

**Confirmed**

**ACADEMIC STANDARDS COMMITTEE**

**MINUTES OF THE MEETING HELD 7TH FEBRUARY 2018**

**Present**

Prof Tim McIntyre-Bhatty (Chair) Deputy Vice-Chancellor

Prof Vanora Hundley (Deputy Chair) Deputy Dean - Research and Professional Practice (FHSS)

Daniel Asaya Students’ Union President (SUBU)

Dr Milena Bobeva Senate Representative – Principal Academic (FM)

Adam Child (Secretary) Head of Academic Quality (AS)

Dr Barbara Dyer Deputy Dean – Education & Professional Practice (FMC)

Dr Lois Farquharson Deputy Dean – Education & Professional Practice (FM)

Ann Fernandez Director of Marketing & Communications

David Foot Market Research Manager

Alex Hancox Vice-President (Education), Students’ Union (SUBU)

Alan James General Manager of the Students’ Union (SUBU)

Jacky Mack Head of Academic Services (AS)

Professor Alison McConnell Professoriate Representative (FHSS)

Dr Kevin McGhee Deputy Dean – Education & Professional Practice (FST)

Dr Corrina Lailla Osborne Head of Academic Operations (OVC)

Dr Sara White Associate Dean Student Experience (FHSS)

**Apologies**

Mandi Barron Senate Representative – Head of Student Services (SS)

Professor Elizabeth Rosser Executive Dean (FHSS)

**In Attendance:**

Jules Forrest Academic Quality Manager (AS)

Jack Guymer Academic Quality Officer (AS)

Dr Emily Arden-Close [Item 5.7.6] Senior Lecturer (FST)

Professor Timothy Darvill [Item 5.7.5] Head of Department, Department of Archaeology, Anthropology & Forensic

Sciences (FST)

Professor Janet Dickinson [Item 5.7.11, Professor in Tourism (FM)

Item 5.7.12, Item 5.7.13]

Dr Christos Gatzidis [Item 5.7.4] Head of Department, Department of Creative Technology (FST)

Melanie Gray [Item 5.8.3] Senior Lecturer (FMC)

Dr Debbie Sadd [Item 5.7.11, Item 5.7.12, Principal Academic (FM)

Item 5.7.13]

Dr Philip Sewell [Item 5.7.7, Item 5.7.8, Head of Department, Department of Design & Engineering (FST)

Item 5.7.9]

Dr Liam Sheridan [Item 4.1.1] Academic Business Intelligence Manager (AS)

Dr Carly Stewart [Item 5.7.14, Item 5.7.15] Senior Lecturer (FM)

Dr Shelley Thompson [Item 5.8.3] Senior Lecturer (FMC)

Matthew White [Item 5.7.7] HE Engineering Framework Leader (BPC)

**17/001** **APOLOGIES**

Apologies were noted as listed above.

**17/002** **DECLARATIONS OF INTEREST**

The Head of Academic Quality declared a conflict of interest with regards to the approval of Quality Assurance and Enhancement Group (QAEG) nominations. The Chair requested that the Head of Academic Quality vacated the room whilst members considered the QAEG nominations (minute 17/016).

**17/003 MINUTES OF PREVIOUS MEETING OF 4TH DECEMBER 2017**

17/004 **Accuracy** (ASC-17-58)

The minutes of the meeting held on 4th December 2017 were approved as an accurate record.

17/005 **Matters Arising** (ASC-17-59)

All matters arising from the previous meeting were deemed to be complete, with the exception of those listed below. Please refer to the actions log for details of completed actions.

Minute 4.2.2 (31st October 2017) Academic Quality Annual Report

*Follow-up outstanding programme-level action plans with relevant Programme Leaders.*

*The Secretary noted that the programme-level action plans for postgraduate provision within the Department of Archaeology, Anthropology and Forensic Science were still outstanding. It was reported that the issue had been raised at the meeting of FASC on 8th November 2017 and submission of the action plans was expected shortly. The Chair requested that relevant colleagues provided direct correspondence to him outlining reasons for the delay, noting annual monitoring should have been completed before the October meeting.*

**Action completed:** It was reported that the programme-level action plans for postgraduate provision within the Department of Archaeology, Anthropology and Forensic Science had been received and approved by the Faculty on the basis that revisions would be made prior to the FST FASC meeting in March 2018 where an interim update on progress was due to be provided.

