

UET meeting

Tue 16 May 2023, 10:00 - 13:00

Attendees

Board members

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

Attendees

Jane Forster, Julie Kerr

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Action log: <https://livebournemouthac.sharepoint.com/sites/UETPrivate/SitePages/CollabHome.aspx>

The minutes were agreed as being an accurate record of the meeting and there are no redactions required before publishing.

The action log was noted.

Matters arising

Reportable Event : ACTION: KPh to follow up with Phil regarding a potential response to OfS regarding the EFSA response on apprenticeships. KPh to then update the Reportable Incidents Group who can discuss the response, possibly by email rather than in a meeting.

 [UET action log after 9th May meeting.pdf](#)

 [Minutes_UET meeting_090523 \(1\).pdf](#)

Approval

Chair

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Cash flow is positive. SR working through the Treasury management implications.

Information

Susie Reynell

Management Accounts:

[REDACTED]

A review to be completed on the probabilities of geo-political change or change to international student visas versus the potential financial impact which will shape the budgets going forward. Some risks may be low probability but would have a huge impact if they were to happen and therefore need to be considered carefully.

ACTION: JA and SR to follow up with HSS on budget implications of a shortfall in income.

A plan B is required to establish where growth is coming from in the short, medium and longer terms. The Faculty should not be budgeted to make a loss.

ACTION: Plan B options to be discussed on 23rd May

 [ULT Management Accounts April 2023 draft v1.pdf](#)

2.2. Bids for approval

There are 5 Bids for discussion and approval and no post-award proposals. There is no commitment at submission stage for the 5 pre-award proposals.

Approval

Susie Reynell

Please note that on the aggregate there are a few pending bids that are still awaiting a decision (due to a delay by the funder) and their start date is now showing in the past. As the majority of pending bids will be unsuccessful, and in the interest of ensuring resource is prioritised to supporting the submission of good quality bids, only any subsequent awarded bids will be updated with their new cash flow profile.

RED ID: 13591 – “EASE: Virtual Reality Intervention for Children with Posttraumatic Stress Symptoms (PTSS)”, NIHR– Vedad Hulusic - SR to confirm that due diligence has been conducted. Otherwise all happy to agree.

RED ID: 13640 – “2D-materials heterostructures electrodes for energy storage”, Innovate UK – Amor Abdelkader - Approved on the basis that the H & S issues with the lab are addressed beforehand.

RED ID: 13629 – “Enhancing the technology readiness level of our bilateral upper-limb exoskeleton for commissioning into NHS for effective stroke rehabilitation”, NIHR – Venky Dubey - Approved

RED ID: 13644 – “ANEX – AI Guided Neurology Diagnosis”, NIHR – Xiaosong Yang. Approved

RED ID: 13600 – “Investigating the Social Life of Numbers: The ESRC Centre for Public Communication of Data and Statistics”, ESRC – An Nguyen. Approved - as it is a very large bid it may require a different validation process.

ACTION: SR to arrange to have a list of awarded bids to be shared monthly

2.3. Financial planning and budget update

SR updated on how the gap is to be closed. Assumptions to be thoroughly validated and sense checked as the assumptions also impact subsequent years.

Discussion


Susie Reynell

SR reiterated that performance management will be crucial as the profit margins are projected to be lower due to inflation.

SR to convene further meetings in the next couple of weeks to discuss the impact of shifting markets and short-term wins, including new courses, and the mitigation of any potential impact of the change to student visas.

New courses to be discussed in more detail with the Deans at UET on 6th June. The UCAS cycle will be missed but courses can be marketed in a different way if necessary.

Pensions: LGPS increases are included in the figures but TPS is not.

 Business Planning Discussion - UET.pdf

3. Theme: student experience and education

3.1. Supporting student payment processes

RA and JW joined the meeting

RA reported that a clear plan has been set to establish a new process for the start of the next academic year to reduce the number of late payments and the number of subsequent withdrawals, with a focus on immediate actions. A longer term set of actions to reduce the number of students who pay late (including reviewing enrolment processes, deposits and up-front payments) is also required.

The new process must be in line with regulatory compliance and gives a framework for managing exceptions e.g. a change to a country's financial position.

Communications to be enhanced - not just with regard to content of the process and policy but also a review of timing. SUBU to be engaged in the process from the beginning. The process to be stress tested beforehand with everyone involved. Students to receive comms pre-arrival on the payment processes and the implications for late or non-payment will be made clear.

The process for appeals/escalation also to be clarified - in theory, there should be very limited grounds for appeal once the process is made clear and students can be confident that a decision is consistent and fair.

Proactive engagement with late-paying students to be initiated as early as possible as it's not always beneficial to protract the process.

Discussion

Ros Ashcroft, Susie Reynell

And Jane Wakefield

(Apologies Mandi)

Communication with international agents will also be improved.

In the short term, payments to be extended to 12 - 13 weeks for all international students in recognition that there are issues beyond some students' control .

Incentives for early payments to be investigated.

The next update is due on 4th July.

3.2. International Student Experience

JW reported that there is already a huge amount of work underway to improve the international student experience for arrivals in September 23 and January 24.

The workstream will also consider international student experience more broadly beyond arrivals ensuring we have a welcoming, inclusive and positive environment for all students will have a benefit for our whole community and that the welcome is as positive in January as it is in September.

Communications are equally important and to be staggered to ensure that students get the right information at the right time. Students to be informed what they need to do and when. We need to help students to understand the information sent and not rely on word of mouth from previous students or agents. A new agents relations manager has been appointed and this will help.

