

# UET meeting

Tue 12 December 2023, 10:00 - 13:00

## Attendees

### Board members

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

### In attendance

Julie Kerr, Jane Forster

### Apologies

Karen Parker

Apologies were received from Sarah Bate

## Meeting minutes

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

Approval


The minutes were approved as being an accurate record of the meeting.

Chair

There were two matters small changes.

The updated action log was noted.

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

 Minutes\_UET meeting\_051223.pdf

 UET actions after 5th Dec 23 meeting.pdf

### 2. Finance discussion

Discussion

Susie Reynell

#### 2.1. Cash flow update

Information

SR to issue cash flow update outside of the meeting.

Susie Reynell

#### 2.2. Bids for approval

Approval

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

Susie Reynell

#### **ACTIONS: next RKE themed meeting is 30th January**

- KPh/SR/SB to review the recovery rate thresholds - they should be a threshold, not a target
- SR to review approach to costings
- SB to organise training in Faculties on how costings work.
- SR/SB to send out comms about costings and targets in due course

#### **RED ID: 13857**

Understanding the ancient Serengeti Migration using fossil antelope teeth: Sally Reynolds - **approved**

#### **RED ID: 13532**

Smart Systems Technology Development for Assessing, Monitoring and Sustaining Micro- Electromechanical Failures in High-Value Metal Infrastructures: Adil Saeed - **approved**

 Narrative for UET meeting 12.12.23.pdf

## 2.3. Procurement Manual Changes

Susie Reynell

The proposals were approved.

**ACTION:** SR to carry out a further review in 2024. SR to arrange communications in the meantime.

 Cover Sheet - Procurement Manual Changes.pdf

## 3. Departmental meetings


Discussion

 Departmental reviews 23-24 12th December.pdf

### 3.1. Marketing, strategy and innovation

Lee, Keith, Tim and Marcjanna

#### Notes:

- Exciting opportunities - lots of change and still more to come
- Slight regime change
  - Keith joined the team and Tim is only in his second day in post. Marcjanna Augustyn is also new in the research post
  - a young, energetic and vibrant team
- Portfolios
  - Looking at portfolios both in UG and PG
  - Tourism and Hospitality:
    - combined course paying dividends and will continue to grow
    - looking at PG in Tourism and Hospitality
  - looking at UG BSc Marketing in conjunction with FMC
  - Getting a vision of Marketing in Business school and establishing its identity - need to promote strengths of inclusivity and empathy.
- Research
  - Important aspect of activity
  - Number of bids increasing
  - Raising awareness of KE partnerships
  - Raising awareness with local business
  - Working with Dorset Chamber of Commerce
  - Visits to local businesses and organisations are continuing
- KTPs
  - Organising workshops in February with focus on application process for knowledge transfer partnerships
  - Activity continues to build and working with organisations such as NIHR, ESCRC
  - Jeff Bray, newly appointed prof has a large bid in with NIHR
  - Encouraging researchers to become more involved
  - Increasing mentoring activity
  - Improving collaboration and team work - changing the culture and ensuring more people are involved
  - Giving staff the opportunity to be more creative
  - New initiatives to benefit student experience
  - Future focussed
- Faculty Perspective
  - Holding re-imagining sessions to look at the portfolio opportunities - looking at future
  - QR - initiated some task and finish groups: trying to export some of that value to other departments with QR funding attached
  - Been creative in approach to teaching to create a better student experience and had positive feedback from both staff and students
  - 

[REDACTED]

- Continuation and Completion
  - Work to improve includes:
    - Tourism courses have been refreshed with employability in mind
    - Single subjects seem to have struggled but combined courses are more attractive - more skills are more attractive to employers
    - holding annual fusion conference at the Hilton with local employers
    - Business School employability programme
    - Writing Retreats - have worked particularly well and are being rolled out to Tourism and Hospitality this year
    - Personal Tutors have been in place much earlier this year and have had a more proactive approach
    - Last year had problems with dissertations which won't happen again this year
    - Dissertation clinics have been fantastic - held on Wednesday 11 - 1. Opportunity to chat about research and dissertations and share new ideas - growing a great community culture
- Portfolio
  - Fragmentation of Tourism and Hospitality portfolio is potentially an issue - looking at numbers and requires further investigation
  - ST highlighted the risk of saturating and fragmenting the overall portfolio - need to ensure that courses are significantly different to those within FMC. It was confirmed that this is being worked on through the re-imagining process
  - Need to retain and strengthen the credibility of the business school.
  - Aim and focus is to clarify the portfolio and the identities of the programmes and move forward with purpose based on what the market wants
  - 2 new DDEs coming in which will be another opportunity
  - Greater collaboration with FST - opportunity to create and develop new courses
  - Opportunity to own the Entrepreneurship space
- Personal Tutors
  - Keith confirmed that all students have a personal Tutor and have had at least one contact. Keith to investigate whether all contacts are being properly recorded
- Applications
  - Look solid
  - Need to consider conversion activities
  - Reach out to local schools and colleges
  - Seminar work

All were thanked for their time and useful update

### 3.2. Sport and Events Management

[REDACTED]

Dan and Phil joined Keith and Lee

#### Portfolio

#### REDACT

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

- Lee thanked Keith for all his hard work in achieving a step-change and moving things forward
- Portfolio will be reviewed further in February 24
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]

## Research

- There are a few good news stories and some great opportunities

## REDACT

- [REDACTED]
- Very encouraging and expect to increase income next year
- A lot of younger staff are now engaging in bidding
- Improving the quality
- Good QR story

## Student Support

- The writing and wellbeing retreats are fantastic and are working really well.
- The dissertation clinics are also working well.
- Re-worked the Induction programme which has had very positive feedback
  - took students to Chapel Gate and focussed on holistic approach
  - Opportunity to get to know people
  - Opportunity to meet Personal Tutors in person
  - Great team building exercises
  - Levels 5 and 6 didn't engage as much as Level 4s
  - Wellbeing to be focus of semester 1 - the employability programme will be started once students have had a chance to settle into student life.

