

UET Meeting

24 March 2020, 11:00 to 12:00

MS teams

Attendees

UET members

John Vinney, Tim McIntyre-Bhatty, Jim Andrews, David Reeve

In attendance

Jane Forster, Deborah Wakely (Present at: 2), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meetings held 17 March 2020

Approval
Chair

Minutes

These were approved with minor changes to items 3 & 8.

Matters arising

JA updated UET that following the Prime Minister's statement yesterday evening to close down any non-essential activities and to recommend people to stay at home, our campus will be closing.

A message to all staff and students would be going out today, stating that people should not come to work or study on campus with immediate effect, the only exception being for security at Poole House, Studland House and the Nursery keyworkers which would be managed separately.

The MIG group would meet again tomorrow morning to work through actions required for:

- running payroll and BACs run
- incoming post and deliveries
- construction - in terms of Christchurch House Labs

On the academic side, Ms Jacky Mack was working on a plan of action in terms of assessments and Ms Mandi Barron was looking into a guideline report for students.

 Minutes_UET Meeting_ 17 march 2020.pdf

2. Standing item: Board and sub-committee preparation

Discussion
Deborah Wakely

- Board agenda - 1 May 2020

Ms Deborah joined the meeting to review the draft agenda for the Board meeting on 1 May.

UET agreed to focus on matters to approve and critical activity and postpone any other items.

UET reviewed the agenda and decided to keep the following items:

3.3 'Review of UK & EU Undergraduate fees 20/21'; Operational matters from 4.2 to 4.5 and 5.1 'Honorary Award Nominations 2020'.

Ms Deborah Wakely would make those changes and circulate to UET for final approval before sending to the Chair of the Board.

 UB-1920-4-000 1 May 2020 Agenda.pdf

Present: Deborah Wakely

3. Standing item: Financial Update

Discussion
David Reeve

- Updated Action Plan

DR noted that this was a key piece of work to help us achieve our end of year results and would need to be taken forward.

In terms of item 23 on the plan - '*Costs Management, Learn project*', UET suggested that Mr Brian Kaliczynskij, Head of IT, would be a key staff member to take this forward, working closely with Ms Jackie Pryce and Ms Susanne Clarke.


JA would start commissioning the work and would get Mr Brian Kaliczynskij to start working on the strategic plan. UET suggested that going forward, it would be beneficial for Mr Kaliczynskij to update UET on a regular basis.


- BUFDG (British Universities Finance Directors Group)

DR circulated to UET a recent letter received by BUFDG for information. DR noted that it contained a useful checklist which Professional services and Faculties could use.

DR noted that he was in conversation with our insurers to check that there wasn't anything unlikely and would report back if required.

 Updated action plan 11th March (2).docx

 C-19 business measures.pdf

 BUFDG checklist.pdf

3.1. Management Accounts - February update

Information
David Reeve

DR reviewed the latest Management Accounts as of end of February 2020. DR noted that we were still on track.

There were some risks around reduced income offset by potential cost savings which were currently being assessed in light of Covid-19.

 ULT Management Accounts Feb 2020.pdf


3.2. Draft FRC paper

Discussion
David Reeve

DR would use this draft as the basis of the independent report to FRC and align it with the PwC report to show what actions had been taken and how those were being addressed.

UET were asked to review the attached and comment if this was a fair reflection of the issues and give any feedback by end of today.

DR would send the final version to UET before submitting the paper for the FRC April meeting.

 FRC report on cash flow.pdf


4. Standing item: OfS and Government Reporting

Information
Jane Forster

- BU Reportable Events Decision Log [updated on 24th March]
- Regulatory Reporting Tracker

JFo noted one update on the tracker which was the response sent to OfS on the duplicate data.

 BU Reportable Events Decision Log updated 23 March 2020.xlsx

 OfS and returns tracker.docx

5. Future Meetings and Items:

Information
Chair

- ULT agenda items

UET reviewed the latest agenda and agreed to scale down to critical activity items only.

 ULT meeting comments March 20.pdf

6. AOB

None noted.