The workstream will also consider international student experience more broadly beyond arrivals. Ensuring we have a welcoming, inclusive and positive environment for all students will have a benefit for our whole community.

Longer term, more academic colleagues to be drawn into conversation as well as more student representatives in order to set in train agreed objectives. There is more to do but there has been a lot of progress already.

The next update is due on 4th July.

3.3. Access and participation plan update

The Access and Participation Plan update that is going to the BU board was endorsed as an update; this will also be a topic at the Student Experience, Quality and Standards Committee in June. The OfS are piloting a new approach to access and participation plans this year.

KPh reported that although some progress had been made, the BAME gap is widening again. KPh to continue to work reviewing actions and next steps.

KPa to also consider HR and OD support for staff engagement with BAME students.

 APP Update for Board May 23 submitted.pdf

3.4. Student support

An opportunity to discuss the feedback about subsidised food offerings and the SUBU community kitchen

JV had been asked to reconsider reintroducing the food subsidies introduced last winter. It was agreed not to reintroduce for now but options to be discussed at a later date with SUBU and Mandi and other alternatives explored.

ACTION: JA and SR to arrange a discussion with SUBU and Mandi on options for student support. with cost of living

4. Strategic narratives update

Nathanial joined the meeting in person and Matt joined on line
Jane, Matt and Nat attended to give an update on the 6 strategic narratives.

- ... helping people live better, for longer
- ... helping to protect and preserve a sustainable environment
- ... helping to prepare for and recover from crisis
- ... challenging marginalisation, misinformation and under-representation
- ... helping creative industries and cultural heritage to thrive

Discussion

Jane Wakefield, Ros
Ashcroft(Apologies From
Mandi Barron)

Decision

Keith Phalp

Discussion

Jane Forster

Discussion

Jane Wakefield And Nathanial
Hobby And Matt Usher

- ... using its expertise to be a catalyst for growth, boosting skills and advancing the region.

There is also context and a toolkit for staff on the intranet.

From their launch in January 2022, the evidence base and the online materials and links continue to be updated and they are being used by staff across the university in internal and external engagement as well as in student, external and corporate communications. A key strength of these 6 statements and the evidence base is that they were developed collaboratively with staff from across BU and reflect the breadth and depth of what we do; all staff are encouraged to consider how their work aligns and what opportunities there may be to use them.


The intention is to further develop a compelling and authentic narrative for internal and external communications that highlights BU's distinctive approach and impact, in order to improve stakeholder engagement, support collaboration and build worldwide recognition.

ACTION: plan an update at UET on an annual basis

5. Specific items for approval/discussion or note

5.1. Next steps on strategic planning

UET to give thoughts and feedback on what needs to be presented to the Board for discussion and approval in October.


 Next steps - strategic planning for UET 9th May 23.pdf


Discussion

John Vinney

5.2. MAC Student Refresh

The business case for Mac Student computer refresh was approved

 BU2025 Business Case R&A Checklist - Mac Student Refresh Summer 23.pdf

 BU2025 Business Case - Mac Student Refresh summer 23 Reviewed.pdf

 Project costing Tool - Mac Student Computer refresh 23.pdf


Jim Andrews

5.3. Call off contract for new staff Windows computers

The business case for call off contract for new staff Windows computers 23/24 was approved

 BU2025 Business Case - Call off contract for new staff Windows computers 23-24 Reviewed.pdf

 BU2025 Business Case R&A Checklist - Call off contract for new staff Windows computers 23-24.pdf

 Project costing Tool - Call off contract for new staff Windows computers 23-24.pdf

Jim Andrews

6. Standing item: reportable events

Reportable events update

There is an ongoing risk related to the marking/assessment boycott . Further strike action may be taken.

Discussion

Chair

7. Future Meetings

The workstream meetings scheduled for 17 and 18 May to be cancelled and replaced with an offer of one to one meetings with Colleen.

 UET 23rd May 2023.pdf

 UET 6th June 2023.pdf

 UET 30th May 2023.pdf

Note

Chair

7.1. ULT away day themes for 7th June

Theme agreed as Staff Experience.

ACTION: JF to discuss the approach with KPa and JV

 ULT meeting 7th June thoughts for UET.pdf












8. Update on Senate committee terms of reference

As part of the review of committee arrangements, Jacky joined UET for a discussion about the terms of reference of the Senate committees, specifically ASEC, RPPC and the Research Degrees Committee. This work is ongoing and these committees will continue to operate for the time being while the review is ongoing, with new terms of reference going to Senate for approval in October. More information will be shared with the relevant members of the committee as this work continues.

Discussion

Jacky Mack

An update has been added to the agenda on 11th July

-  Faculty Academic Board ToR - Feb 2023 CLEAN.pdf
 -  cover sheet Senate committees ToR updates.pdf
 -  Faculty Academic Board ToR - Feb 2023.pdf
 -  RDC ToR 2023 DRAFT.JM version.pdf
 -  RDC ToR 2023 DRAFT.JM version CLEAN.pdf
 -  Senate Terms of Reference 2022-23 CLEAN.pdf
 -  Senate Terms of Reference 2022-23.pdf
 -  URPPC ToR Sep 2022 FINAL - Original.pdf
 -  URPPC ToR Sep 2022 FINAL - Original CLEAN.pdf
 -  ASEC Terms of Reference updated DRAFT CLEAN.pdf
 -  ASEC Terms of Reference updated DRAFT.pdf
-

9. AOB

Chair

Poole House - as from next week Poole House can only be accessed from the front door. Reception is now based in the library. Dorset House - work continues and disruption is likely.