

UET Meeting

14 April 2020, 10:00 to 11:30

MS teams

Attendees

UET members

John Vinney, Tim McIntyre-Bhatty, Jim Andrews, David Reeve

In attendance

Jane Forster, Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meetings held 7 April 2020

Approval
Chair

Minutes

The minutes from the previous meeting were approved with one minor amendment to item 2.

Matters arising

UET discussed the CCFF (Covid Corporate Finance Facility) draft forms which were circulated by DR on Monday 13 April. These needed UET recommendation as to which provider to choose to take this forward. UET approved the recommendation and the application would now go to the extraordinary Board meeting on Monday 20 April.

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2. Standing item: Financial Update

Discussion
David Reeve

DR gave an update on the latest Covid-19 impact, Bournemouth House, rent reviews and fees.

DR added that the finance team were finalising the cash flow forecast and this would be circulated later this morning for review and discussion.

3. Standing item: Board and Sub-Committee preparation :

Discussion
Chair

- Extraordinary meeting - 20 April 2020

UET reviewed the papers which would be submitted at the meeting on Monday 20 April:

-*Vice-Chancellor's Update*

JV noted that this would be a high level update on Covid-19 and UUK

-*Major Incident Group Update*

JA would re-send the paper to UET for comments before submitting.

-*Financial update of Covid19*

DR would finalise the paper following UET comments and feedback received.

-*Approach to budgets for 20/21*

DR noted that this would be the same paper which was circulated to the last FRC meeting.

-*Student Accommodation*

UET discussed their preferred option for recommendation to the Board.

4. Standing item: OfS and Government Reporting

Discussion
Jane Forster

- BU Reportable Events Decision Log
- Regulatory Reporting Tracker

JFo noted that Ms Jacky Mack had sent last Thursday the response letter to QAA relating to late payments.

There was no further updates noted on the reportable events tracker.

5. Future Meetings and Items:

Review
Chair

- ULT forward agendas

JFo circulated the agenda for the EULT meeting on 15 April for UET's consideration, which included a Finance and MIG

update.

6. AOB

- JA noted that Microsoft had announced that they would continue to support windows7 which would mean the ability to re-phase some of the laptop purchases. JA added that this would help the cashflow for next financial year's budget. JA would ask Mr Jon Ward to revise the IT plan accordingly and resubmit to the finance team.
- '*Honorary Awards for the 2020 graduation ceremonies*'. JA mentioned that this would need approval by written resolution, the deadline was by end of day on 20 April 2020.

