

UET Meeting

Tue 02 May 2023, 10:00 - 13:00

Boardroom

Attendees

Board members

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

Attendees

Colleen Harding, Jane Forster, Julie Kerr

Meeting minutes

1. Minutes and Matters arising from the previous meeting

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

Approval

Chair

The action log is updated separately.

 UET actions after 25th April 23 meeting.pdf

 Minutes_UET Meeting_250423.pdf

2. Faculty performance

Discussion

Exec Deans

Lois Farquharson, Einar Thorsen, Christos Gatzidis and Judi Roberts joined the meeting for an open discussion about Faculty Performance. JV explained that it was the first of the new style meetings which will happen on a monthly basis and was a general forum to discuss how well things are going, if there are any topics requiring further discussion and what can be done to add value. Going forward the meetings will be structured around particular themes.

Issues reported and discussed:

Balancing pay costs : against staffing needs to minimise negative impact on both staff and student experience. SR explained that the pay increases will cost [REDACTED] and we therefore need the agility to control and focus resources on the most important areas.

Staff morale: Einar reported that there appears to be lower resilience across the board and a degree of vulnerability within the wider team.

Recruitment difficulties: although the number of posts that have been open for 6 months or more has reduced, it has not been easy to recruit staff in a timely fashion. This could be due to various factors including house prices in Dorset, expectations to work hybrid and other commercial factors. KPa suggested that offering permanent contracts rather than Fixed Term Contracts might alleviate the situation. Lois suggested that better marketing of the roles might also help. KPa and JA to meet with Deans to resolve issues about vacancies and pay.

CG noted there are specific issues with AI teaching posts as demand and commercial competition is so high.

RKE : SR noted that costs need to be reviewed as TRAC suggests that we currently spending more than 400 hours on RKE - closer to 550 hours on average.

Continuation and withdrawal : Although withdrawal rates are dropping, CG reported that it's not where they would like it to be and they are looking at all the performance matrices and discussing potential solutions, including at what level our entry requirements should sit. The issue appears to be worse at levels 5 and 6. Judi confirmed that hitting the continuation rates, at the levels of some other universities, would make the budgets far easier to reach. It was agreed that there are huge opportunities in this area.

Data: Deans to consider what additional data, if any, would be useful to them in measuring performance and identifying trends to inform a wider discussion about data.

Attendance data: this gives a good idea of the performance trend of a course and, if monitored regularly can nip any issues in the bud and result in fewer withdrawals. The number of cancelled sessions could also be monitored. KPh is looking at this as part of the workstream on continuation.

Unit Boards and Programme Boards: monitoring the basic information i.e. pass, fail, re-sit and understanding the

trends is crucial to managing performance. Selection of Board members and training of Chairs also important. EDs to look at this in their own faculties.

Shift from UG to PG: the Deans reported that this is not a huge issue and has been accepted quite positively as most staff have a mixed portfolio anyway. Staff are quite happy to be agile.


International Student Experience : issues surrounding late arrivals and non-payment of fees.


ACTIONS:


- EDs to feed back to UET about what data would be useful to identify trends earlier and highlight areas that need focus
- KPa and JA to meet with Deans to resolve issues about vacancies and pay.
- EDs to review pay costs given TRAC data on RKE time (*this is for the Deans to do as part of the budget process – not expecting an update to UET*)
- KPh to report back on the availability and use of attendance data as part of the continuation workstream in due course
- EDs to consider the use of data provided to unit and programme boards in their faculties, as well as training and chairing of assessment boards. (*this is for the Deans to do and discuss with KPh as part of the assessment workstream – not expecting an update to UET*)


 2023-02 Departmental Appendix BUBS.pdf

 2023-02 Departmental Appendix FHSS.pdf

 ARD Summary 2023-03 .pdf

 Faculty Pages for 2nd May Mananagement account for March.pdf

 2023-02 Departmental Appendix FMC.pdf

 2023-02 Departmental Appendix FST.pdf

3. ULT Paper - Chairs Project

CHN joined the meeting.

Discussion
Claire House-Norman

All agreed that the concept of the project is worthwhile. It was not, however, viewed as a priority and there was little confidence that the targets for income could be met this year. However, it was felt that it is something that should continue to be worked on.

ET reported that none of the 13 people he put forward are able to proceed, mostly due to their lack of business links. It was questioned whether there is a disconnect between what is feasible and how we are approaching it and therefore should the expectations for income potential need to be adjusted.

JA advised that 2 - 3 people in each Faculty who have fundable ideas and projects (which can be quantified in detail) should be identified and the Fundraising team can then go out and find suitable donors as Funders fund people, not narratives.

SR pointed out that if the project does not go ahead, there will be a direct impact on the budgets.

JA to follow up with Deans to assess what is deliverable in the timeframe, so that the income can be adjusted if necessary.

ACTION: JA to follow up with the Deans and confirm what should be included in the budget

 ULT paper Chairs March 2023.pdf

4. Student experience and graduate outcomes - Medical Science

It was proposed that Creative Technology is added to the programme for the rolling reviews (date to be agreed for the first meeting) following a review of OfS B3 metrics (continuation, completion and progression). The next set of reviews is Life and Environmental Sciences and Computing and Informatics on 5th May.

