

# UET meeting

Tue 11 June 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:

- Darren Spivey: Financial Regulations at 10:15
- Brian, Judi, Mandy, Alan, Executive Deans and Kathryn: Planning at 10:35
- Executive Deans, Carly Stewart, Judi, Russ Pottle, Jacky Mack and Jane W: Faculty Performance at 10.55 (**Christos apologies**). Jane W to join online. Jules Forrest to join online for Portfolio item only
- Jo Thurston: Student Voice at 11.30
- Phil Sewell and Jacky Mack: Apprenticeships update and Ofsted follow-up at 11.45
- Claire House-Normal: Code of Ethical Fundraising and Donors' Charter at 12.15

## Meeting minutes

### 1. Minutes and Matters arising from the previous meeting

Approval

The minutes of the meeting held on 14th May were approved as being an accurate record of the meeting.


Chair

There were no matters arising.

The Action Log was noted.

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

 UET actions 14th May 2024.pdf

 Minutes\_UET meeting\_210524.pdf

### 2. Finance discussion

Susie Reynell

#### 2.1. Cash flow update

Information

**REDACT**

Susie Reynell

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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 [REDACTED] w-e 7 June 2024.pdf

## 2.2. Bids for approval

There were 8 pre-pending proposals for approval. All were approved in principle, subject to SR's approval of the costings.

Project RED ids:

- 14285- Petar Radanliev : International Collaborative Framework for Auditing Emerging Generative AI Algorithms
- 14292 - L Romero - Resendiz : Development of next-generation heterostructured biomaterials for solving the biocompatibility-durability trade-off of metallic implants
- 14300 - H Singleton : Use of partially Immersive VR distraction for Children and Young People with EB during dressing changes
- 14316 - M Heyward : Unlocking Connections: Advancing Dementia Care with Digital Interaction Research and Innovations
- 14320 - M Chowdhury : "Money" in a Refugee Camp
- 14339 - A Dunford : Using an interprofessional approach to improve quality, pleasure and independence in the care home sector
- 14347 - A Woodfall : Leverhulme Centre for Digital Childhood
- 14353 - R Chipuriro : A critical realist evaluation of the Patient and Carer Race Equality Framework

Narrative for UET meeting 11.06.24.pdf

## Discussion

Darren Spivey

## 2.3. Financial regulations update

Darren joined the meeting.

Darren noted that this is a work in progress and acknowledged that more work is still required.

The key changes proposed are listed below. These have been simplified and will help improve agility; they are in line with what other universities are doing.

### REDACT

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- [REDACTED]
  - [REDACTED]
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FRC are asked to note the changes proposed prior to ARG and recommend to the Board for approval on 12 July.

To be implemented at the start of the new financial year, 1 August 2024. This will need work on systems and processes to change financial limits, for example, and then engagement with relevant stakeholders across the

University. **ACTION:** DS to liaise with Tom Ormerod and Stuart Laird to test the new policy before implementation.

The final draft of the regulations will be tabled to ARG on 28 June.

JA requested that capital spend relating to RKE is also covered specifically in 6. This was agreed.

**ACTIONS:** DS to pick up the following to ensure that the processes are robust enough to give assurance.

- Match funding
- APF process
- Fee Waivers
- Overspends

It was noted that training will be required for HoDs and DDs who haven't previously had sign off permissions.

**ACTION:** DS to liaise with Sally Driver, Carly Stewart and Susan Dewhurst.

Lease transactions: JA requested that dual signatures are required on all building lease contracts. **ACTION:** DS to pick up with Stuart Laird.

It was noted that the above will necessitate some tweaks to the Scheme of Delegation.

**ACTION:** SR to discuss further with Deborah. Amendments to then be approved by UET.

It was confirmed that this paper will now go to FRC after ARG.

UET were comfortable with the proposed changes and the paper was approved for submission to ARG.

[FinRegs - High Level Summary of Changes 2024 - UET version.pdf](#)

[BU Financial Regulations 2024 -25 - FRC Cover Note vUET.pdf](#)

[Scheme of Delegation Approved Nov 2023.pdf](#)

[BU Financial Authority Limits - 2024 proposal UET version.pdf](#)

[BU Financial Regulations - UET version vSR.pdf](#)

## 2.4. Draft Internal Audit Annual Action Plan

SR reported that this has been looked at in detail by herself and JA with PWC.

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The paper was approved.

[Audit Action Plan.pdf](#)

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## 3. Planning

*Brian, Judi, Mandi and Alan*

Brian, Judi, the Executive Deans and Kathryn McDonald joined the meeting.

