

UET meeting

Tue 31 October 2023, 10:00 - 13:00

Attendees

Board members

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

In attendance

Jane Forster, Julie Kerr

Apologies

Karen Parker

KPh was delayed due to a road traffic accident.

Apologies received from KPa.

Meeting minutes

1. Minutes and Matters arising from the previous meeting


Approval


The minutes were approved as being an accurate record of the meeting held on 24th October, 2023. There were no matters arising but some redactions required before publication.

Chair

Progress is being made with regard to the Action Log.

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

 [Minutes_UET meeting_241023.pdf](#)

 [UET actions after meeting on 24th October 23.pdf](#)

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Information

There has been little change in the cash position since the previous meeting. Contingencies to be added into next week's cash flow report.

Susie Reynell

 [UET - Weekly Cashflow Forecast Narrative w-e 27 October 2023.pdf](#)

 [UET - Weekly Cashflow Forecast w-c 30 October 2023.pdf](#)


2.2. Bids for approval

Approval

There was 1 pre-award proposal for discussion which was approved subject to further investigation by SR with regard to the due diligence carried out into the partners associated with the project.

Susie Reynell

RED ID	13967	BU PI	Xiaosong Yang
Project Title	phrameAssist - Enhanced media production using AI		

 [Narrative for UET meeting 31.10.23.pdf](#)

2.3. Management Accounts September 2023


Judi Roberts joined the meeting and was congratulated on her new appointment.

It was agreed that the new-look format of the management accounts is clearer and easier to understand.


There are still a few tweaks to make to the September accounts, including phasing budget and actuals across the year.

REDACT

[REDACTED]

 UET Management Accounts Sept 2023.pdf

3. Department meetings

 Departmental reviews 23-24 31st October 23 v2.pdf

3.1. Nursing Science

Anand Pandyan, Jo Thurston, Sara White, Sue Green (on Teams) and Nikki Glendening joined the meeting.

The following points were made and discussed:

- Student numbers down - however doing better than the national average.
- Apprenticeships are up.
- Converting more students to year 1 after a Foundation year.
- Strengths have been: Personal Tutor support; helping the emotional transition of students
- Still developing new curriculum
- AMERs - focussing on quality of support
- NSS - simulation of practice very important as it builds confidence and resilience as well as skills.
Looking to maximise simulation opportunities across the region.

REDACT

- [REDACTED]
- [REDACTED]
- Integrated care services - offering more placements across the region. The challenge is again the cost of living crisis - although students will be reimbursed, students have to find the money up-front which is putting some students off. **ACTION:** SR to look at possible solutions, including fuel cards.
- Apprenticeships - looking to develop more Apprenticeships. This is a work in progress.
- Marketing - working with FMC to attract students from a wider geographical catchment.

- Preparing for Ofsted inspection of Apprenticeships as an inspection is imminent - preparing staff to teach on the Apprenticeships courses in line with the requirements. All current apprentices are compliant and there have been zero errors . The BUD system has taken time to embed but it is now working well and better than expected. Personal Tutors are using the system and there is much more visibility. Credit and thanks go to Phil and his team as they have moved at pace and worked incredibly hard to get it up and running and it's making a real difference. Anand confirmed that it would be relatively easy to roll-out as the training can be completed within a week. Now working to get the backlog of historical data onto the system by the end of the year.
- International students - trying to attract more international students into nursing.

REDACT

- [REDACTED]
- Mental Health: lower numbers of RCNs is a national issue. Have done a lot of work to attract and prepare students for the course. Have held open days and will arrange further open days. The perception of working within the NHS is not good - need to balance showing the reality without putting off the students. Will join with UHD to run open days if possible and also planning to go introduce a schools visit programme across the region to address the numbers shortage at grass roots level.

The team were thanked for the useful update.

3.2. Life and Environmental Sciences

Christos, Sarah Elliott, Emilie Hardouin and Kathy Hodder joined the meeting

The following points were made and discussed:

- There have been a lot of changes this September at all levels with the exception of the Foundation level - big bang approach - now settling in.
- Biomedical Science course going through the accreditation process - will go to November FASEC. Working on strengthening the bond with UHD.
- Forensic Science: quite a bit of work to do to design the course to maintain the accreditation and to streamline delivery.

REDACT

- [REDACTED]
- Quality: a lot going on to improve quality of education.
- AMERs: Forensic science was originally a science-light course but now adding level 6 science skills which are in high demand in the workplace.
- Continuation: PLs focussing on continuation and intervening more to ensure that students are engaged and supported and not left to flounder. At Foundation level, trying to focus on ensuring progress into year 1 by addressing confidence issues which have been exacerbated by Covid.

REDACT

- [REDACTED]
- Personal Tutors: developing guidance and holding monthly seminars. Making sure students are aware of the importance of personal tutors to support learning.
- Green economy (online only): there have been changes to the leadership and the course has been modernised to address the drop in numbers. Holding bi-weekly meetings with students all over the world

Discussion

Christos Gatzidis

which are well attended. The sessions are also recorded for those unable to attend for various reasons, including time difference. Trying to make ensure that students feel part of the BU community. Now need to learn from good practice and ensure that students are aware of the resources available - will require comms. **ACTION:** ST to support with this.