Discussion
Christos Gatzidis

Christos Gatzidis, Kathy Hodder and Emilie Hardouine joined the meeting

KH reported that there is no unit on Human Anatomy and Physiology in the first year currently but it is an important gap to fill - currently working with IMIV to resolve.

There was a discussion about staffing which will be followed up offline between JA and CG.

Cross-Faculty co-operation was discussed and is a subject to come back to with all the Executive Deans. In the meantime, CG and KPh to liaise with AP to facilitate access to HSS facilities

KPH to be involved in the discussion of delivery of sonography with UHD.

Trips for students: Visit to IMIV planned. A visit to a pathology lab in London being planned currently


Students' satisfaction: course organisation has been flagged as a problem previously. 62% of students at level 4 completed the survey and the overall satisfaction rate was 87% so going in the right direction, less feedback about organisation and management.

Following the accreditation of Bio Medical, there may over time be a need for more lab space.

It was noted that the Human Tissue Licence would help provide the experience staff and student expect and also help to recruit and maintain staff.

ACTIONS:

- add Creative Technology to the rolling programme of meetings (JF and JK)
- plan a discussion about cross faculty co-operation on education. Christos and KPh to liaise with Anand to facilitate access to HSS facilities
- JA to discuss staffing with CG (*not expecting update to UET*)
- KPH to be involved in the discussion of delivery of sonography with UHD.

 UET NSS reviews summary for UET Medical Science May 2023.pdf

5. Finance discussion

Susie Reynell

5.1. Cash flow update

SR reported that the cash flow update is not available due to the Bank Holiday. It is expected to be a big week for cash flow and she will update later.

Budget envelopes to be issued to budget holders this week .

[REDACTED]

Academically sustainable capacity funding models to be researched and discussed further at UET meetings before presenting to the Board in October. If continuation/completion were at the 90% level, as it is in some other universities, it would remove a lot of the budget pressures overall.

ACTION: capacity funding models to be researched and discussed further at UET meetings before presenting to the Board in October (SR)

5.2. Bids for approval

There were no Bids for approval

5.3. Debt Management

SR reported that Debt Management is now in the next steps stage for students who should have paid their fees at the end of April. SR to update in 2 weeks time.

Information

Susie Reynell

Approval

Susie Reynell

6. Specific items for approval/note/discussion

6.1. No smoking campus policy

Discussion on introducing a pilot No Smoking (including e-cigarettes) policy on the Talbot campus Although it is supported by SUBU and the Unions, it was agreed that, there is likely to be some negativity surrounding this and it will be difficult to enforce in practice. However, all agreed that it was the right thing to do. This was an important part of our wellbeing policies.

It was noted that this would be difficult to apply at Chapelgate and Lansdowne.

The pilot to start in September when the students are back on site so that expectations can be set

ACTION: KPa to report back on progress later in the year

Discussion

Karen Parker

- 📄 BU Smoke Free Campus Pilot 2023.pdf
- 📄 EULT meeting Cover Sheet - BU Smoke Free Pilot 2023.pdf
- 📄 EA for BU Smoke Free Campus Pilot 23.pdf

6.2. Board KPI report

SR to simplify the report for the board.
📄 2023-05 Board KPI Report v2.pdf

Discussion
John Vinney

7. Standing item: reportable events

Reportable events update
There was nothing to report.

Discussion
Chair

8. Leadership and culture

Colleen asked for thoughts and feedback, including what was noticed, where the agility was and what sort of environment do want to create.

Discussion
Colleen Harding

Feedback:

Deans to be assured that they have the authority to fix problems themselves and to know they are trusted
More conversations required with Deans about managing costs, performance management and rationalisation of the portfolio - JA/KPh
Need to ensure that so that everyone is fully involved in the conversations

Colleen finished with 3 questions

1. What do want to keep? - Deans to speak first to set the tone
2. What would like to change next time? - allow Deans to have the confidence that they are focussing on the right thing. Have digestible data.
3. Is there anything that should be stopped? - it was agreed that it is too early to say

9. Apprenticeships Update

Jacky and Phil joined the meeting in person and Anand joined on Teams.

Discussion
Phil Sewell And Jacky Mack,
Anand On Teams

[Redacted content]

ACTION: the next update is due at the meeting on 6th June

 Degree Apprenticeships update to UET - May 23 v1.FINAL.pdf

10. Future Meetings

Events calendar noted -


JA attending Sports Ball


JV/JA to attend Varsity

UET member required to attend the Creating Health and Harmony in the Community event on 7 June

JA sent apologies for next week's UET meeting

Budget discussions to be added to the UET agenda on 16th May

 UET 16th May 2023.pdf

 UET Events - May and June 2023.pdf

 UET 9th May 23.pdf

 UET meeting planner for UET 25th April 23.pdf

11. AOB

Bournemouth House - JA confirmed that the overage for Bournemouth House has now been received.

Note

Chair

Chair