impact.

- Actions

The team agreed to update their AMERs following the feedback review meeting.

 Humanities and Law March 23.pdf

Present: -Einar Thorsen -Katharine Cox -Salvatore Scifo -Colleen Harding -Melanie Gray -Geli Roushan

4. EPAO business case

Approval

AP & PW joined the meeting to review the '*Application to register Bournemouth University as an End Point Assessment Organisation in relation to the Registered Nurse Degree Apprenticeships in Adult Nursing and Mental Health Nursing*' business case.

Anand Pandyan, Phil Sewell

The approval was required to apply to register with the Education and Skills Funding Agency as an End Point Assessment Organisation in relation to the Registered Nurse Degree Apprenticeship in Adult Nursing and Mental Health Nursing, so that it could complete End Point Assessments and comply with its contractual obligations in relation to these apprenticeship programmes.

SR noted that there were no clear costings for delivering this project and therefore there was a risk in terms of delivery. UET approved the business case but the risks would need be managed as discussed in the meeting. These would need to be reviewed at UET going forward.

 EPAO RND Apprenticeship Business Case 06Dec22 v7_RC(2)(878074.1)_updated200223.pdf

Present: Anand Pandyan, Phil Sewell

4.1. Registered Nurse Degree Apprenticeship Programme Proposal

Approval

The '*Registered Nurse Degree Apprenticeship Programme Revised NMC Hours Proposal*' business case was reviewed and approved by UET.

Anand Pandyan, Phil Sewell

Present: Anand Pandyan, Phil Sewell

5. Standing item: OfS and Government Reporting

Discussion

- Apprenticeships update [DW joined the meeting]

Chair

[REDACTED]

[REDACTED]

- [REDACTED]

[REDACTED]

A report to the OfS would be drafted and aimed to be submitted by this Friday. The final report would be circulated to the Chair of the Board and FRC and also reported to ARG members.

Present: Anand Pandyan, Phil Sewell, Deborah Wakely

6. Future Meetings and Items

- ULT half away-day 8 March
- ULT meeting 22 March

Note

Chair

Noted by UET.

📄 ULT meeting -8 March 2023.pdf

📄 ULT meeting - 22 March 2023.pdf

7. AOB

None noted.

Chair