Workload planning Update:

- the date at which we received confirmation of changes to Workload Planning has had an impact on the

**Decision**

Susie Reynell

HoDS and wider, due to the fact time given to allocations now removed need to be re-assigned. Additionally, due to the number of changes, to retain system stability, the WAMS system has been taken down for appx 2 weeks, meaning no WLP'ing for 2024/25 can take place during this period.

- Scheduling for 2024/25 is now complete - 97.6% of events were auto scheduled (improved from 23/24) and the Faculty Timetablers had access from 4th June for manual scheduling and adjusting student timetables. Faculty Academic staff checking will start when the 2024/25 dataset is release to staff on 1st July. There is concern that the knock-on impacts of VSS/Demonstrator changes will be felt over the whole summer, and result in more staff change requests after the checking "window" in July has finished.
- UG UCAS confirmation deadline has now passed (for student decisions)
- [REDACTED]

**REDACT**

- [REDACTED]
- [REDACTED]

HR Update

- The VS scheme is now closed and has been successful. It has generated savings of £5.3m per year
- Annual discretionary pay progression and academic promotion processes will not run for 2024. The saving is around £1.5m

**REDACT**

- [REDACTED]
  - [REDACTED]
- [REDACTED]
- Change Management: the organisation Change Sharepoint site now includes more resources for both employees and managers
- Leading Change and Innovation events: communications have been sent to Deans and Directors with suggested dates for their leadership team events. 5 events booked so far. A second EULT event needs to be diarised for September (potentially 11th September).

M & C update

- Staff engagement sessions – summary and new questions asked will be shared with staff during next week
- considering what comms might be required during the summer break to ensure that there isn't an information gap over July and August.
- It was confirmed that no staff engagement sessions will be required in July and the holds can be removed from diaries. Will pick up again in the Autumn.
- looking at the comms schedule for the next academic year alongside other messages, including an introduction to the new VC.

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## 5. Break

## 6. Theme: student experience and education

### 6.1. Student voice report and update

## Discussion

Shelley And Jo

Jo Thurston joined the meeting.

Jo Thurston updated the meeting:

In June 2019, the Student Voice Task and Finishing Group reported that “Whilst it [the SVTFG] identified that many of the elements are in place (e.g. mid-unit evaluations, technologies for facilitating student engagement and feedback), there exists uneven engagement and a lack of consistency in implementation and delivery. This has led, in many cases, in failure to close the feedback loop and/or take relevant action” (Silk, 2018).

Now in June 2024, Student Voice Priority Workstream's feedback is that:

“We have clear opportunities/mechanisms for students to provide feedback, but their clarity and therefore success are impacted by inconsistent signposting and application of those mechanisms: We have inconsistent, often low, colleague engagement and implementation of Student Staff Forums [to hear and discuss student feedback]. We have inconsistent, often low, colleague engagement in recording and responding to feedback at programme level through the Student Voice Logs [to close the feedback loop]” (Thurston, 2024).

A strategic approach to Student Voice has been taken to improve our Student Voice NSS metrics / TEF indicators

- Provide mechanisms to hear feedback from students about their experiences (implement BU policy);
- Show that we value their feedback (implement BU values);
- Consider, action (where appropriate), but always respond to their feedback (implement BU policy).
- Have those responses easily accessible to students so they can see clearly that their feedback back has been acted on (ie responded and/or actioned) (implement BU procedure).

There are a number of forums, both internal and external through which feedback is gathered:

- **Internal Approaches** : SimOn, Mid Unit Reviews, End of Semester Reviews, SUBU Speak Weeks, Student Staff Forums, Supporting You @ BU Autumn and Spring Surveys, Student Staff Forums, Student Voice Response Logs...
- **External Approaches** : NSS, PTES, PRES, ISB, Cibyl

Don't want to run the risk of alienating students by over-surveying, especially internally.

### Whole University Approach Student Voice & Voices

- Dialogic Forms:
  - Student Staff Forums
  - Mid Unit Feedback
  - Student Voice Response Logs
  - SUBU: Speak Weeks
- Surveys
  - NSS
  - PTES
  - PRES
  - Proposed new: AdvanceHE UK Engagement Survey (UKES)
  - SUBU: SimOn / Speak Weeks

- International Student Barometer
- Cibyl Mental Health Study

### Consistent Implementation of Policy & Agreed Approach

- Common language and approach as set in policy 5B
- Naming of student voice mechanisms
- Implementation of student staff forums
- Faculty committee/meeting names

### Accountability for implementation of student voice at Faculty & University level

- Reporting pathways between meetings and committees
- Effective use of AMER for action planning/ follow-up

### Implementing & Responding to Voices: 2023/24

- Improved clarity of approach.
- Improved engagement, with examples of new dialogic approaches
- Improved implementation of Student Staff Forums but remains inconsistent in part linked to differing interpretation of policy & approach

### Proposed for Future

- Agreed language and approach that is consistently implemented through agreed naming conventions and clear lines of accountability through leadership & committee pathways.

