

UET meeting

Tue 27 February 2024, 10:00 - 13:00

Committee Room, Poole House

Attendees

Board members

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

In attendance

Jane Forster, Julie Kerr

All were present (KPh joined later)


Meeting minutes

1. Minutes and Matters arising from the previous meeting

The minutes of the meeting held on 20 February 2024 were approved as being an accurate record of the meeting and there were no matters arising.

The Action List was noted.

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

 UET actions after meeting 20th Feb 24.pdf

 Minutes_UET meeting_200224 (5).pdf

Approval

Chair

2. Finance discussion

Susie Reynell

2.1. Cash flow update

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- [WEEKLY CASHFLOW FORECAST 23rd February 2024 Narrative week ending 160224_.pdf](#)
- [UET - Weekly Cashflow Forecast w-c 26 February 2024.pdf](#)

2.2. Management Accounts


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Contribution analysis for Faculties and Professional Services are being carried out and will be available shortly.

JV commented that the accounts are now presented in a much clearer way which is very helpful.

ACTION: JF to forward to ULT

 UET Management Accounts Jan 2024.pdf

2.3. Bids for approval

There were no bids for consideration.

Approval

Susie Reynell

3. Department Update

Stephan Kleipoedszus, Sam Porter, Jayne Caudwell, Sara White and Anand were welcomed to the meeting.

The purpose of the meeting was to discuss, among other things, the challenges faced and the plans and opportunities for the future.

Anand And Team

4. Portfolio, student numbers and academic workload

Executive Deans

The Executive Deans, Russ and Judi joined the meeting to discuss student numbers, changes to the portfolios and academic workload.

4.1. Student Numbers - Context and Proposed Figures

Discussion

Russell, Susie, Judi

1. Faculty Student Numbers
2. UCAS Applicants
3. BU FT UG Development
4. BU FT UG Development – L0 v L4
5. BU FT PG Development

Judi working on the final set of student numbers which will be available prior to the meetings on Friday.

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-  240226 BU FT UG Development.pdf
-  240226 Faculty Student Numbers.pdf
-  240226 BU FT PG Development.pdf
-  240226 BU FT UG Development - L0 v L4.pdf
-  240226 UCAS Applicants.pdf

4.2. Portfolio and academic workload

Discussion

Keith Phalp

Portfolio

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[Redacted] Continuity Annual Report

Shona joined the meeting.

The Business Continuity report has been updated and simplified and was approved subject to seeing the track change document (which was provided after the meeting).

ToRs have also been updated and were also approved.

Information

Shona Nairn Smith

The Business Continuity Group is working well.

MIG 2024 went very well - SR thought it was brilliant and thought-provoking and recognised that a lot of work had gone into it. MIG 2025 to have a different feel with a bigger element of surprise.

- [05b BU Business Continuity Policy 2024.25.pdf](#)
- [05a BC Annual Review 2023.24.pdf](#)
- [05c BCSG ToR 2023.24 UET.pdf](#)
- [05d MIP February 2024.pdf](#)
- [05e MIG ToR 2023.24.pdf](#)

5.2. CECAP

The report was noted.

The team was congratulated for their excellent work and for winning a national award.

- [Board Papers Cover Sheet general UPDATED post Board review 2021 - CECAP annual progress report 2022-23.pdf](#)
- [12064 ESTATES CECAP Annual Progress Report 2024 V1.6.pdf](#)
- [UET meeting Cover Sheet for committee updates - SC 230124.pdf](#)

5.3. Fees Policy

JA declared a conflict of interest.

SR reported that the policy had been split into 2 and worked on by Darren and Ros. It is still a work in progress and it will be built upon again for next year.

REDACT

ACTIONS:

- SR to action feedback on the list of close relatives
- the formatting also needs adjusting.
- SR to review whether discounts should continue to be offered for 25/26.

- [Fees Policy for Students funded by UK Student Finance 2024-25 - UET approval.pdf](#)
- [Fees Policy for Self Funding Students 2024-25 - UET approval.pdf](#)
- [Fees Policy 2024 -25 - UET covering note for approval.pdf](#)

5.4. ARG Paper - Data Validation Report

The report was approved.

- [ARG 2024-03 Validation of Data Returns vUET.pdf](#)

5.5. ARG Paper - Non-audit Work

The report was approved.

- [Non-audit work covering paper February 24 vUET.pdf](#)

5.6. ARG Anti-fraud Policy

The report was approved.

ACTION: SR to raise with ARG that the policy should also include Trustees and the Board.

- [anti-fraud-policy-and-procedures - 2024 vUET.pdf](#)
- [Anti-Fraud Policy - ARG covering note - March 2024 vUET.pdf](#)

5.7. ARG - Apprenticeships Update

Approved.

Decision

Jim Andrews

Susie Reynell

Susie Reynell

Susie Reynell

Decision

Susie Reynell

Decision

Keith Phalp

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- [Appendix 2 - ESFA Report Update - Bournemouth University.Feb 24.v1.Final.pdf](#)
- [Degree Apprenticeships update to ARG.Mar 24 v1.draft.pdf](#)

5.8. Research Metrics Summary

Added to the agenda for the Deans on 5th March.

- [2023-24 Q2 Research Metrics Summary.pdf](#)

Discussion

Sarah Bate

5.9. Whistleblowing Policy and Paper

The report was approved.

- [Whistleblowing \(Disclosure in the Public Interest\) Policy 2023final.pdf](#)
- [WhistleblowingARGmarch2024.pdf](#)

Decision

Karen Parker

5.10. Gender Pay

The report was approved.

Chloe And Karen

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- [UET Paper Gender Pay Gap 2 Feb 2024 Final.pdf](#)

5.11. Advance HE proposal

It was agreed that, although this seems a good opportunity, the timing is not right at the moment.

ST to keep the relationship going and revisit sometime in the future.

- [2023-11-16 TL Quality and Standard Charles Knight.pdf](#)

Discussion

Shelley Thompson

6. Standing item: reportable events

Reportable events update

There were no new reportable events.

Discussion

Chair

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7. Future Meetings

- [UET 12th March 2024.pdf](#)
- [UET 19th March 2024.pdf](#)
- [UET 5th March 2024.pdf](#)
- [ULT agenda 12th March 2024.pdf](#)

Note

Chair

7.1. ARG preparation for 15th March

- Value for Money paper from SR to be issued in the next 24 hours.
- Risk Paper to be approved by UET prior to submission to ARG.
- H & S annual report to follow.

7.1.1. SQS

KPI: the KPI discussion is progressing - ST has met with Russ to discuss management information requirements and what will be the lead indicators so that a programme of health checks can be established. Relies on further looks at BU32 and strategic directives.

REDACT [REDACTED]

8. Budget/planning discussions

Susie Reynell

Figures to be shared with ULT and Budget Holders. Budget holders to be invited to the next ULT meeting to update on the workload planning changes, the portfolio review and to discuss the importance of closing the gap and implementing the cost savings.

9. AOB

Chair

9.1. Computing/AI OfS visit

Discussion

Arrangements for the visit now in place. ST and Carly Stewart to be added to the list.

📄 OfS AI visit.pdf

10. JCNC meeting

To take place on 28 Feb. JV, JA, SR and KPa to attend.

Meeting with the Trades Unions to be scheduled.

SR to send slides to JCNC and EULT prior to the meeting.

10.1. Home Office Visit

Jim Andrews

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