

# UET meeting

Tue 27 June 2023, 10:00 - 13:00

## Attendees

### Board members

John Vinney, Jim Andrews, Keith Phalp, Karen Parker, Susie Reynell (Finance Director)

### Attendees

Jane Forster, Julie Kerr

## Meeting minutes

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

Approval

#### Action


Chair


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

x

The minutes were agreed as being an accurate record of the meeting and there were no matters arising.

There are a number of redactions required before publishing.

 UET action list after meeting 21st June 23.pdf

 Minutes\_UET meeting\_210623.pdf

### 2. Finance discussion

Susie Reynell

#### 2.1. Cash flow update

Information

The financial position is still positive and the same trends as previously reported continue.

Susie Reynell

The debt management deadline day is 13th July - the financial impact of non-payment of fees will then be clear.

Action: SR to investigate why there has been a change in the longer term cash days forecast since last week

 UET - Weekly Cashflow Forecast Narrative w-e 23 June 2023.pdf

 UET - Weekly Cashflow Forecast w-c 26 June 2023.pdf

## 2.2. Bids for approval

*There are 5 Bids for approval*

**RED ID: 13488** – “KTP: Predicting the part life of additively manufactured parts through ultrasonic fatigue testing.”, Innovate UK – Diogo Montalvao

Approved

**RED ID: 13598** – “KTP: To create an interactive, immersive Digital Visual Management Tool (platform) based on NHS policy and guidelines for handling aggression, bullying and racism within the NHS.”, Innovate UK – Deniz Cetinkaya

Approved

**RED ID: 13680** – “Maximizing ecosystem services through Nature-based solution in aquatic systems”, UKRI – Future Leaders Fellowship – Victoria Almela (Fellow) & Robert Britton (Mentor)

Approved

**RED ID: 13738** – “KTP: Investigative Assistance Module for Police Forces”, Innovate UK – Marcin Budka

Approved

**RED ID: 13683** – “The Origin of Child Labour (TOOL)”, UKRI – Future Leaders Fellowship – Melie Le Roy (Fellow) & Kate Welham (Mentor)

Not approved - more work is required and more information provided.

It was noted that the KTPs coming through now is really positive.

 Narrative for UET meeting 27.06.23.pdf

## 3. Theme: student experience and education

Link to Sway report: <https://sway.office.com/ZLuT72aCqXk4lQz2?ref=email>

Jo Thurston, Shelley Thompson, Mandi Baron (Teams), Brian Kaliczynskij And Rosalind Ashcroft

### 3.1. SE priority workstream updates

#### 3.1.1. Student voice

JT joined the meeting on Teams

JT presented an update of the 6 subject areas of the Work Package Rag and the Student Voice Research Project -

Evolving ARPP 5B - The Student Voice Research Project

**WP1** – Stakeholder engagement which aims to engage colleagues for their view of current and future student voice activity and students for their view on the current and future student voice activity - Complete

Comments on 2022-23 surveys:

- Programme survey better than unit survey but need to split in programme and wider BU
- Unit survey poorly phrased

## Discussion

Jo Thurston

- Useful comments sections – if filled in
- Universal timings don't work
- Monitoring vs usefulness

#### The Dream?:

- Go back to paper evaluation form!
- Conversation!
- Local focus
- Mentimeter
- Ongoing work with students
- Focus on reflection and transformation

#### **WP2** – Auditing and Mapping - In progress

##### June Update:

- Links to Student Communication workstream area – meeting arranged for 29.06.2023 - central services
- Meeting to be arranged with M & C / SUBU to explore creation of Student Voice calendar with all indicative student voice activity on it.
- Will be available on Student Voice Sharepoint site to allow layering of events within the calendar
- Meeting to be arranged with Head of Academic Operations re: central oversight of student contact requests
- Anticipated completion for calendar and request procedure for future student voice contact – End July 2023

#### **WP3** - Student Union Partnership - In Progress

- Student Voice Mapping meeting: 29.06.2023
- Academic Quality – SUBU – BU
- Student Feedback Review meeting: 06.07.2023
- SUBU – BU (Jane F, Ros A, Jo T)
- Meeting to be arranged re: SimOn set up / data agreements
- Anticipated completion of SimOn ease of use requests to format build team: End July 2023
- Ongoing discussions / unpacking of role of the Rep, training, 'ownership' – to feed into full update of ARPP 5B in May 2024

#### **WP4** – Evaluation of 2023 surveys / evaluation against NSS - Partially complete - full completion after NSS results in August