Minute 4.1.3.1.2 (4th December 2017) Partner Quality Reports – Bournemouth and Poole College

*The Chair requested that necessary revisions were made to the report before it was represented at the next meeting on 7th February 2018.*

**Action ongoing:** The College was aware that their Partner Quality Report needed to be resubmitted; however, due to a staff absence the report was unable to be submitted in time for the meeting. It was reported that the report would be presented at the next meeting on 11th April 2018.

**Action: AC**

Minute 4.2.1.4 (4th December 2017) Revised Assessment Design Principles

*Referring to the key principles of assessment as outlined in the paper, members offered support for these with the following requirements:*

* *To incorporate reference to sub-elements of assessment in the principle relating to the reduction of assessment burden;*
* *To ensure that reducing word count equivalency across assessment was made explicit;*
* *To revise the principle relating to the development of authentic assessment as consideration needed to be given to developing a programme-level approach to assessing Intended Learning Outcomes (ILOs) rather than reducing the number of ILOs.*

**Action ongoing:** It was reported that the revised assessment principles were reviewed at the working group meeting on 10th January 2018 and an update would be presented at the next meeting of ASC on 11th April 2018. It was confirmed that the timescale for this piece of work had been aligned with the Faculty of Health and Social Sciences’ curriculum review.

**Action:** **AC**

17/006 **Ratification of Chair’s Action to defer periodic review of the FST CPD Framework** (ASC-17-60)

**Ratified:** The Committee ratified the Chair’s Action to defer periodic review of the FST CPD Framework.

**17/007 FOR DISCUSSION**

17/008 **Institutional Monitoring**

17/009 **Student Population Statistics** (ASC-17-61)

The Academic Business Intelligence Manager provided an overview of the Student Population Statistics which included data on non-continuation, completion and degree classification across different student groups. At postgraduate level the data explored award outcomes and completion rates for PGR students.

There was some discussion about the proportion of BME students being awarded a First or Upper Second class degree, particularly as there was a marked difference when compared to non-BME students with similar entry tariffs and qualifications. Whilst acknowledging the notable attainment gap, the Academic Business Intelligence Manager reported that the gap varied when analysed by individual ethnic origins. It was also observed that differences in degree classification rates could be a result of small percentage differences at the borderlines and there was value in exploring this further. The Academic Business Intelligence Manager reported that a more detailed analysis of performance data was available which he would circulate to members.

**Action: LS**

With regards tothe attainment gap, it was reported that Continue/Qualify rates varied little between BME and non-BME students. It was suggested that there would be value in exploring possible actions which could be taken to address the differences between award classifications; for example, by reviewing the approaches to assessment and marking. It was considered that any recommendations would be beneficial for all student groups, particularly as the analysis indicated similar challenges for students entering the University with BTECs and other Level 3 Diplomas.

During the discussion, it was noted that the proportion of First and Upper Second Class degrees being awarded had risen by 2.4% compared to previous year, reflecting sector trends. It was noted that degree classifications correlated strongly with tariff points on entry; however, the mean tariff points on entry had fallen during this period suggesting improved results for students overall. It was considered that the upward trend was a potential indicator of improvements to the quality of teaching and of student support, such as the implementation of the Academic Adviser system.

Members noted that the proportion of PGR students finishing within four years had fallen from 34.7% for 2011/12 entry to 21.6% for 2012/13 entry. It was noted that the variation correlated to the increase in the PGR student population which had grown compared to previous years.

Given the value of the analysis, the Chair requested that the issues raised were considered in more detail at Faculty level and through the Access, Excellence and Impact Committee.

**Action: DDEPPs**

**Action: JM / AC**

17/010 **Partner Quality Reports** (ASC-17-62)

The Committee received and noted the Partner Quality Report for Kingston Maurward College. It was reported that a number of issues identified in the report had been attributed to small student numbers. It was considered that a view would need to be taken once the current cohort of students had completed their studies to analyse whether the actions implemented by the College had made the desired impact.

**Approved:** The Committee approved the Partner Quality Report for Kingston Maurward College.

17/011 **Degree Apprenticeships** (ASC-17-63)

The Committee received and noted the update on the development of Degree Apprenticeships. It was anticipated that the details of a partnership agreement would be established between the University and Bournemouth & Poole College (BPC) by the end of March 2018.

