

Minutes

Subject	UCP Board Meeting
Date	Tuesday 20 th October 2015
Time	2pm - 5pm
Location	UCP Boardroom
Attendees	Mr Allan Arnott (chair), Prof Mike Thorne, Prof Lesley Dobree, Mr Terry Jones, Ms Liz Knight, Mr Peter Walker, Mrs Nikki Witham
Apologies	Mr Steve Bennett

No.	Item	Action
1.	<p>Apologies</p> <p>Apologies were noted for Mr S Bennett.</p> <p><u>Declarations of Interest</u></p> <p>It was noted that Terry Jones is now a member of the GP UTC Trust Board.</p>	
2.	<p>Minutes of the last meeting 17th July 2015</p> <p>Minutes were agreed as accurate; and were signed by the chair and posted to ARU.</p>	
3.	<p>Matters arising</p>	
3.1	<p><u>SES</u></p> <p>LK reported that UCP will use different surveys and a dashboard for lecturers who can monitor the learner's experience to build a picture of their learning; UCP will adapt these for its own use. MT noted however that in order for the comparison of data the same survey's need to be used to ensure a true picture is collected. Institution provision will be judged using this information; for example success rates. Badges will be issued to indicate bronze/silver/gold institutions.</p>	
3.2	<p><u>QAA/Edexcel</u></p> <p>LK noted that she followed this up with Nick Davy (AoC HE link); he has been in discussions and reported that they are currently revising their level 5 provision. LD reported that ARU made a decision to disentangle themselves from the Pearson qualifications. NW reported that these programmes have a very high success rate and are being monitored by PRC; noting challenges around feeder programmes.</p>	
3.3	<p><u>UK/IV Application via PRC for UCP</u></p>	

Minutes

3.4	<p>The findings were distributed to the Board; the Board agreed to commence with the application. TJ noted that he is confident that this can be administered and the risks have been carefully considered.</p>	
	<p><u>IT proposal</u> LK reported that the equipment costs have been reduced considerably; now £80k which includes the lecture theatre upgrade. The whole upgrade would be phased. There are some daily issues waiting to be followed up. LK noted that the work could be carried out in January 2016 whilst the building is not in use. PW noted that a 3 to 5 year plan is still required; LK to initiate a plan and present at the next Board meeting in March 2016. LK to email software details to MT.</p>	LK LK
4.	<p>Academic Director's Report</p>	
4.1	<p><u>Student Numbers</u></p>	
	<p>LK presented a student number update; the number of continuing students is 394; the number enrolled is 236; expected headcount 629; potentially 10% up on last year. It was noted there are more part time learners this year than in previous years. MT reported that it has been very tough to recruit this year and many universities haven't met targets; but congratulated LK on UCP's success this year. NW reported that Lincoln University have struggled to keep students, many have already left. LK reported feedback from students has highlighted that the foundation degrees and top up programmes need to be advertised as full time courses as applicants don't understand the qualification offer. Full time BA Education course requires validation; LK is communicating with ARU.</p>	
4.2	<p><u>Higher Apprenticeship agenda</u></p>	
	<p>It is hoped that the forthcoming validation of the FdSc Computing and Information Systems in October will offer opportunities for Higher Apprenticeships; this will be actively promoted for a January intake and will address the issues highlighted by the GCGP LEP.</p>	
4.3	<p><u>NSS</u></p>	
	<p>Target 83%; overall the target was met and the overall quality of teaching was 91%. The issues have been identified and an action plan has been put in place. MT noted that student feedback will be used to grade institutions; however there doesn't seem to be any indication of what criteria will be used. Anglia Learning and Teaching will be in touch with UCP to agree a date for a joint seminar to learn from each other. TJ noted that the establishment of the HE Academic Board has been helpful and the student voice was very strong and constructive at the first meeting.</p>	
4.4	<p><u>Enhance student's employability (KPI 3)</u></p>	
	<p>LK reported there are 9 courses with Good Honours classification; however there are others that need more work. MT noted the number of students moving into professional jobs will be used to measure provision; it was highlighted that 6 months is the gauge used when graduates are in employment; but realistically it is 3 years before professional jobs are gained.</p>	
4.5	<p>LK noted future activities. <u>Grant/Research and Project income (KPI 5)</u></p>	

Minutes

LK reported these and highlighted the final allocation of the Greater Peterborough Trust Bursary is being used to support the Student Ambassador initiative.

4.6 For objectives 5 and 6 AA requested quantitative impact and comparisons for these KPIs.

To develop a scholarly and research community

LK provided a HEFEC Catalyst Fund update:

- An Action Research Toolkit has been produced by the Scholarship Development Manager to encourage pedagogic research and subject development.
- Received approval by RESC to run a Departmental Research Ethics Panel (DREP).
- 14 staff studying on a Masters programmes to support subject acquisition.
- UCP Annual Conference 7th July 2016.

