

# UET meeting

Tue 14 May 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

**Apologies:** Christos, Carly

### Visitors:

Deans and Judi: Faculty Performance at 10.45 (Anand online)

Brian K and Sarah Charlton: RKE Risk at 11.25

Phil Sewell: Apprenticeships Update for University Board at 12.00

Darren Spivey: Changes to Treasury Policy at 12.15

## Meeting minutes

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

Approval


The minutes of the meeting held on 7 May were approved as being an accurate record of the meeting. T

Chair

The Action Log was noted.

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

 UET actions after 7th MAy 24 meeting.pdf

 Minutes\_UET meeting\_070524.pdf

### 2. Finance discussion

Susie Reynell

#### 2.1. Cash flow update

Information

**REDACT**

Susie Reynell

[REDACTED]

 UET - Weekly Cashflow Forecast Narrative w-e 10 May 2024.pdf

 UET - Weekly Cashflow Forecast w-c 13 May 2024.pdf

#### 2.2. Bids for approval

Approval

The following bid was approved from a cash flow perspective.

Susie Reynell

RED ID	14147	BU PI	Liliana Romero Resendiz
Project Title	Development of next-generation heterostructured biomaterials for solving the		

### 2.3. Draft Budget Update

Susie Reynell

The track changed version of the Budget Update for the Board was approved.

**REDACT:** [Redacted]  
[Redacted]

### 3. Planning working group

[Redacted]

An update from the group did not take place. The actions continue to be worked upon.

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## 4.2. Transitions update

The aim is to achieve TEF gold overall.

It is recognised that it would be a significant leap to go from bronze to gold for Student experience and that silver would still be a great achievement in this category.

The key to achieving Gold is consistency and coherence, whole university approaches and impact.

### Collaborative continuous improvement

- Culture: encourage a whole-campus collaborative mindset
- Shared Responsibility: highlight shared stakeholder responsibility
- Inclusive Approach: involve students, academic and professional staff, and leaders to leverage diverse perspectives
- Feedback and Suggestions: solicit feedback and suggestions from the campus community
- Data-Driven Decision-Making: utilise data and analytics to inform decisions and track progress
- Iterative Approach: emphasise the iterative nature of improvement and evaluation to refine ideas incrementally.

### Building Consistency & Coherence:

- Changes for 2023/24 have resulted in substantial increases in:
  - Student Logins when compared with last academic year (see right)
  - Student average time on content when compared comparing S1 data for 21/22, 22/23 & 23/24 (see below)
- Building on Success for 2024/25
  - Intro of Unit Search Engine (purchasing plug-in)
  - Minor tweaks to unit templates and guidance based on experience & feedback this year
  - Assessment & Feedback Section will be reviewed in more detail, especially:
  - Development of Assessment Support Section/Resources
  - Agree more consistent assessment brief template (see right)
- **20 May** - DDs/ADSEs meeting with Shelley, Ros & FLIE to feedback and agree templates for 2024/25. Deans encouraged to ensure full attendance.

 UET Update - 14 May 24 - Arrivals\_Transitions.pdf

## 4.3. Late arrivals for international students

Will continue to align with Fusion learning and follow the same steps as above with regard to collaborative continuous improvement.

### 2023/24 and Before

- Greater personalisation at applicant/offer stage, but not carried through
- Lots of good activity across BU but...
- Opportunity for improved collaboration/ coordination to enhance impact
- Results in some student overload & challenges settling

### Transition

- Agree arrivals stages & drivers to support consistent feel/ experience for students
- Shared information about planned comms & activities to improve coordination
- Greater consistency in use of long/extended induction to reduce noise/overload for all stakeholders

### Goal

- Student-centred approach
- Whole-university experience for greater consistency & coherence of induction to build sense of community/belonging
- Improved opportunity for impactful/meaningful activity at programme level to enhance community & belonging at programme level too

### Preparing for 24/25

- Cross-University Working – all faculties, services & SUBU represented in planning

**So far:**

- Padlet gathered feedback within faculties, services, SUBU & discussed in sessions
- Discussed internal and sector good practice/student voice
- Agreed stages & drivers for induction/transitions

**Next Steps:**

- Review suggestions for 2024/25 to recommend priorities for change for agreement with the team
- Communicate key messages/drivers across teams working on induction/transition activities
- Agree & develop approaches for effective information & resource sharing to achieve goals.