**17/012 FOR APPROVAL AND ENDORSEMENT**

17/013 **Review of the University’s Framework for Academic Regulations, Policy and Procedure** (ASC-17-64)

The proposal outlined the steps for developing a new framework for the University’s Academic Regulations, Policy and Procedure (ARPPs). A review of sector practice indicated that there was a variety of frameworks being employed, without a single model emerging as representing best practice. It was envisaged that elements of good practice from across the sector would be emulated in the new framework, subject to further feedback from stakeholders. Members noted the timeline for the project, which intended for the new framework to be finalised for implementation from 2019/20 onwards.

**Endorsed:** The Committee endorsed the proposed review of the University’s framework for the ARPPs.

17/014 **Focused Enhancement Review: Rationale for pilot and draft Academic Policy and Procedure Document** (ASC-17-65)

The Head of Academic Quality briefed the Committee on the new Focused Enhancement Review (FER), which had been designed to succeed the previous Faculty Quality Audit (FQA) process. The FER would be closely linked with the new Annual Monitoring Enhancement Review (AMER) process and would provide a more flexible and responsive mechanism for supporting areas of academic provision. Following discussions with the FHSS, it was reported that the Social Sciences provision within the Department of Social Sciences and Social Work had agreed to participate in the pilot. Experience from the pilot would inform final proposals for ASC and Senate approval.

There was some discussion about the proposed constitution of the FER panel, which would be chaired by an experienced member of QAEG with relevant programme management experience. It was considered important that a senior member of staff Chair each review, particularly as a formal report would need to be provided to ASC. It was suggested that possible Chairs should be nominated by the Chair of ASC.

The Chair queried who would have responsibility for determining which academic provision would undertake the FER, particularly as the proposal indicated that both ASC and FASC could identify provision which would benefit from the process. The Head of Academic Quality reported that ASC would be the primary arbiter for determining which provision should undertake the FER process based on recommendations from FASC and via evaluation of AMER outcomes and other data as appropriate. Where a part of the University was being consistently recommended for FER there was potential for this to create additional burden for these areas as well as indicating that other approaches to supporting performance were required.

**Endorsed:** The Committee endorsed the proposed development of the FER subject to the revisions and clarifications noted above.

17/015 **Proposal for approval of requests for exceptions to the BU standard Assessment Regulations** (ASC-17-66)

The proposal was to approve the process for considering requests for exceptions to the University’s standard Assessment Regulations on the basis that there were no published guidelines in the regulations. Members noted that the proposal was based on existing conventions and would improve transparency with regards to decision making.

**Approved:** The Committee approved the proposed process for considering exceptions to the BU standard Assessment Regulations.

17/016 **Quality Assurance & Enhancement Group – New Nominations Received** (ASC-17-67)

**Approved:** The Committee approved the following nominations for QAEG membership:

* Dr Osman Ahmed (FHSS)
* Adam Child (Academic Services)
* Ella Say (Academic Services)

17/017 **Pending External Examiner Appointments** (ASC-17-68)

The Committee noted the list of pending External Examiner appointments. It was reported that progress was being made against all vacancies for 2017/18, with the exception of MA Cinematography for Film and Television where a nominee was still to be sought. The Chair requested that the list of pending External Examiner appointments was bought to the attention of relevant Head of Departments, noting the urgency to ensure all programmes had External Examiners appropriately in place for the 2017/18 academic cycle.

**Action: DDEPPs**

17/018 **External Examiner Nominations and Examination Teams for Research Degrees** (ASC-17-69)

**Ratified:** The Committee ratified the recently appointed External Examiners and Examination Teams for Research Degrees.

**17/019 New Programme Development Proposals**

17/020 **Faculty of Health and Social Sciences: New Programme Proposals: Foundation Degree Apprenticeship Nursing Associate** **and** **Registered Nurse Degree Apprenticeship** (ASC-17-70; ASC-17-71)

With regards to the existing Nursing programmes, the Associate Dean Student Experience (FHSS) reported that recruitment would not be impacted by the introduction of the new programmes as the proposal was employer led and the expectation was for applicants to enrol from local NHS trusts.

The Associate Dean Student Experience (FHSS) did not foresee any challenges with regards to the potential increase in student numbers across the Department of Nursing and Clinical Sciences. In particular, it was reported that existing placement providers had indicated that the availability of student placements would not be affected by the introduction of the new programmes.