- Full wash up meeting held 08.06.2023
- Points specific to the unit survey
- Points specific to the programme survey
- Views on future approaches to surveys
- Responding to feedback
- Managing feedback structures
- Side comments on NSS

#### **WP5** – Amend policy 5B – reframing student voice at BU - complete

- Paper submitted to ASEC for approval 19th June 2023
- Next ASEC 3rd July 2023
- Paper submitted to UET for approval 25th June 2023

#### **WP6** – Launch and embed new ethos and practice around policy 5B - in progress

- Clear workflow for student voice activity re: indicative sources, reporting lines, committee discussion etc

- Anticipated completion following feedback from working group, AQ, ADSE's and DDEs: End July 2023

### Evolving ARPP 5B - The Student Voice Research Project

Aim: To develop an understanding of how to work effectively with students to identify and develop a collaborative approach to Student Voice activities.

- Collecting more effective feedback with students as a collaborative exercise, where students are empowered by being part of the feedback process, and to develop a methodology whereby student perceptions of the process are enhanced.
- How can the students be afforded more power to ensure that feedback mechanisms address their needs, concerns, and preferences?
- How can research be done with (or even led by students) in a way that is transformative, equitable, and impactful?
- How can we ensure that such evidence informs practice?
- How can we ensure previously “unheard” voices are listened to.
- JA questioned the wording of the 5B policy and suggested some clarification is required, including a paragraph to explain the methodology in place to collect information/data.

**ACTION:** KPh to work with Ros to reword and seek approval from UET before taking to ASEC on 3 July and to Senate thereafter.

- 📎 UET June 2023.pdf
- 📎 5b-student-engagement-and-feedback-policy-and-procedure.pdf
- 📎 CLEAN-5b-student-engagement-and-feedback-policy-and-procedure (1).pdf
- 📎 A3 Student Voice - plan 6.pdf

### 3.1.2. Access to learning resources

Shelley presented a Powerpoint document, the main points of which were

Three areas of emphasis:

#### 1. Improved student access to recorded materials through:

##### Tech

- Review existing capabilities
- Identify gaps & improvement needs,
- Embed in existing replacement cycles

##### Guidance

- Develop 2023-24 staff guidance
- Develop student communication plan for 23-24
- Annual review of staff & student comms to meet future needs
- Clarify existing approach & capabilities

##### Policy

- Sector Review
- Consider hardware/software/ subscription impacts
- Draft new policy for consultation
- Align implementation plans with

74% of teaching spaces fully or partially enabled for Lecture Capture.

Complex teaching set-up poses challenges for staff

Partially enabled spaces offer lower quality audio for playback and inclusivity (i.e. closed captioning)

Lecture Theatres (19)

## Discussion

Shelley Thompson

- 18 Fully enabled
- 1 Partially enabled

Seminar Rooms (mainly in Fusion)

- 25 Fully enabled
- 71 Partially enabled
- 42 Not enabled

Agile Spaces (25)

- 10 Fully enabled
- 8 Partially enabled
- 7 Not enabled

Synergy Spaces (3)

- 2 Fully enabled
- 1 Partially enabled

ST confirmed that video is a lower priority than slides and audio.

## 2. Coherence of Brightspace Experience for Staff and Students

For Students

- Single BU-wide content experience
- Clarity of navigation within units
- Student Brightspace modules – what to expect & what's new
- Student access to wider resources (e.g., workshop bookings, programme lens)

For Staff

- Simplify & Streamline Unit set up experience & recommended structure
- Pre-populate some content (where possible/appropriate)
- Embed staff guidance within units for clarity & supported staff experience
- Staff development – simplify & improve visibility

## 3. Improved experience of student communications

- Simplify & Streamline Unit set up experience & recommended structure
- Pre-populate some content (where possible/appropriate)
- Embed staff guidance within units for clarity & supported staff experience
- Staff development – simplify & improve visibility

There were 93,000 communications most of which resulted in an email to students, peaking in February 2023 which saw 2013 communications with a daily average of 306. The majority of the communications were from BUBS but 62 programmes sent over 300 emails so the over-communication is across the board.

The recommendation is to develop a Need-Want Communications Framework to support effective communication with students & clear strategy to avoid overwhelming students with information not always relevant to them.


