

Minutes

Subject	UCP Board Meeting
Date	Monday 21 st March 2016
Time	3.00pm – 5.00pm
Location	UCP Boardroom
Attendees	Mr Allan Arnott (chair), Prof Iain Martin, Mr Steve Bennett, Mr Terry Jones, Ms Liz Knight, Mrs Nikki Witham, Mr Peter Walker
Apologies	Prof Lesley Dobree

No.	Item	Action
1.	<p>Apologies</p> <p>Apologies were noted from Prof Lesley Dobree.</p> <p><u>Declarations of Interest</u></p> <p>None were noted.</p>	
2.	<p>Remove Prof Mike Thorne as a Director</p> <p>Board agreement was received. Mike was thanked by the Board for his hard work in getting UCP up and running.</p>	
3.	<p>Appoint Prof Iain Martin as a Director</p> <p>Board agreement was received.</p>	
4.	<p>Minutes of the last meeting 20th October 2015</p>	
4.1	<p>A spelling error was rectified; and the minutes signed by the chair.</p>	
5	<p>Matters arising</p>	
5.1	<p><u>IT renewal</u></p> <p>LK reported that the costs for the IT upgrade have been agreed but equipment not yet purchased. The refurbishment is due to take place between July and August. The Lecture Theatre will be upgraded to HD and costings for this have been included. The 4 year IT plan is to be discussed in item 12.</p>	LK
5.2	<p><u>OIA</u></p> <p>Following recent changes to procedures from the Office of Independent Adjudication, a Student Officer has been appointed to work at UCP for 4 hours a week to capture complaints and act as a mediator in a role similar to that of</p>	

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the Student Union. It was agreed that as UCP continues to grow, there will be a need to look at adoption of a Student Union. For the time being the Student Officer role is a good compromise.

It was also felt by LK and agreed by all that the UCP Rules, Regulations and Procedures need to be adapted.

5.3 TDAP

TJ gave an overview:

A successful meeting with Neil Darwin from the LEP recently took place and support was given for TDAP. Terry was asked to present to the LEP Board where the project was approved in principle, subject to a business case. The deadline for sending the business case is Tuesday 22nd March and a final decision will be given in May.

5.4 Financial Reports

Actions for PW have been completed.

6 **Academic Director's Report**

LK presented her report.

6.1 Student recruitment

Updated numbers were given to all. There has been an increase of 18% on conversions from last year.

Top-up years sought for Public Services, Education, BioScience and Crime and Investigative Studies are now in place and applications are being received. Advice is being given to EU students due to recent government changes; right to study routinely must now be sought for 5 years. Liz to meet with Steve to agree on the advice given to EU students.

Competition from other providers has proved challenging and further funding for marketing campaigns may be required: LK reported that Bedford and the University of Northampton are offering weekend provision, low fees and bursaries. Relationships with local schools remain strong and LK issued a letter to Peterborough Heads to advise that no unconditional offers will be given to school students.

A course mapping agreement has been made with Stamford College to provide top-ups for their courses.

Advice has been given on the removal of the Maintenance Grant.

Currently a third of applications received have been from outside of the Peterborough area, this is likely to change when Clearing begins in July/August.

6.2 High quality teaching and learning

Delivery of learning graded good or better 2015/16 target: 90%, 93% was achieved.

Module Evaluation Scores were positive overall and areas of concern have significantly improved. The target for 2015/16 was 7.7, 8.26 was achieved. LK reported areas for development are around reflective practice based on comments from the Module Evaluation Surveys. Students have a better awareness of how to complete surveys which has provided a better insight. An action plan is developed where teaching or learning is an issue.

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	<p>Attendance is closely monitored; letters are issued, meetings with HE Managers are requested and time management sessions are held by Student Ambassadors. ARU will be judged by completion time and attrition rates when the new TEF is in place.</p>	
6.3	<p><u>Employability</u> Employment statistics for UCP students were given. Courses such as Computing and Engineering remain high. 2014/15 data will be available from the DLHE in August.</p>	
6.4	<p><u>TDAP</u> To be discussed within item 11 of the Agenda.</p>	
6.5	<p><u>Increase diversity and income to enhance the financial and physical resource</u> A number of opportunities are being undertaken by staff and students. The Employer and Community engagement with a target of 20 events for 2015/16 has been achieved. Grant/research/project income: a growth of 2% on previous years has been achieved. Due to the new UCP website, LK has sought endorsements and company logos for the Employer section of the website and invited employers to send any employment opportunities there may be for students/graduates. LK reported that Nene Park and Saffery Champness have recruited students this year. Ormiston Bushfield Academy and St Peter's School in Huntingdon are advertising for Academic Mentors again.</p>	
6.6	<p><u>Develop a scholarly research community to support local stakeholders and partners</u> LK reported the increase in scholarly activity to support the TDAP process; a number of staff and student events have taken place.</p>	
6.7	<p><u>Grow the talent pool of graduates available to employers in Peterborough</u> LK gave details of courses planned for validation: Computing and Information Systems – BSc and FdSc, the first course planned for TDAP FdA Early Years delivery of the final year – BA Education - achieved FdSc Architechtural Technologies – currently postponed BSc Electronic and Electrical Engineering – in progress BSc Mechanical Engineering – in progress HNC/D Maufactuiring Engineering with a focus on Polymer plastics FdA in Law with progression to ARU (2017/18 Academic Year) The validations proposed follow industry and regional needs. Professional accreditations are being sought for new courses. LK was advised to talk to Apurba Kundu and Penny English R.E. FdA Law. TJ noted the potential for progression from APT.</p>	LK

