

UET meeting

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

Committee Room

Attendees

Board members

John Vinney, Jim Andrews, Keith Phalp, Karen Parker, Shelley Thompson, Susie Reynell (Finance Director), Sarah Bate

In attendance

Julie Kerr, Jane Forster

Visitors:

Executive Deans and Judi: Faculty Performance (apologies from Lois - Lee to deputise)

Phil and Jacky: Apprenticeships at 11.55

Jane and Jacky: International College paper: at 12.15

Shona: Clearing risk at 12.30

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

The minutes of the meeting held on 24th June were approved as being an accurate record of the meeting and there were no matters arising.

Chair

The action log was noted.

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

 UET actions 25th June 2024.pdf

 Minutes_UET meeting_250624.pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Information

Cash flow is stable and there has been little movement since last week.

Susie Reynell

REDACT

ACTION:

- [REDACTED]
- [REDACTED]

 WEEKLY CASHFLOW FORECAST UET meeting 2nd July 2024 Narrative week ending 210624.pdf

 UET - Weekly Cashflow Forecast w-c 01 July 2024.pdf

2.2. Bids for approval

There were 2 pre-award proposals for consideration and both were approved.

Project RED IDs:

14095: Improving declining navigation abilities in community-dwelling older adults: Jan Wiener

14363: Health vulnerability in Nepal; impact of climate on health outcomes in women: Rebecca Neal

It was noted that UET is still not receiving an awarded list from Andy Scott. **ACTION:** SB to follow up.

 Narrative for UET meeting 02.07.24.pdf

2.3. Budget Board paper

REDACT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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

[REDACTED]

[REDACTED]

[REDACTED]

 Board Annual Budget 2024-25 vfor board UET review.pdf

3. Planning

WLP update

ST reported that Kathryn has issued an update email which includes examples of research plans that can be adapted by Faculties for their specific use.

REDACT

[REDACTED]

[REDACTED]

Portfolio Review

To be discussed next week.

4. Faculty performance

Graduate Outcomes - LEO data

There are some really good numbers in the first and second quartiles but there are also a few areas of concern. It was noted that the information comes from tax data and therefore there are no issues with response rates. The data is available on the PRIME website.

REDACT

[REDACTED]

[REDACTED]

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5. Items for approval or note

ACTIONS:

- SR to review costings and confirm to Phil.
- Phil to send the final paper through for approval once final costings have been confirmed and approved.

REDACT

[REDACTED]

- 📎 annex-e-bidding-template-for-wave-3 - BPC_BU Bid draft.pdf
- 📎 Degree Apprenticeships update to UET - 2 July 24 v1.Final.pdf
- 📎 BCP College Led OFS Wave 3 Costing Summary V2 27.06.24.pdf
- 📎 BU Led OFS Wave 3 Costing Summary 28.06.24.pdf

5.2. BU International College: progress and future approach

Discussion to inform FRC paper in the Autumn and next steps.

Jacky and Jane joined online.

REDACT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

Discussion

Jane W And Jacky M

5.3. Clearing risk and business continuity

Discussion

Shona joined the meeting.

Shona

Shona noted that Confirmation is more crucial than Clearing due to the student numbers involved.

Following a workshop at which the potential risks and issues were discussed candidly in detail, the risks, controls and mitigations have been amended slightly.

The risks have been assigned to UET members and there will be further clarification following the Business Continuity Steering Group meeting on 3rd July.

Robust contingency plans are in place and have been sense-checked against UCAS requirements. There is an experienced group in place to manage recovery if anything does go wrong.

Very minor tweaks still to be made but the plans are broadly in a good place.

The plan was approved.

[Confirmation and Clearing BCP 2024 UET.pdf](#)

[Risk Register C&C 2024 UET.pdf](#)

6. Break

7. Standing item: reportable events

Discussion

Reportable events update

Chair

There were no new reportable events.

8. Future Meetings

Note

UET next week

Chair

- No Planning slot required
- Portfolio discussions with Deans to be extended - focus to be on fixing and developing the quality and the processes of the current portfolio rather than introducing lots of new programmes, Growth focussed on UG and apprenticeships

[UET ULT 2024 to 25.pdf](#)

[UET 23rd July 2024.pdf](#)

[UET 16th July 2024.pdf](#)

[UET 9th July 24.pdf](#)

8.1. Board papers for 12th July

All approved - all to provide comments if required.

8.1.1. VC board report

Decision

Approved - UET to provide comments.

Jane Forster

[JV July 24 Board update.pdf](#)

[BU2025 strategic plan summary June 24 for board update.pdf](#)

8.1.2. VSS paper

Decision

Approved - UET to provide comments.

Karen Parker

[BoardSeveranceJune24.pdf](#)

[BoardJun2024severanceAppendix 1.pdf](#)

9. AOB

Chair

9.1. Handover notes for Chief Operating Officer

JV thanked JA for his support in drawing up the handover document which has now been issued. JA happy to chat through if anyone has any questions.

Information

John Vinney

9.2. Withdrawal of students

REDACT

[REDACTED]

Information

Susie Reynell

9.3. WLP

ST reported that Kathryn McDonald has now issued a note to the Deans on the latest position with regard to WLP.

REDACT

[REDACTED]

Information

Shelley Thompson

9.4. PRES results

SB reported that the PRES results are now in. Some very positive results - overall satisfaction has risen to 85% against the global benchmark of 81%, and we have seen a marked improvement in community with a 67% satisfaction and now ranked 6th in the sector. Survey response rate was also very positive. Further analysis will be carried out by Russ Pottle - the only negatives are PGR space, which has been raised previously, and Research skills.

Information

Sarah Bate

9.5. Reportable events

No new events were reported

REDACT

[REDACTED]

Information

Jim Andrews

9.6. Comms to unsuccessful VSS applicants

KPa has agreed comms with regard to the third set of VSS applications which have not been approved. To be sent to UET for final approval before sending to relevant staff.

Decision

Karen Parker

9.6.1. Timetabling

ST mentioned SUMs proposed workshops as follow up to strategic levers - as discussed at UET in February

A series of workshops to be run from September to look at what can be learned from others. ST to then follow up.