To enable that:

- Turn off all Brightspace notifications to email
- Identify 'need' & 'want' guidance through interactive stakeholder workshops
- Need (e.g., regulatory requirements, person-specific, substantial student interest)
- Want (e.g., opportunities, informational)

ST confirmed that emails could still be sent - the proposal is to stop emails from being generated automatically. Staff would have to make a conscious decision to send emails and training workshops will be set up. It should mean that students only see what is relevant to them and therefore engage better as they know the emails they receive are important for them. Students would be able to see notifications on the Pulse app.

ST to bring JCNC into the loop to get their buy-in too.

 Access to Learning & Resources - UET 27 June (1).pdf

 A3 Access to Learning and materials - plan 7 230623.pdf

### 3.1.3. Assessment and feedback


Due to time constraints, this subject to be tabled for another meeting.

## Discussion

Keith Phalp

### 3.1.4. Continuation and completion

Due to time constraints, this subject to be tabled for another meeting.

 Workstreams key messages 13.6.23.pdf

 A3 Continuation and Completion plan 4.pdf

## Discussion

Keith Phalp

### 3.1.5. Academic calendar

*Mandi joined the meeting on Teams*

MB updated the 10 initiatives of the Academic Calendar project as follows:

#### 1. Reduce exam weeks to one per semester and bring forward the resit boards.

Some aspects are quick wins (such as reducing the exam periods from 2 weeks to 1) and some are more challenging. This is a high priority and is in progress.

- Leads – Einar and Mandi  
The work to implement the change has been largely completed
- UCU discussions continue
- Change to 1 week of exams took place in January, need to assess the impact
- Semester 2 exams have been structured around 1 week of exams, and will be completed end of May 23
- Resit boards have been set for 3rd week of August.
- Wash up (lessons learned) to take place in October of all changes

## Discussion

Mandi Baron

Complex issue to resolve - particularly students not knowing outcomes until very late in the process.

#### 2. Review of Financial Planning process and timeline

- Lead - BK  
Budget envelopes distributed to all in line with plan. Includes forecast out to 2028
- WAMS delivered which allows HoDs to plan for PTH
- HR and F&R teams advised to start process to request PTHP now
- Work complete - however, investigating progress in the Faculties with completing WLP to support PTHP requests, as progress seems to be slow. A key member of HR is also leaving. There is high risk that the changes made will not yield the benefits and we are likely to be walking into a large problem with this year's requirement for extra staff to be in post by the start of term.
- KPh - shouldn't be a priority as some of this is contradictory to what the Faculties are being advised to do.

#### 3. Standardisation and roll over of timetabling

It is understood that at least 1 Faculty has been investigating whether a more stable teaching timetable is feasible and what the impacts might be.

Medium Priority – in progress

- Leads Anand & Melanie Gray
- BK to meet with Anand and Melanie to investigate current status and also to see what we can do to include SciTech and BUBS

#### 4. Trial semester 1 Exam boards

This is a high priority and has been agreed at ULT

- Lead: Jacky Mack  
Feedback from Jacky is that a paper has been submitted to Senate, BK asked for a copy and outcome.

#### 5. Review of timing of WLP, timetabling and staff adjustments. Review the staff adjustment principles

This is also a high priority.

- The change itself is relatively straight forward, in that, initially, the existing process is moved to an earlier point in the timeline. However teams/ individual academics will need to be prepared earlier in the cycle, a review of the main principles in place for what constitutes a limitation should then follow to ensure they are fit for purpose considering blended learning and hybrid working.

Leads Einar and Mandi

- Trying to obtain a copy of the policy for staff amendments, meeting in the process of being booked with Sarah.

#### 6. Introduce change freeze periods to agreed points in the process

Another high priority

- Leads: Einar/ Mandi with input from Sarah Green, ops managers and DoP to coordinate on the ground
- This is considered an operational matter not a project workstream as such. Einar and Mandi will coordinate the changes, need to understand dates and steps but first step will be to bring together stakeholders to look at this

#### 7. Review the possibility of factoring into space management, the option for higher student cohorts

High Priority

- Leads: Einar/ Mandi with the involvement of the Deputy Deans and ESMS
- Update : Response from Sarah - some contingency (as well as allowance for repeat students and L0 students moving into L4) has been included in the scheduling numbers for 2023/24. The "net maximum cohort" numbers are being worked through for NE Sept intake programmes for PRIME/Liam Sheridan. This will show where there may be opportunity (from a timetabling perspective only) to recruit over target (or where that point has already been exceeded). The inclusion of specific L0 continuation and Repeat student allowance is more information than usually shared at this point, to minimise impact on the student experience. There are some programmes (e.g. Nursing) where other factors (in this case the available Placement numbers) create a hard ceiling.