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7.0	<p>Financial reports</p> <p>Peter gave an overview of how the accounts work with regards to the joint venture. Money is collected by ARU and transferred to PRC for teaching, facilities and other services provided. UCP retain 19%.</p> <p>A small surplus has been budgeted for so that the IT refurbishment can be completed over the summer. It is forecasted that by the end of this financial year, there will be a budget of £50,000. Last year a surplus of £20,000 was achieved. A contingency has been allowed within the budget for withdrawals.</p>	
8.	<p>Action plan for failing modules</p> <p>Details of failing modules (scores below 7) are sent to ARU and presented at Senate. LK reported a significant improvement in Urban and Industrial Landscapes and Placement and Portfolio, both Archaeology modules, due to the removal of the tutor. Network Services Engineering has improved due to recent changes made at core.</p> <p>LK has been in discussion with Trevor Bolton who is happy with the improvement and satisfied that the correct measures were put in place. Quality walk-throughs are conducted regularly and Academic Director forums are held over lunchtimes to capture any issues/queries students may have. Staff development sessions and sharing of good practice sessions take place on a regular basis.</p>	
9.	<p>UCP AMR Action Plan and Good Classification Target</p> <p>This year's AMR for UCP totals 139 pages. The main area for discussion is good classification targets as it is felt by staff at UCP that the target of 70% is a big increase compared to last year at 59%. UCP achieved 63% in 2014/15. LK advised that 67% is a more attainable figure and requested that the 70% figure be moved to 2017/18.</p> <p>A discussion with Lesley Dobree is to be organised; targets are set according to current league tables and therefore the proposal of 67% will need to be approved via Lesley.</p>	LK & LD
10.	<p>Rules, Regulations and Procedures for UCP</p> <p>Currently working from a February 2013 edition and it is felt that an update is required. All agreed.</p> <p>Steve advised that the new edition needs to be more UCP focussed and separate to ARU or PRC rules.</p> <p>Due to him being in a new role, Iain is to delegate his role within the document to Terry Jones, Steve to check this is possible.</p> <p>LK noted that the new edition should be ready for September 2016 but it was felt that this is an unrealistic timeframe as lots of work is required. LK to discuss with Jennifer Powell/Steve Bennett and identify the immediate areas for change. It was felt that any guidance for fitness to study would need to be fully researched and considered.</p>	SB LK & SB

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| 11. | <p>TDAP Update
Terry detailed the business case, presented to the LEP Board recently. An Elevator Card has also been developed and circulated to Stakeholders. LK is currently working on the job specifications with the advice of Lesley Dobree. The application for TDAP will be submitted by April 2017 and it is hoped that TDAP will be granted by 2018/19.
Will PRC and ARU remain involved in the project, if and when TDAP is granted?
TJ – Wants PRC to have a long term financial interest.
SB – ARU will look at what has happened elsewhere and also see what changes the Green Paper brings.
SB advised to be aware of private sector providers moving in. SB & TJ to look at the local area and private sector trends. Iain recognised there was a need to continue with current developments.</p> | SB & TJ |
| 12. | <p>IT 4 Year Plan
4 year plan developed for upgrades to the IT facilities. LK reported that only certain components are needed i.e. projectors in several rooms but not all. HD equipment and lecture capture is to be purchased for the lecture theatre. LK has liaised with ITSU and Barbara Grange from PRC and all are in support of the plans. LK has liaised with Peter to ensure there is enough surplus to cover the costs over the 4 year period. Costs have been kept down due to the advice and guidance of the Deputy Director, an IT specialist. Initial costs given by ARU have been reduced by gathering tenders for the work. It was requested that LK closely monitors costs throughout.
The requests made in the last meeting have been completed and the plans were agreed in principle. The work will commence in July 2016.</p> | LK |
| 13. | <p>It was reported that the IT asset register is not held by UCP but by Bishop Hall Properties, Peter to make contact with Stuart Powell to look at their figures.</p> <p>Risk Register
SB noted that the Risk Register is presented in ARU format and the Board review the risks and the impact they have on business.
The board reviewed the current risks and were asked to make any changes or additions:
<u>Risk 1 – Failure to achieve student numbers</u>
This is a high priority therefore it was agreed to keep the risk and score as it is.
<u>Risk 2 – Failure to achieve budget objectives/financial viability</u>
Directly tied to Risk 1. It was agreed that the current impact and likelihood can be reduced to 3 due to new processes and management. Review in July 2016.
<u>Risk 3 – Poor NSS score</u>
It was agreed that the current impact and likelihood can be reduced to 3.
<u>Risk 4 – Curriculum & Quality issues</u>
It was agreed to keep the risk and score as it is.
<u>Risk 5 – Failure to achieve projected growth</u>
It was agreed to keep the risk and score as it is.</p> | PW |

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14 No other risks were identified at this stage.
It was reported that the Risk Register template is likely to be adapted at Core into a more standard format. Update to follow.

Date of next meeting

15 Wednesday 13th July, 12pm.

AOB

No items were raised.