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## 5. Break

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## 6. Items for approval or note

### 6.1. RKE process and risk

Brian and Sarah joined the meeting.

Background: it arose as a result of the workstream last summer. There is some low hanging fruit which can bring immediate results. It has been worked on for the last couple of months - some of the proposals are ready for approval and others will be ready for ARG in June.

Several changes were proposed to improve processes and to have a more resourceful and risk-based approach towards project approval and project management.

The risks of not going ahead with the proposals include:

- Potential for losing out on bids or reducing value of bids to avoid approval routes
- Increased pressure on the teams (including Faculties, RDS and LS)
- Potential to not being able to meet our aspirations for RKE growth
- Not taking into account findings of the RKE Workstream on Culture
- Staff retention and not being an attractive employer for academics with a good track record in research

A three-phase approach has been suggested:

- Phase 1 - Establish Trusted Funder Protocols to allow for Project Mandates and Revision to Cash Flow Requirements
- Phase 2 - Establish a Risk-based Approach for Trusted Funders with the Aim for CAF Exemptions
- Phase 3 - Review the Scheme of Delegation for RKE Bidding

Sarah explained the proposals for each of the three phases:

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[REDACTED]

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- [REDACTED]

## Discussion

Susie Reynell, Brian K And Sarah Charlton

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**ACTIONS:**

- SR/SB to ensure that there is regular monitoring via the contracts data base
- SR to review payment terms as a separate project. It is important to understand the level of exposure.
- SR/SB to review APFs and the role of UET in the process with a view to providing UET with a regular oversight document.
- SR to confirm that training for relevant staff, including PIs, to read and understand contracts, can go ahead.
- SR to review the Scheme of Delegation and to align to wider scheme.
- SR to discuss approval thresholds further with Darren Spivey.

It was agreed that this is the right direction of travel and the paper was approved in principle.

 UET RKE Risk Proposal 14th May 2024.pdf

 RKE Risk Proposal UET 14th May.pdf

**6.2. Fast track policy**


The policy has been updated to clarify that BU's Terms and Conditions must always be used in order to use the Fast Track system.

SR has been through the policy and is now happy. It now provides a framework which can be added to if and when necessary.

SB is investigating a full consultancy policy which is a broader piece of work and this will follow in due course.

The paper was approved.

 Fast Track Quotation Template v1.1 Apr 24.pdf

 Fast Track Costing Route v1.2 May 24.pdf

**Decision**

Sarah Bate

**6.3. Apprenticeships Update for University Board**

Phil joined the meeting.

**REDACT**

[REDACTED]

**Decision**

Keith Phalp

**ACTION:** Phil to present paper at the Board as KPh will be on leave. Phil to liaise with Kph and Deborah.

## 6.4. Consultation response: OfS grant funding

### ACTION:

JF to draft a response to OfS to include :

- prefer that funding carries on broadly the way that it is currently
- high cost courses - should also apply to apprenticeships

BU consultation response template - approach to OfS public grant funding March 24.pdf

## 6.5. Changes to Treasury Policy

Darren joined the meeting.

### REDACT

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- [REDACTED]

UET endorsed the paper and the proposals.


**ACTIONS:**

- SR/DS to present the changes to the Treasury Management Policy to FRC on 15th June.
- SR/Darren to ensure that UET has regular sight of the investments and meetings with advisors.
- SR to include in management accounts.

-  [4.1 Treasury Management Proposal.pdf](#)
-  [Treasury Management Policy 2024 -25 - UET briefing note - 14th May 2024.pdf](#)

**6.6. To note: Sustainability committee minutes**

The minutes were noted and no further comments were made.

-  [UET meeting Cover Sheet for committee updates - SC 200324.pdf](#)

**Information**

N/A

**6.7. Clearing - Budget proposal for approval**

Further information required before approval can be given

**ACTION:** SR and JA to

- confirm what the original budget was and what is required in addition - therefore what the total expenditure will be.
- bring back on Thursday for approval.

-  [Clearing 2024 - Budget Proposal for UET Approval.pdf](#)

**Decision**



## 6.8. Smart Campus Proof of Concept Business Case


Jim Andrews

The background to the paper is that we need to understand how we use our buildings and how we can generate more capacity from them.

**REDACT**

[REDACTED]

The business case was approved.

 Smart Campus Proof of Concept Business Case\_May 24\_Final UET.pdf

## 6.9. Fees Approval

**Decision**

Approval required from UET and then the Board for fee levels for undergraduate UK/Irish national entrants for 2025/26

Susie Reynell

The paper was approved.