#### 8. Introduce cross-functional planning for process delivery






- [REDACTED]
- [REDACTED]
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[REDACTED]

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

[REDACTED]

All these support with the strategic narratives and align with existing areas.  
 There is also potential opportunity for RKE in many of these areas to bring in additional funding.  
 high level findings to be presented to the Board in September and JW to update EULT in the meantime -  
 the next stage to be presented to UET if possible on 1st August.  
 DW and AB were thanked for producing such an excellent and useful report.



 UG subject areas scoring.pdf

## 5. Theme: staff experience and culture

### 5.1. Review of and Recommendations for Appraisals

Proposal approved.

**ACTION:** KPa to take forward for implementation

-  Appraisal Review - Equality Analysis.pdf
-  Final Appraisals Paper 23june.pdf

**Decision**

Karen Parker

### 5.2. Annual leave – harmonisation/increase

Agreed that terms should be harmonised from 1 September in order to ensure parity. There is a time cost of £234K but not a cash cost.

Holiday year to be aligned/changed - may involve changes to collective agreements.

Flag: the Government is looking at bringing back rolled-up holiday pay.

**ACTION:** KPa to take forward for implementation including discussing the financial implications with SR

-  UET Paper Annual Leave HarmonisationKPupdates23jun.pdf

**Decision**

Karen Parker

## 6. Apprenticeships Update

Philip Sewell (Teams) And  
Sarah White

Phil and Sara joined the meeting on Teams

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

PS now has meetings in the diary with the partners in Yeovil, Portsmouth and Bournemouth to maintain positive relations.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Going forward, learners will not be accepted onto the programme unless all their paperwork is compliant beforehand.

Three URNS have been received, one of which has already been approved due to the low value (before the new UET approval process was instigated). There is one order from Dorset County Hospital and one from UHD

PS to create a spreadsheet of all the new apprenticeships requested and approved and will provide UET with regular updates.

ECP:Anand to present a paper to UET in due course.

Agreed to move forward on the contractual arrangements (3 orders) subject to the usual CAF process

JA to be the nominated UET representative for level 3 disputes

- [Degree Apprenticeships update to UET - 27 June 23 v1.Final.pdf](#)
- [URN\\_Form\\_30459-454\\_Bournemouth\\_University\\_\\_U.pdf](#)
- [URN\\_Return\\_\\_31313-1079\\_Bournemouth\\_Universit \(1\).pdf](#)
- [URN\\_Return\\_\\_30459-432\\_Bournemouth\\_University.pdf](#)
- [BU Council Annual Accountability Framework Letter 2023.pdf](#)
- [Ofs apprenticeship update.pdf](#)

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## 7. Standing item: reportable events

Deborah joined the meeting on Teams

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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## 8. Future Meetings





Note

Deadline for Board report : Wednesday 28th

Chair

No further Board papers due

- UET 4 July - very busy agenda - approved
- UET 11th July - add postponed workstreams updates- will have done ASEC by then.
- HR Procurement employment Law to be removed
- NSS results - to be removed as won't be available until 10 August
- UET 18 July - Research workstreams - JA/SR to update professoriate on 4 July
- Plans for next year - JF to issue for consideration/approval.

-  UET 11th July 23.pdf
-  UET 18th July 23.pdf
-  UET 4th July 23.pdf
-  JV July 23 Board update.pdf

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## 9. AOB

Chair

### 9.1. SEWS Business case 1 year extension

Jim Andrews

It was agreed that the paper be reworded to build in some additional flexibility with regard to final costings - without the need for financial provisions.

As a result of the learnings from this project, this flexibility to also be in-built into future business cases in order to avoid extra workload and to improve value for money and efficiency.

Approved in principle subject to above.

-  SEWS Business Case 1 year extension - additonal funds.pdf

### 9.2. Office works

Jane Forster

UET and EOs to work from home as required during the works.

A number of rooms to be booked on the 4th floor of Poole House as well as the Board room for use if offices are out of action or too noisy.

PVC interviews to be held in Fusion.

### **9.3. Tariff points**

It was agreed that FHSS tariffs for clearing would be amended.

### **9.4. Tenders for decarbonisation project**

For note: Not all the tenders are in yet and JA to report back when the full picture is available.

### **9.5. Allocation of non-IT/ non-Estates capex**

Process agreed:

- Review and update last year's as starting point.
- A three year view has been requested previously
- Need to be clear about the total budget in advance, so that there aren't too many iterations.