There is an appreciation of the change of approach, which is about collaboration and communication

Student voice tells us a whole university approach can make a positive impact eg Brightspace / Access to Learning Resources.

Key themes for strategic approach and investment of resources in response to our students' voices:

- **The timetable:** Scattered sessions do not support attendance, students' need to earn & learn, commuter students, cost of living constraints, etc. Regular feedback in several mechanisms and supported by other data sets (e.g., attendance/engagement).
- **Cost of Living Support:** Across the breadth of our programme suite, students are reporting financial pressures as being a key factor influencing their student experience (eg attendance, mental health concerns, visiting campus, international student pressures...). Evidenced through both internal and external mechanisms (eg., SimOn feedback / ISB etc).
- **Closing the Expectations Gap:** Student voice data highlights a growing gap between staff/student expectations of Higher Education, particularly influenced by students' prior experiences. Demographic data, our growing understanding of our students' key concerns around their educational experience, colleague feedback and the Cibyl study, create an expanding picture that confirms the common cultural assumptions as to the role and intent of Higher Education, are in direct conflict with each other. A situation in which no one is winning.
- **Supporting Higher Education Transitions:** Students entering BU, at whatever level, are struggling to cope with the transition. As we develop our intent to personalise students' learning journeys, we need a strategic approach to transition into (and out of) Higher Education at BU, as we work to improve continuation, completion and progression

### The elephant in the room:

What our 'Student Voice' and our 'Students' Voices' data, is actually telling us... we are not addressing their







## 7. Items for approval or note

### 7.1. ARG papers for 28th June

#### 7.1.1. Code of Ethical Fundraising and Donors' Charter

Claire House-Norman - no Teams

A minor tweak required below - otherwise, the paper was approved

- 31.5 should now read 'anti-fraud policy'

It was agreed that the Charter should be reviewed every 3 years.


It was noted that further training is required for Trustees - SR to raise at ARG and CH-N to organise.

 ARG Code of Ethical Fundraising & Donors Charter cover sheet June 2024.pdf

#### 7.1.2. BU Security Policy

The updates were noted and approved.

 ARG 15a BU Security Policy 2024.25.pdf

 BU Overarching Security Policy 2024.25.pdf

#### 7.1.3. Information Security Policy

The Information Security Policy was approved subject to a minor tweak:

- HM Customs and Excise should read HMRC.

 16a Info Sec Policies 2024.25 v.1.pdf

 16b Information Security Policy 2024 final clean.pdf

 16c Acceptable Use Policy 2024 final clean.pdf

### 7.2. Staff survey

Analysis to be shared with main OVC team to discuss this feedback and consider any potential actions, as well as having a broader discussion at UET next week. 2nd July has been pencilled in the diaries. A member of the HR team to also attend.

The data has been shared with EULT members only: the OVC group represented here includes Prime, FLIE, Global and External engagement teams, Doctoral Colleges, Alumni and Fundraising.

Comms will need to be clear about what has been done and what is being done to address any issues raised.

 OVC slides.pdf

## Decision

Jim Andrews

## Decision

Jim Andrews

## Discussion

Karen Parker

## 8. Standing item: reportable events

Reportable events update

There were no new reportable events reported.


## Discussion

Chair

## 9. Future Meetings

EULT meetings have been changed: 19th June will be a meeting for Strive Higher, there will be an additional meeting on 10th July to cover the other agenda items.

 UEt 25th June 2024.pdf

 UET 18th June 2024.pdf

## Note

Chair

## 9.1. July Board agenda

Decision

Approved.

 12 July 2024 Agenda v1.pdf

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## 10. AOB

Chair

### 10.1. ESFA audit

*REDACT*



### 10.2. RED Costings

Susie Reynell

SR to review the costings and approve bids.

### 10.3. Enhanced Recruitment Controls

Jim Andrews

To be discussed on Thursday

### 10.4. NSS and PTES response rates

Shelley Thompson

ST reported that the final NSS response rate was 71.69%. This is behind the previous two years but not massively so. The responses rates are patchy across the 4 faculties.

The PTES response rate is just 10% but may increase to 12% over the course of the last few days. Last year it was 13%.

### 10.5. Health and Safety Committee

Karen Parker

*REDACT*

