

UET meeting

Tue 02 January 2024, 10:00 - 13:00

Committee Room

Attendees

Board members

John Vinney, Jim Andrews, Shelley Thompson, Susie Reynell (Finance Director), Sarah Bate

Absent: Karen Parker, Keith Phalp

In attendance

Jane Forster, Julie Kerr

Susie joined on Teams

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval





The minutes were approved as being an accurate record of the meeting held on 19th December 2023.

Chair

Matters arising: Matters arising: ST Updates - ST working with FMC on a marketing programme... FMC should read M & C

The updated action log was noted:

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

-  UET actions after 19th December meeting education and student experience.pdf
-  UET actions after 19th December meeting RKE.pdf
-  UET actions after 19th December meeting COO, finance, governance HR actions.pdf
-  Minutes_UET meeting_191223 (4).pdf

1.1. Apologies

Karen, Keith

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Information

Cash flow: paper not available but will be ready later in the week. **ACTION:** SR to issue cash flow paper when ready.

Susie Reynell

Management accounts:

- JF confirmed that the Management Accounts had already been forwarded to ULT
- JV confirmed the he had signed off the Financial Return before Christmas.

ACTION: SR to prepare a Management Accounts paper for FRC

2.2. Bids for approval

Approval

There were no Bids for consideration.

Susie Reynell

3. Strategy discussion: preparation required for board meeting in February

All to work with JF to update and populate the relevant slides for the Board pack by the 3rd week of January prior to the February Board meeting.

The strategy discussion with the Board is likely to be high level and exploratory - dimensions of options, including what other universities have done.

Not planning to discuss Funding until confident of the narrative of what we want to fund and why.

ACTION: Once the content is available, JF to pull everything together to incorporate Fusion throughout.

 Board slides Feb 24 for the workshop.pdf

4. Annual reports for endorsement

4.1. Organisational and Staff Development Annual Report (including attendance and feedback)

Decision

To be discussed at a later date as papers not available.

4.2. Annual report on the cost of student acquisition

Decision

Discussed under 8.1 below

Jim Andrews

4.3. Annual update report on the information security and cyber security investment programme

Decision

For approval before submission to FRC

Jim Andrews

To be discussed at a later date as papers not yet available.

5. Partnerships

5.1. Franchise Proposal w

Decision

For approval before submission to FRC

Keith Phalp, Jim Andrews

To be discussed at a later date as papers not yet available.

REDACT: 





5.2. WAHSN/HIW report


Anand Pandyan


This is the new version of AHSN and was approved.


KPh is the Sponsor with JA as the nominated officer. Faculty to ensure that SB is also now involved and kept informed of developments with this arrangement and ongoing work with the partners.

 1. 2022-23 company accounts WAHSN ta HIW(937474.1).pdf

 Letter re Wessex AHSN re-licensing 01JUN23.pdf

 Enc C - Wessex AHSN Board 26JAN23 - 2023-24 Financial Plan.pdf

 Wessex AHSN Report 2022-2023_v3(937570.2).pdf

 Wessex AHSN Business Plan 2023-2024.pdf

6. Items for approval

Estates leases to be circulated by email after this meeting

6.1. Staff Wellbeing Strategy

For approval before submission to FRC

To be discussed at a later date as papers not available.

Decision

Karen Parker

6.2. Proposals for future Post Implementation Reviews of Investments

For approval before submission to FRC

To be discussed at a later date as papers not yet available.

Decision

Jim Andrews

6.3. Procurement of a Media Agency to support Student Recruitment


For approval before submission to FRC

The paper is based on last year's spend and includes a contingency to ensure that there is no overspend. It was reiterated that the paper has been prepared this way to comply with Procurement policy and that the spend will actually be in line with the Board-approved budgets.

The paper was approved.

ACTION:

SR and JA to review Procurement policy

 Business Case for Procurement of a Media Agency to Support Student Recruitment January 2024.pdf

Decision

Jim Andrews

6.4. Multi-functional Devices (MFD) contract – Xerox

For approval before submission to FRC

To be discussed at a later date as papers not available.

REDACT

[REDACTED]

From a sustainability viewpoint, it was agreed that printing levels need to be reduced further still.

Decision

Jim Andrews

7. Standing item: reportable events

Reportable events update

REDACT

- [REDACTED]
- [REDACTED]
 - [REDACTED]
 - [REDACTED]

Discussion

Chair

8. Future Meetings

All approved

OfS visit on 24th January:

ACTION: JF to...

- confirm with FHSS where they could visit and what they will be shown
- who will be invited to the session at the end of the visit in addition to JV, KPh and ST - possibly Christos and Phil Sewell
- work to start recruiting students to speak to the OfS representatives: via SVEC, SUBU and student ambassadors
- prepare briefing notes including possible topics for discussion (meeting with KPh 16th Jan)
- investigate what the experiences of other universities have had to get an idea of what might come up - likely to include mental health and wellbeing
- pre-meet to be organised on 23rd January

ULT on 7th Feb: The meeting will not now focus on budgets as the first cut of the student numbers will have only just been made available. Instead, the focus to be on Portfolio heat map with links to Student Experience and Size and Shape which Susie, Keith and Shelley can lead. This will give ULT the opportunity to influence strategy.

ACTION:

- JF to follow up on above
- JF to re-arrange another ULT meeting in March when budgets, student numbers, January starters and UCAS clearing can be discussed.

Risk and Opportunity meeting - February: SR to follow the same format as the meeting held in December but to focus more on Opportunities as this was the feedback from the December meeting.


UET 23rd Jan

- Focus on Student Experience - to include updates on Mental Health Charter, Attendance and Engagement and Timetabling.
- Mop-up of issues arising during JV's leave


UET 30th Jan


- Focus on RKE


 UET 23rd Jan 24.pdf

 UET 30th January 24.pdf

 UET 6th Feb 24.pdf


 ULT 7th Feb 24.pdf

 UET strategy 26th Jan 24.pdf

 Upcoming meetings Jan-March 24.pdf

8.1. FRC - Cost of Acquisition

REDACT

 FRC cost of acquisition.pdf

Discussion

Jim Andrews

9. AOB

Chair

9.1. Darren Spivey, Group Financial Controller

Starts today and will look after Payroll and both Andrew Wright's and Kevin Welford's teams.

9.2. Current Debt Position

REDACT

[REDACTED]

9.3. Ofsted

It was noted that Osted have announced a pause on all inspections until they have appointed a new CEO. It is expected that a more human approach will be taken going forward and all inspectors will be re-trained on mental health.