

Minutes

Subject	UCP Board Meeting
Date	Friday 17 th July 2015
Time	11.30am-1.30pm
Location	UCP Boardroom
Attendees	Mr Allan Arnott (chair), Prof Mike Thorne, Mr Steve Bennett, Mr Terry Jones, Ms Liz Knight, Mrs Nikki Witham
Apologies	Prof Lesley Dobree, Mr Peter Walker

No.	Item	Action
1.	<p>Apologies</p> <p>Apologies were noted from Prof Lesley Dobree and Mr Peter Walker</p> <p><u>Declarations of Interest</u></p> <p>None were noted.</p>	
2.	<p>Appoint Terry Jones as Director</p> <p>Board agreement was received.</p>	
3.	<p>Minutes of the last meeting 12th March 2015</p> <p>Minutes were agreed as accurate; and were signed by the chair.</p>	
4.	<p>Matters arising</p>	
4.1	<p><u>Research Hub</u></p> <p>MT noted that conversations and negotiations are continuing with Jerry Harrell; with a good path agreed if decisions made can be kept.</p>	
4.2	<p><u>Student Experience Survey (SES)</u></p> <p>MT noted he doesn't see there is an issue to use the same SES as ARU to ensure like for like. LK to follow up and confirm.</p>	LK
4.3	<p><u>IT renewal</u></p> <p>LK reported that costs for the IT upgrade have been received by the Board however this needs to be reviewed. The upgrade to the systems at UCP will be carried out over the next few weeks.</p>	
4.4	<p><u>HE Stakeholder Group</u></p> <p>A meeting date has been agreed for Monday 28th September, 6.30pm at UCP.</p>	

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5. Academic Directors Report

LK presented her report.

5.1 Student numbers

The Hounslow contract will not continue for 2015/16. The UAE students (BTEC Engineering) progress to HNC/HND Engineering; further details regarding these students are to follow.

Students falling away were noted; the numbers reported are to date.

5.2 UCP Bursaries

Bursaries are available to PRC students to encourage them to study at UCP and to try and counter balance the unconditional offers from Lincoln University. TJ – suggested writing to Lincoln University regarding the thoughts of the Board; MT thought that this wouldn't necessarily help due to changes made by the current government.

TJ noted that he is looking at setting up employer sector meetings with Stewart Jackson MP to ensure PRC is more employer focused with local employers encourage a wider understanding for education in Peterborough.

UCP is part of the Cambridgeshire Collaborative Outreach Network (NNCO HEFCE initiative) providing a coordinated approach to guidance.

5.3 High quality teaching and learning

Delivery of learning graded good or better 2014/15 target 89%; Performance 90%; Module Evaluation Scores >7.5; Performance 8 semester 1 and 7.91% in semester 2; NSS 83%; Performance available in August 2015. Areas for development that require monitoring are LAIBs (Business & Accountancy); Faculty of Science and Technology (FST); Arts Law and Social Science (ALSS). LK reported the Faculty of Health, Social Care and Education (FHSCE), FdA Early Years and Childcare achieved 100% satisfaction across all areas. The VLE usage by staff and students is being monitored. The performance on Business, Accounting and Finance, CIPD and Sports Coaching and Physical Education continues to be monitored and have or are being appointed new course leaders. The review of Higher Education took place in February 2015 and overall the HE provision is good, though there are significant variations from programme to programme; student expectations regarding attendance and punctuality are being driven forward by the student body. MT noted that ARU are currently using the yellow/red card process which has been agreed by their student body; noting changes are starting to be seen and the system is working.

5.4 Course leaders

LK noted that we have struggled to appoint staff but this is being monitored.

The re design of the courses will also help to improve success rates. It was noted that UCP take registers at all lectures to monitor attendance.

5.5 TDAP

An additional steering group is in place; grant and project growth is to increase by 1% on the previous year; lecturers will need to be given time to carry out personal development and research; QIA will ask individual staff about how this is structured; NW noted that HE staff development and contact hours are being reviewed and structured to reflect this requirement; 3 for 4 is in place at UCP.

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- 5.6 TJ noted that UCP needs to look at how staff contracts evolve to a more university type model than at present without generating HR issues.
Increase diversity and income to enhance the financial and physical resource
A number of opportunities are being undertaken by staff and students. The Employer and Community engagement with a target of 18 events for 2014/15 this KPI has been achieved.
- 5.7 LK reported that the Skills Event held in Peterborough was not well attended by the Peterborough secondary schools; this was discussed; LK noted that UCP have chosen 5 schools to work in conjunction with and offer excellent services around advice and guidance to target the underachieving. It was noted that Mark Cooper (LEP) is aware that the Peterborough schools did not attend the event.
- 5.8 Overview of the Catalyst Bid
LK noted that the Academic Director and Scholarship Manager Leila Mars was appointed on the 1st June 2015.
Various opportunities to develop scholarly activity are being undertaken and to increase the involvement from industry partners as this will be one of the areas of focus for the HE Stakeholder Group.
- 5.9 FdSc Computing & Information Systems - this is taking some time to develop.
- 5.10 FdA Early Years & Childcare – developing numbers well; there remains a demand for FT.
- 5.11 BA Public Services – previously foundation degree. Working with the Cambridgeshire Constabulary.
- 5.12 FdSc Architectural Technologies – discussions have taken place but have not progressed.
- 5.13 BSc Civil Engineering Top up – not progressed due to staff expertise at PRC and staff recruitment.
- 5.14 HNC/HNC Manufacturing Engineering – Edexcel/PRC based provision to be delivered on a blended and face to face mode; it was noted that QAA do not like the Edexcel course packages; LK to follow up with Nick Davy.
- 5.15 HNC/HND Animal Care – Edexcel/PRC based as yet not progressed.
6. Restructure
LK highlighted the changes with a Deputy Director in place James Larnar. There has been a £15k increase on the budget.
- Student numbers**
- LK presented an updated report highlighting the total FT firm acceptances 178; total insurances 61; pending awaiting applicant response 8. Overall applications for 2014/15 728; so far 2015/16 – 496. Comparison of this time last year is like for like: July 2014 – FT/PT accepts 182; July 2015 207 which is a percentage increase 13.7% (=25). Conversation rates are tracked through pro solution not through UCAS; noting that there are no guarantees for actual student numbers. LK noted that UCP is open late throughout clearing. LK will be able to make contact with students who have offers from Lincoln University and offer UCP places where applicable.

