

# UET Meeting

29 September 2020, 10:00 to 12:00

MS Teams

## Attendees

### UET members

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

### In attendance

Jane Forster, Sarah Hutchings (Present at: 2.1), Deborah Wakely (Present at: 3, 4), Christina Pizot (Minute taking)

## Meeting minutes

### 1. Minutes and Matters Arising from the Previous Meetings held on 22 September 2020


**Approval**  
Chair

#### Minutes

The minutes from the previous meeting were approved with a couple of redactions to item 5.

#### Matters arising

None noted.

 Minutes\_UET meeting\_220920.pdf

### 2. Standing item: Financial Update

**Discussion**  
David Reeve

DR noted that the budgets had been finalised and were ready to be cascaded down to all the individual areas. DR added that the closing meeting with our auditors, BDO, was taking place tomorrow afternoon.

#### 2.1. Cash flow update

**Information**  
Sarah Hutchings

SH joined the meeting to review the latest cashflow update.

SH noted that the RCF cash has been received from the bank.

Main movements highlighted from last week were:

-The upfront instalments fees have come through a bit higher than forecasted which was positive.

SH added that there were some timings differences for September mainly due to:

-The Dorchester House invoice for September which came in late.

-Digital Enablers

-Estates

These would be rectified for the October cashflow.

Present: Sarah Hutchings

#### 2.2. Finance papers for FRC submission

**Discussion**  
David Reeve


The following papers were reviewed by UET prior to submission at the FRC meeting on 9 October 2020:

-Student Recruitment and budget implications

-Management Accounts as of end of July 2020

-OfS Return

-Finance Strategy

 Student recruitment and budget implications Sep 20 v2.pdf

### 3. Standing item: Board and sub-committee preparation

Discussion  
Deborah Wakely

- ARG Agenda - 23 October 2020

DW joined the meeting to review the first draft of the ARG agenda:

-item 9 - *SUBU Byelaws*

DW would check with Samantha Leahly-Harland on completion.

-item 15- *Annual Report to OfS on Prevent*

JA would check on status.

-item 16 - *Modern Slavery Act & Statement*

JA agreed this could be deferred to the next meeting.

DW would confirm the updated agenda with the Chair of the meeting before commissioning papers.

 ARG Agenda 23 Oct 2020 Draft v1.pdf

Present: Deborah Wakely

### 4. Standing item: OfS and Government Reporting

Information  
Chair

- Reportable events update
- Regulatory Reporting Tracker

-JFo noted that a response would be submitted for the 'Degree Outcomes' consultation.

[REDACT ? JA advised UET of a possible security breach relating to an IT staff member. This was currently being investigated.JFo was helping HR with the findings.

JA would have an update ready for the next ARG meeting.]

 OfS and returns tracker for UET 25th Sept.pdf

Present: Deborah Wakely

### 5. Future Meetings and Items:

Review  
Chair

- 30 September ULT agenda
- 21 October ULT agenda

Agendas noted by UET.

 EULT agenda for 30th September 2020.pdf

 EULT agenda 21st October 2020.pdf

### 6. AOB

-JA attended the Wessex Fields Principal Groups meeting with the Leader of BCP council and the Chief Executive of University Hospital Dorset (UHD). The outcome was very positive.

-JA notified UET of the Dorset 2030 Investment portfolio initiative led by the LEP.

[REDACT? JA advised UET of a dispute over the notice of the lease break of Melbury House. JA and Stuart Laird were working with the legal team to double check the terms]

-TMB notified UET that enrolment numbers were in and had not changed much from the headline number point of view. This was looking positive at the moment.