Given that the Foundation Degree Apprenticeship Nursing Associate would be delivered at BPC, the Committee queried whether appropriate resources were in place to successfully deliver the programme. The Associate Dean Student Experience (FHSS) reported that the College had informed the Faculty that suitable resources were in place and 20 candidates had been lined up to commence studies in September 2018.

**Approved:** The Committee approved the proposed Foundation Degree Apprenticeship Nursing Associate and Registered Nurse Degree Apprenticeship for development.

17/021 **Faculty of Health and Social Sciences: New Programme Proposal: MSc Apprenticeship Advanced Clinical Practitioner** (ASC-17-72)

The Associate Dean Student Experience (FHSS) explained that local NHS trusts had shown an interest in developing a Level 7 apprenticeship route to be delivered alongside the existing MSc Advanced Clinical Practice programme, particularly as there had been cuts to funding for workforce education and training and the development of the route would allow trusts to access alternative funding for staff to undertake postgraduate education. It was reported that 20 candidates had been lined up to commence studies in September 2018.

**Approved:** The Committee approved the proposed MSc Apprenticeship Advanced Clinical Practitioner programme for development.

17/022 **Faculty of Science and Technology: New Programme Proposal: BA (Hons) Game Audio** (ASC-17-73)

The Committee queried whether recruitment for the proposed programme would be viable, given that the market research indicated that the potential market was small. The Head of Department, Department of Creative Technology reported that Games related programmes were experiencing a growth in recruitment across the sector. He continued by adding that competitor institutions had developed similar programmes to complement their provision. It was considered that the proposed programme would be a cost efficient way of improving recruitment figures, especially as appropriate resources were already in place.

There was some discussion about the potential job market for graduates. It was reported that the accrediting industry bodies, JAMES and TIGA, had indicated that the domestic and international games industry was in a period of growth, with a particular demand for specialist audio engineers.

During the discussion, it was recommended that the programme was renamed BA (Hons) Games Audio to ensure the title was consistent with the existing provision delivered within the Faculty.

**Approved:** The Committee approved the proposed BA (Hons) Game Audio programme for development, subject to the change in programme title.

17/023 **Faculty of Science and Technology: Change of Title: BSc (Hons) Archaeological and Forensic Sciences to BSc (Hons) Archaeological, Anthropological and Forensic Sciences** (ASC-17-74)

Since the market research indicated that there was a greater demand for forensic science compared to archaeology and anthropology, it was suggested that the programme would be more appealing for applicants if forensic science featured as the first term. However the Committee was able to accept the preference of the department given the proposed title would still appear in search engine results when the term ‘forensic’ was searched by applicants.

There was some discussion about the proportion of anthropology content in the revised programme structure. The Head of Department, Department of Archaeology, Anthropology & Forensic Sciences reported that content relating to each of the archaeology, anthropology and forensic science strands was equally balanced across each level of study, with the exception of Level 6 where students completed a major project in one of the three areas. It was considered that the change in title would better reflect the programme content and address previous imbalances that were negatively impacting recruitment. The Head of Department also indicated the similarities between Archaeology and Anthropology which allowed these terms to be considered together within a programme title.

**Approved:** The Committee approved the change of title from BSc (Hons) Archaeological and Forensic Sciences to BSc (Hons) Archaeological, Anthropological and Forensic Sciences.

17/024 **Faculty of Science and Technology: New Programme Proposal: BSc (Hons) Psychology with Counselling** (ASC-17-75)

Following discussion at the December meeting of ASC, the Senior Lecturer (FST) explained that the proposal had been revised to ensure that bespoke units relating to counselling exceeded 30% of the total curriculum content required to use ‘with’ in the programme title as outlined the University’s regulations.

**Approved:** The Committee approved the proposed BSc (Hons) Psychology with Counselling programme for development.

17/025 **Faculty of Science and Technology: New Programme Proposal: HNC/FdEng Engineering (Marine)** (ASC-17-76)

The Head of Department, Department of Design & Engineering reported that the proposal was employer led and would enable a dedicated progression route in to Higher Education for Level 3 apprentices in order to meet a current skills shortage within the marine engineering industry. It was anticipated that the programme would provide a clear progression route for students on to the existing BEng/MEng (Hons) Engineering programmes.