LK

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7.

UKIV Application via PRC for UCP

LK presented the paper noting how UCP is seeking to generate additional income from international students to remain financially viable and invest infrastructure as it aspires to achieve university status. UCP has taken legal advice from Taylor Rose and they have advised that PRC is unable to sponsor UCP students and that their only route would be for UCP to apply for its own sponsorship license. SB noted that the current timing is wrong as further details from BIS regarding changes to overseas students studying in the UK and that it will become more difficult as they will be required to prove the students have enough money to study during their time in the UK. MT highlighted that UCP need to ensure they are compliant with the license rules as it can be removed at any time. SB requested further information from Taylor Rose regarding their opinion; SB noted that the Home Office would not issue a licence for UCP in its own right as ARU currently hold a license. AA noted that not holding a licence should not stop the recruitment of international students. LK to clarify that the advice given by Taylor Rose is reliable and will circulate the question and the advice given by Taylor Rose. TJ confirmed that if the Board are happy with the Taylor Rose advice then it would be agreed this action be moved forward. AA requested a rapid conclusion to move this forward.

LK

8.

Accounts & Forecast Financial Statements Report

LK reported that there has been no overspend but a small surplus has been made. Inflationary increase for learners for year 2 moving to year 3 will be subject to the changes increase in fees of which they are aware. The budget is good for next year and will be reviewed in the first quarter.

The budget year to date – no questions were raised; it was noted that the 700 students include HNC/HND students; these have been pulled back in as student numbers can now be viewed together.

9.

Approve 2015/16 Budget

AA asked why the student numbers are decreasing; LK reported that UCP has been cautious due to the climate; MT noted that UCP has bucked trends and have kept numbers whilst in other colleges this has not been the case; MT noted that Lincoln University fees are £9k; should then UCP be then thinking about increasing fees as clearly this is not an issue; LK noted that 2016/17 fees will increase to £7.5k; the Board has previously agreed to progressively increase the fees to £9k. Marketing spend – will be readjusted in year as budget could not be taken out of other key areas. AA noted the conservative budget. The Board approved the budget.

10.

IT Replacement Report

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LK presented the recommendations regarding IT requirements; the additional paper relates to budgetary AV upgrade costs for student and staff PCs. There are 3 options; LK reported that option2 is needed which is a total cost of £56,150.50 including VAT. LK noted that the projector in the lecture theatre does require upgrading however not all rooms will need to be refreshed; therefore the overall requirements need to be looked at in more detail. LK has discussed with the accountancy team to capitalise £10k per year. MT noted that the costs are not realistic; MT asked for the IT teams to review the costs provided; (John Lane and Jennifer Wood ARU). MT to follow up with Tony Wright IT ARU regarding the reports costs. The board agreed the priorities are both the lecture theatre and student and staff PCs to be upgraded. TJ noted that in principle PRC will be able to assist covering the costs provided we are assured they are reasonable. AA requested moving forward to have a phased IT replacement programme over 3 years.

MT

11. MT left the meeting at this point.

Risk Register

11.1 SB noted that the Risk Register is presented in ARU format and the Board review the risks and the impact they have on business.

11.2 Risk 1 – Failure to achieve student numbers

This is a high priority therefore it was agreed to keep the risk and score as it is.

11.3 Risk 2 – Failure to achieve budget objectives/financial viability

It was agreed to keep the risk and score as it is.

Risk 3 – Poor NSS score

11.4 The next results are due on the 15th August; these will be reviewed at the next meeting. It was agreed to keep the risk and score as it is in the meantime.

11.5 Risk 4 – Curriculum & Quality issues

It was agreed to keep the risk and score as it is.

Risk 5 – Failure to achieve projected growth

It was noted that this risk is covered in risk 1; therefore it was agreed to remove this risk but modify the wording in Risk 1; Action: LK to provide additional wording for this risk. AA noted however that this is a longer term strategic intent and growth in line with strategic objectives. It was noted that this could impact on employer engagement; growth can only be satisfied if Risk 1 is satisfied. It was also noted that if there is failure to find necessary funding and failure to achieve and maintain funding this will affect TDAP.

LK

12.

AOB

No items were raised.

Date of next meeting

Tuesday 20th October at 3pm-5pm at UCP.



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