

# UET meeting

Tue 06 February 2024, 09:30 - 12:00

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

Julie Kerr, Jane Forster

## Meeting minutes

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


Approval

The minutes of the meeting held on 30th January 2024 were approved as being an accurate record of the meeting.

Chair

The Action Log was noted.

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

 Minutes\_UET meeting\_300124.pdf

 Actions after UET 30th Jan.pdf

### 2. Finance discussion

Susie Reynell

#### 2.1. Cash flow update

Information

**REDACT**

Susie Reynell

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

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 UET - Weekly Cashflow Forecast Narrative w-e 2 February 2024.pdf

 UET - Weekly Cashflow Forecast w-c 5 February 2024.pdf

#### 2.2. Bids for approval

Approval

There were 3 pre-award proposals and no post-award proposals. There was no commitment at submission stage for the proposals and due diligence has been addressed in the Narrative document where relevant, under the strategic value section.

Susie Reynell

All were approved by email following the meeting.

RED ID 13772 : Santanu Majumder



### 4.1. Reportable events

The Deans were reminded of the importance of reviewing reporting of reportable events and were asked to ensure that reportable events are on the agendas at their Executive meetings. New or emerging matters to be reported asap as potential reportable events.

### 4.2. Portfolio review

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[REDACTED] and employer.pdf

## 5.1. URN for ACP Apprenticeship Student from Ammonite HP

Phil Sewell

Approved

- Appendix 2 - 10000824\_APPLEVY-5668\_v7.pdf
- CAF 22449 ESFA Agreement Variation October 2023 v.4.3(934455.2).pdf
- UET Paper v.1 - Variation to Apprenticeship Provider Agreement version 4.3(941191.1).pdf
- Appendix 1- Summary of variations and action plan(942114.1).pdf

### 5.1.1. CAF - ESFA Contract Variations

**REDACT**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## Items for approval or note

### 6.1. Regional Innovation Fund projects

Wendelin Morrison

This to be discussed off line .

**ACTION:** SB to pick up with Andy and Wendelin

- Summary Table Regional Innovation Fund Projects.pdf
- Executive Summary - Interim Report Regional Innovation Fund.pdf

### 6.2. Committee updates to note

Information

The minutes were noted and there were no matters arising.

#### 6.2.1. Equality, Diversity and Inclusion Committee

Meetings quarterly - September, January, May and September

- EDIC-2324-002-002-Minutes (Oct 23).pdf

#### 6.2.2. CLAC - Compliance and Licenced Activity Committee

Last meeting - September 23. Next meeting is the beginning of February 24.

No further meetings scheduled but they are usually September and February/March time.

- Minutes\_Compliance & Licensed Activities Committee\_200923 Chair approved.pdf

#### 6.2.3. Sustainability Committee

Meetings are quarterly in January, March, June and October.

- Sustainability Committee 21 September 2023 Minutes (002).pdf

## 7. Future Meetings

Note

**REDACT**

Chair

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-  UET 20th Feb 2024.pdf
-  ULT 7th Feb 24.pdf
-  UET 27th Feb 2024.pdf

### 7.1. ARG - draft agenda

To be discussed offline. Any comments to be forwarded to JK or board clerk

-  ARG Draft Agenda 15 March 2024.pdf

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## 8. Reportable Events

*REDACT OfS to be updated on ESFA after response received and update due to OfS before the end of Feb on the PSRB matter*

No new issues were reported

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## 9. AOB

There was no further business.

### 9.1. Professoriate Event on 14th March

To be postponed until May 15th.