**Approved:** The Committee approved the proposed HNC/FdEng Engineering (Marine) programme for development.

17/026 **Faculty of Science and Technology: New Programme Proposal: BA (Hons) Product Design Futures** (ASC-17-77)

Given that the existing MDes (Hons) Product Design programme was one of the UK’s top recruiters, the Director of Marketing & Communications queried if the programme would be developed into an integrated masters award. The Head of Department, Department of Design & Engineering explained that the initial intention was for graduates to progress on to the proposed MA Design Management programme; however, there would be the possibility to develop the programme into an integrated masters award in the future.

**Approved:** The Committee approved the proposed BA (Hons) Product Design Futures programme for development.

17/027 **Faculty of Science and Technology: New Programme Proposal: MA Design Management** (ASC-17-78)

Given the management nature of the programme, the Committee queried why the award of the programme was not a Master of Business Administration (MBA). The Head of Department, Department of Design & Engineering reported that the programme was being proposed as a standard Masters degree due to the ongoing accreditation process with the Association for the Advancement of Collegiate Schools of Business (AACSB) which meant that new MBA programme titles could not be developed.

**Approved:** The Committee approved the proposed MA Design Management programme for development.

17/028 **Faculty of Science and Technology: New Programme Proposal: Wiltshire College Foundation Degree Programmes and Foundation Year** (ASC-17-79)

The Deputy Dean Education & Professional Practice (FST) reported that the Faculty of Science and Technology had been approached by Wiltshire College to expand its existing Life Science provision via the development of a Foundation year and a suite of Foundation programmes which would enable students to progress on to a variety of programmes across the University.

There was some discussion about how the student experience would be managed at the College, particularly as students would be enrolled with the University under the proposed Franchise model. It was considered that the expectations of studying at a Partner College would need to be clearly communicated with prospective students before enrolment. The Deputy Dean Education & Professional Practice (FST) reported that the College was planning to invest significantly in resources relating to STEM subjects, including the development of a dedicated Higher Education hub.

There was some discussion about the possible progression routes for students who completed the proposed FdSc Pharmaceuticals programme. It was considered that the programme could articulate in to a number of areas across the Life Sciences discipline; for example, BSc (Hons) Biomedical Sciences, BSc (Hons) Biological Sciences and BSc (Hons) Medical Sciences.

Given that a Level 3 exit award was desirable for the College, it was reported that Senate approval would be required as this would be a new award of the University.

**Endorsed:** The Committee endorsed the proposed Foundation Year with Wiltshire College for Senate Approval.

**Approved:** The Committee approved the following Foundation Degree programmes for development:

* FdSc Applied Science
* FdSc Biomedical Science
* FdSc Environmental Science & Sustainability
* FdSc Forensic Science
* FdSc Health & Nutrition
* FdSc Pharmaceuticals

17/029 **Faculty of Management: New Programme Proposal: BA Event Management (online)** (ASC-17-80)

Members noted that the proposal had been withdrawn as there was an ongoing process relating to gaining an online partner.

17/030 **Faculty of Management: New Programme Proposal: BA (Hons) Event and Sport Marketing** (ASC-17-81)

Some concern was raised that the content of the proposed programme was oriented more towards event management rather than event marketing. The Principal Academic (FM) explained that the programme would consist of units that covered management and marketing principles, aligning the programme with the existing BA (Hons) Event Management and BA (Hons) Sport Management programmes to facilitate a degree of commonality.

There was some discussion about how the proposed programme differentiated from the existing BA (Hons) Events Management and BA (Hons) Sport Management programmes. The Director of Marketing & Communications raised concerns that the potential market was small and the programme could cannibalise the existing provision without increasing total student numbers. The Principal Academic (FM) reported that the programme would appeal to applicants who wanted to study a sport related degree, but did not want to pursue a sports science or sports coaching award.

**Not approved:** The Committee did not approve the proposed BA (Hons) Event and Sport Marketing programme for development. Any subsequent proposal would need to be revised taking into account the above comments before it returned to the Committee for further consideration.

17/031 **Faculty of Management: New Programme Proposal: Integrated Masters in Event Management (MEvent)** (ASC-17-82)

There was some discussion about the viability of the programme, particularly as the market research indicated a small demand for an Integrated Masters in Event Management. It was considered that the demand for integrated masters across the sector was in decline, primarily due to the recent introduction of postgraduate loans which meant that students had more flexibility when choosing where to complete their postgraduate studies.