## Personal Tutors

- It was confirmed that all students have a Personal Tutor and have at least one contact. Keith to investigate whether contacts are being properly recorded.
- Call pilot has been great and has lead to some insightful conversations about feeling lonely and isolated and not knowing how to make friends
- Team doing a great job communicating with students - such and important project
- Data reflects a much healthier position in terms of continuation - withdrawal rates are improving.

## Applications

- Applications are down across BU. Need to focus on conversion rates
- Work with local schools and colleges
- opportunity with local community as there is an increased hesitancy from parents and students about taking on board too much debt - more and more students are looking to study closer to home.

The human face of the department is its strength

A young, energetic team is now in place which can move the department forward

All were thanked for their time and useful update

## 3.3. Rehabilitation and Sports Science



- **Nutrition:**

- Progression into employment is not so good but initiating a number of things to support
  - Sports Science and Nutrition
    - Bringing in alumni
    - running conference style events
    - running workshops
    - Running conferences for placements for levels 4 and 5
    - ran early career event with a really good alumni network. Had opportunity to talk about getting into work and what opportunities there are
    - embedding graduate skills into units.
    - trying to build a community - really active foodie community this year
    - Trying to keep the students we have
    - Working with Marketing to be clear that Sports Science is not Sport and is a science based subject in order to manage expectations and improve the drop-out rate.
  - Nutrition and Behaviour Science
  - Doing well
  - Looking at how to badge all nutrition courses
  - Working with Marketing on SEO to include more related terms including food, biology etc to try and attract the right student
  - Personal Tutor sessions being timetabled. It was confirmed that all students have a Personal Tutor and all students have had at least one contact from the PT.
  - Risen to no 6 in the Guardian League table
  - Don't have a large international cohort so looking to address that this year
- SR highlighted that applications are down across BU and that there could be challenges ahead to increase numbers.
  - Anand praised all the team and thanked them for their hard work.

All were thanked for their time and useful update

---



## 4. Break

---

## 5. Items for approval or note

### 5.1. LGPS Discretions policy

The amendment was approved

-  BU LGPS Employer Discretions Policy November 2023.pdf
-  Discretions Policy Amendment UET Summary Nov 2023.pdf

### Decision

Karen Parker

### 5.2. PGR Match-Funded Studentships

The purpose was to close a loop and ensure clarity. The policy is now explicit.

### Discussion

Susie Reynell

#### **ACTIONS:**

#### **REDACT**

- [REDACTED]
- [REDACTED]

-  UET paper - PGR Match-Funded Studentship - realignment of business Model.pdf

---

## 6. Standing item: reportable events

Reportable events update  
There were no new events reported

### Discussion

Chair

---


## 7. Future Meetings

Note

**OfS visit:** JF starting to plan the visit with colleagues and will update regularly.

Chair

 UET 19th December 23.pdf

 UET 2nd Jan 24.pdf

### 7.1. UET Agenda

- Agenda for 19th December to include Faculty Performance update with Deans and some sign-offs prior to the FRC paper deadline.
- Deans to update on courses and units with low numbers.
- Apologies from SR
- Management accounts for November will be available and Judi can attend

**ACTION:** SR to ask Judi and Russ to set up a regular meeting with the Deans to discuss an annual set of parameters - with the dashboard data being the sense check.

### 7.2. FRC Agenda

Papers deadline 17 Jan 24

Point 4: SR to request to send a separate paper

**REDACT:** 

Point 8: Post Implementation Reviews: as a principle, need to ensure that post implementation reviews are carried out at UET to ensure money has been well spent and that we have confidence in our controls. It was agreed that JA will prepare a paper on the proposed approach.

Point 9: Pension update to be verbal.

Point 10: Cyber Security - report needs to signed off by UET

Point 11: Cost of Student Acquisition - JF to put on the agenda for 2nd Jan

Point 13: Franchise proposal with BUUV: with AQ, needs to come through UET

Point 14: Wessex Health Partners - will need to join. Business case needs to be approved by UET

Point 16: cleaning tender : not seen the detail yet: needs to come through UET

Points 17 and 18: going through Finance, need ot come thourgh UET

Points 19, 20 and 21: need to come back through UET

#### **ACTIONS:**

All to go back to Deborah on their own agenda items

 Agenda FRC 26 Jan 2024 draft v2.pdf

### 7.3. ARG/SUBU

The small change was approved

 2 SUBU Dec 23 ARG Board Paper Full Time Officer Role Amendment Appendix A.pdf

 1 SUBU Dec 23 ARG Board Paper Full Time Officer Role Amendment.pdf

---

## 8. AOB

Chair

## **8.1. Statement to Unions re Academic Workload**

### **ACTION:**

KPa to pick up comms and move this forward

### **REDACT**

[REDACTED]

## **8.2. Staff Awards**

60 nominations received so far. Numbers are down on last year but it is a good set of nominations.

Shortage of nominations in the Inclusivity category.

It was agreed to extend the deadline for nominations into January and in the meantime encourage more applications for Inclusivity.

## **8.3. Vulnerable Students over the Christmas period**

JA highlighted that there are a number of very vulnerable students who will require support over the Christmas period; the wellbeing team currently has a case load of over 200 students. The risks will continue to be managed in the usual way

## **8.4. Article on Student Life in Bournemouth**

ST to acknowledge the forthcoming article