 Fees Approval - May 24 vUET.pdf




## 6.10. Bank Mandates

**Decision**

**ACTION:** SR to correct typo

Susie Reynell

The paper was approved.


-  Draft Board Resolution (Barclays Mandate) May 2024 vUET.pdf
-  Letter of authority (May 2024) BU vUET.pdf
-  Delegation of authority approval for for the University vUET.pdf

## 6.11. Graduation prizes

**Decision**

It was agreed that all prizes, including Fusion but with the exception of the Rosemary Pope prize, should be kept in the same budget, but at a smaller monetary value.

Jane Forster

 Review of BU Prize - May 2024.pdf

## 6.12. Access and Participation board update

**Decision**

The paper was approved.

(Keith But He Is Away)

**ACTION:** ST/KPh to follow up with Deborah W re timings being out of sync.

 Board Papers Cover Sheet general 2021.pdf

## 7. Student Experience

ST updated the meeting on the work being undertaken to create student personas to support a variety of activities including marketing, inclusive curricula and registration and enrolment, in order to improve communication with students and enhance the overall student experience. This is a common approach in business and marketing and M & C are already using a similar process for attracting applications.

This is a work in progress with a number of areas still being worked on, including AI images and additional student personas. All the work has academic underpinnings and reaction has been very positive so far. Many universities are already using the same sort of data.

What are they?

- Constructed representations of our student population used for planning, designing and developing initiatives to enhance education and student experience, as well as humanise data.

Why do we have them?

- To inform development and evaluation of student experience and education initiatives and ensure that we consistently consider a range of views and voices amongst our student population

How were they developed

- Developed using aggregate student data from PRIME (January 24), including 5-year averages and OfS dashboard data (4-year average) where available. Co-created with students to ensure authenticity

How representative are there?

- Deliberately intersectional representations and some characteristics are included even where numbers are small to ensure fair representation.

What are they not?

- Not a replacement for traditional student voice mechanisms and engaging with our student population on the things that matter to them. Nor a replacement for Equality Impact Assessments.

Next steps:

- Review relevant data sets to inform circumstances section
- Complete first draft of personas to workshop with students to ensure authenticity
- Circulate with staff groups for discussion to inform guidance on uses

### ACTIONS

- ST to ensure that reality isn't skewed. Students may be turned off if they don't see themselves fitting in - it's a difficult balancing act.
- ST to continue to ensure that actual student engagement forms the basis of the communication strategy.

 Student Persona Update.pdf

## 8. Standing item: reportable events

No new events were reported.

**REDACT**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 9. Future Meetings


FRC agenda: was confirmed. JV to liaise with Rob regarding the queries that he has raised since the agenda was approved. ST to email comments directly to Rob.

Gender Pay on the UET agenda for the 21st May.

ULT: topics for discussion :

- this week: budgets - both this year's and looking forward to next year's
- on 15th June: staff survey (what actions are being taken and what is the engagement plan).
- on 15th June: strategy discussions to take place after meeting with the Board

 UET agenda 11th June 2024.pdf

 UET 21st May 2024.pdf

 ULT 19th June 2024.pdf

 ULT 15th May 2024.pdf

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## 10. AOB

Chair

### 10.1. MAC update

Jane Forster

MAC have recommend retaining the Graduate route in its current form. They hint at subject limit quotas, suggesting collaboration with the sector. They report that universities benefit from the Graduate route, and they could further support the integration of international graduates into work and do more to raise awareness of the route among employ.

MAC require more data to be published including on agents and graduates.

#### 10.1.1. Staff survey

Karen Parker

**REDACT**

[REDACTED]

**ACTION:**

KPa to arrange for the comments to be analysed for themes and key issues.

#### 10.1.2. ARG approval

Jim Andrews

JA reported that ARG have now given approval for the MRI and CQC registration and have come back with some very helpful comments.

#### 10.1.3. PTES

ST reported that the response rate is currently sitting at 4.9%. It usually lands at around 10%.

**ACTION:** ST to chase up and to try and encourage further response.

No update received yet on PRES.

#### 10.1.4. Apologies for next week

Susie Reynell

SR gave her apologies for next week.

#### 10.1.5. Subscriptions

Jane Forster

JF confirmed that some subscriptions would be removed: to discuss with the partnerships team

- UEA
- IAU
- CARA
- ACU