**Not approved**: The Committee did not approve the proposed Integrated Masters in Event Management programme. Any subsequent proposal would need to be revised taking into account the above comments before it returned to the Committee for further consideration.

17/032 **Faculty of Management: New Programme Proposals: BSc (Hons) Sport Coaching; BSc (Hons) Sport and Exercise Science** (ASC-17-83)

Some concern was raised with the proposal to close the existing BSc (Hons) Sport Development and Coaching Sciences and BSc (Hons) Sport Psychology and Coaching Sciences programmes, particularly as there was a large market demand for both titles. The Head of Education & Professional Practice, Department of Sport and Physical Activity reported that the core principles of the existing programmes would be embedded within the new provision. It was noted that there were aspirations to develop a broader sport psychology related degree in the future.

With regards to the ambition to gain British Association for Sport and Exercise Science (BASES) accreditation, it was advised that the accreditation requirements were stringent and difficult for programmes to achieve; for example, the necessity of a large staff to student ratio. However, it was still appropriate to pursue the accreditation if possible.

**Not approved:** The Committee did not approve the proposed BSc (Hons) Sport Coaching and BSc (Hons) Sport and Exercise Science programmes. Any subsequent proposal would need to be revised taking into account the above comments before it returned to the Committee for further consideration.

**17/033 Programme Review Requests**

17/034 **Faculty of Management: Deferral of Review: MSc Sport Management** (ASC-17-84)

The paper was taken as read.

**Approved:** The Committee approved the Deferral of Review Request for MSc Sport Management.

17/035 **Faculty of Management: Deferral of Review: BA (Hons) Retail Management; MSc Retail Management and Marketing** (ASC-17-85)

The paper was taken as read.

**Approved:** The Committee approved the Deferral of Review requests for BA (Hons) Retail Management and MSc Management and Marketing.

17/036 **Faculty of Media and Communications: Request for Early Programme Review: BA (Hons) Marketing Communications; BA (Hons) Advertising; BA (Hons) Public Relations** (ASC-17-86)

The Committee approved a two phased approach for early review of the BA (Hons) Marketing Communications, BA (Hons) Advertising and BA (Hons) Public Relations programmes in October 2017. The proposal was to accelerate the early review even further by moving straight to phase 2, bypassing phase 1.

As part of the request, the Committee received the proposal to replace the existing provision with a common BA (Hons) Strategic Marketing Communications programme with specialised pathways in Advertising, Public Relations and Digital Marketing. However, the Senior Lecturer (FMC) reported that the term ‘Strategic’ had since been removed from the proposed titles. Due to the variants in programme title not being reflected in the documentation, the Chair confirmed that the Committee was not in the position to approve the new programme titles at this point.

**Approved:** The Committee approved the request for early review for BA (Hons) Marketing Communications, BA (Hons) Advertising and BA (Hons) Public Relations.

**Not approved:** The Committee did not approve the proposed changes to programme title as the final variations were not included in the documentation submitted to the Committee. The development team was invited to revise the proposal before it was reconsidered by the Committee.

**17/037 FOR NOTE**

17/038 **Pearson Institutional Review Report** (ASC-17-87)

**Noted:** The Committee noted the report.

17/039 **New Partnership Agreements** (ASC-17-88)

**Noted:** The Committee noted the new partnership agreements.

17/040 **Completed Programme Reviews, Validations and Reviews for Closure** (ASC-17-89)

**Noted:** The Committee noted the report.

**17/041 REPORTING COMMITTEES**

17/042 **International & UK Partnership Committee minutes** (ASC-17-90)

**Noted:** The Committee noted the International & UK Partnership Committee minutes of 10th October 2017 (unconfirmed).

17/043 **Quality Assurance Standing Group minutes of 23rd January 2018** (ASC-17-91)

**Noted:** The Committee noted the Quality Assurance Standing Group minutes of 23rd January 2018 (unconfirmed).

17/044 **Faculty Academic Standards Committee Minutes** (ASC-17-92)

**Noted:** The Committee noted the Faculty Academic Standards Committee Minutes:

* FST FASC minutes of 24th January 2018 (unconfirmed)

**17/045 ANY OTHER BUSINESS**

None.

**17/046 DATE AND TIME OF NEXT MEETING:**

Wednesday 11th April 2018 at 1.00 pm in the Board Room.