The team were thanked for the useful update.

3.3. Creative Technology

Christos, Fred Charles and Vedad Hulusic joined the meeting

The following points were made and discussed:

REDACT

- [REDACTED]
- [REDACTED]
- [REDACTED]
- Plan is to continue to do more face-to-face delivery.
- Provide more support for students to engage them as much as possible to ensure positive outcomes.
- Completion and continuation: [REDACTED]
[REDACTED] Focussing on engaging students - not just attendance. Thankful for the JISC system - now able to identify students who are struggling much sooner. There continues to be a disparity between those students with A-Levels and those with other qualifications such as BTec when it comes to continuation and completion. Will continue to support the transition of all students, but particularly BTec students, into university life.
- Working with FLIE to support with design and delivery across all courses to ensure students have a good experience. There has been very positive feedback from level 5 and 6 students.
- New level 4 PL has been appointed to look after all programmes at level 4.
- [REDACTED].
- Staff development: meetings held every Wednesday afternoon. Topics covered include quality, personal tutors, research, engagement, delivery, communications, how fit into overall department. These are helping to change attitudes.
- Organising extra activities to support students to ensure they feel listened to and supported. Held an open day last week - empowering students to feel part of BU and their programme.
- Data: much better data available now, allowing earlier intervention and empowering PLs. [REDACTED]
- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- Other comments
 - only academics doing marking
 - assessment calendar being worked on
 - reminding everyone that first in sector!
 - We do care, we will get there. Future looks brighter

The team were thanked for the useful update.

Discussion


Christo Gatzidis

4. Items for approval or note

4.1. Committee Update - Sustainability

Jim Andrews

Noted

 UET meeting Cover Sheet for committee updates - SC 210923.pdf

4.2. Annual Report on Honorary Awardee Engagement

Jim Andrews

There are now more Hon Docs who are based locally so expect to see the action plans put in place to result in more engagement.

Endorsed

 Report on Honorary Awardee Engagement for HAC.pdf

5. Standing item: reportable events

Discussion

Reportable events update

Chair

[REDACTED]

[REDACTED]

[REDACTED]

6. Future Meetings

Note


Includes board agenda for 24th November

Chair

- UET on 14th November: the theme for the discussion with the Deans will be portfolio for 24/25: changes to existing portfolio and impact on numbers, new programmes, the status of those programmes and the market research that supports demand, timing for advertising the programmes and potential impact on student numbers in 24/25. This is to inform the early stages of student number planning, including accommodation.
- List required of what is already validated, what is in the process of being validated or re-validated and what other changes there are
- **ACTION:** KPh to liaise with Jacky Mack. KPh has final decision on which courses are closed and this is working well.
- Cross-Faculty co-operation to be discussed at a later meeting

 UET agenda 21st November 23.pdf

 UET agenda 14th November 23.pdf

 Board Agenda 24 November 2023.pdf

6.1. FRC/ARG papers for 13th November

Discussion

FRC Papers for 13 Nov – Regulatory Compliance Report endorsed

Susie Reynell

Financial statement still a work in progress.

 4.1 Appendix 2 OfS Accounts Direction.pdf

 4.1 Financial Statements Regulatory Compliance Report 2023.pdf

 OfS Accounts Direction References - Draft.pdf

6.1.1. Going Concern and Sensitivity Analysis

Discussion

FRC Papers for 13 Nov - Going Concern and Sensitivity Analysis

Susie Reynell

ACTION: SR to summarise this more detailed UET report for FRC/ARG.

 FRC Going Concern and Sensitivities October 2023 vUET.pdf

6.1.2. Financial Sanctions Policy

ARG Papers for 13 Nov - Financial Sanctions Policy - endorsed

Endorsed

-  Financial Sanctions Policy Final draft V4 UET.pdf
-  Financial Sanctions Cover Sheet - Nov 23.pdf

Discussion

Susie Reynell

6.2. ARG - Apprenticeships Update

Phil joined the meetings on Teams

REDACT

[REDACTED]

[REDACTED]


[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



-  Degree Apprenticeships update to ARG.Nov 23 v1.draft.pdf

Discussion

Phil Sewell

6.3. Preparation for ULT on 1st November

Approved subject to a couple of tweaks to the slides.

-  ULT agenda 1st November.pdf
-  ULT slides 1st November 23 v2.pdf

7. AOB

Chair

-  UET next steps on implementation of the new roles 17th October 23.pdf

7.1. Graduation

- It's a packed programme, training has taken place and everything is on track.
- Chairs - not all have yet been re-covered so the old ones will be used in the back rows.
- Security - JA to be briefed on security for the event
- Training - been carried out - students to be told not to leave until the end of the ceremony

7.2. PRES SURVEY OFFICERS

Approval granted for CAF to be signed off by 13 November. Officers to be ST, Jo Thurston, and Julia Taylor and Fiona Knight for PGs.

Information

Shelley Thompson

7.3. Attendance and Personal Tutoring

REDACT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED].

Information

Shelley Thompson

7.4. REDACT Potential police issue

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]