4.7

4.8 To grow the talent pool of graduates (KPI 7)

This will be one of the areas of focus for the HE Stakeholder Group.

Curriculum Development

LK gave a progress update. LD noted one of the requirements to meet the TDAP criteria is to have 55% of students studying at level 6 (final degree). Students need to grow and provide a top up to meet level 6. MT noted that there are employees at Perkins who have HND/Cs who may wish to top up their qualifications.

5. The Academic Director's report was accepted by the Board.

Office of Independent Adjudication (discussion)

The Board discussed the complaints process that is still to be agreed.

- How and where complaints are directed; either to ARU and UCP could impact rules, regulations and procedures.
- A robust complaints process needs to be in place; which is part of the criteria requirements for TDAP.
- The timeline will be imposed by the OIA as this is a statutory requirement. LK already has formal lines of communication.
- There is a need to put together a formal Student Union body.
- There are currently numerous mechanisms in place but they need to be made more formal.
- Action: LK to have an agreed Constitution by the end of this semester.
- Student Union payment was discussed; this isn't something that is done in the FE world; it was agreed that UCP/PRC could employ a student for half a day to deal with student issues; this will be tried and tested.

LK

6.

New Regulations – Degree Awarding Powers & University Status

LD presented the paper: Designation as an Institution Eligible to Receive HEFCE Funding. This was discussed and followed into item 7.

7.

Taught Degree Awarding Powers (TDAP)

LD presented the papers highlighting in particular;

- TDAP Guidance for HE Providers; Criteria and Process for applying for TDAP and Research Degree Awarding Powers from BIS.
- Transfer of a Further Education Corporation to the Higher Education Sector.

AA noted that now the Board recognise the work that is required he requested a plan on how to proceed. LK responded and noted that there is an action plan in place but timelines and processes need to be agreed. The following need to be identified;

- What body/institution is going to apply for TDAP; ARU & PRC started as a Joint Venture and wish to continue as a Joint Venture. How will it stand as an autonomous institution.
- Funding; this needs to be discussed with HE Stakeholder Group; following an initial discussion with Neil Darwin CEO LEP and Steve Bowyer CEO Opportunity Peterborough. TJ to arrange the meeting.
- Staff are required to move this forward.
- LD noted that approval is required from the ARU's Senate.
- Detailed criteria in Annex A – Evidence required to demonstrate eligibility and criteria; highlighting there is clarity of function and responsibility at all levels in the organisation in relation to its governance structures and systems for managing its higher education provision; there is depth and strength of academic leadership across the whole of its higher education provision.
- ARU need to give UCP autonomy when mechanisms are in place to move towards this transition which needs to be managed well.
- TJ asked if there is any reason for ARU not to consider continuing with a long term financial interest. MT noted that UCP has to be seen as an independent institution; Ref: item 4 on page 16 by MT.
- TJ noted that TDAP requires funding and arrangements need to be in place moving forward; MT noted that further details will follow with a future white paper. Requires a Senate; Academic Management Group; courses need to be UCP courses and not a franchise of ARU and that have been developed by UCP.
- LD highlighted the requirements in Section 3: Submitting an application on page 9; in granting degree awarding powers (DAPs) it is important that there is clarity around the nature of the institution that will have these powers and In applying for DAPs you will need to submit information about the nature of your organisation. The Board discussed how Boards would be founded.
- MT suggested that a pilot course will be carried out to look at the infrastructure to see if it meets the requirements and to learn the processes. The computer provision was identified as an area for UCP to begin this with.

TJ

Minutes

- 7.1
- Guidance paper was noted by LD showing the final aim.

Research Centre

This is being developed by Opportunity Peterborough (Steve Bowyer); discussions are continuing with Cllr John Holdich.

MT noted that John Holdich has been elected to the LEP Board.

8. MT left the meeting at 4.40pm.

UCP Risk Register

It was noted that the NSS score is even more significant now that institutions will be judged on their outcomes.

AA reviewed the risks; and the Board discussed combining Risks 1 and 4 due to their similarities and their likelihood and impact ratings; however it was agreed to keep them as separate risks. Risk 4 was discussed; how to meet projected growth with the current and future curriculum offer; resources and accommodation.

- 9.

Financial Reports

The Board Approved the Financial Statements 2014-15.

- 9.1 PW – noted the key points; and noted the amendments to the Risk and Future Developments commentary. PW to make the necessary amendments.

Re appointment of auditors

10. PW asked for the Board's approval for the re appointment of the auditors. The Board agreed.

AOB

11. LD noted that due to MT retiring in March 2016 he may not attend the next meeting.

Dates of forthcoming meetings

Monday 21 March 2016(3-5pm)	UCP
Wednesday 13 July 2016 (12-2pm)	UCP
Thursday 27 October 2016 (12-2pm)	UCP

PW

Minutes