

Minutes

Subject	UCP Board Meeting
Date	Tuesday 20 th February 2018
Time	10am-12pm
Location	UCP Boardroom telephone conference to Chelmsford
Attendees	Mr Paul Bogle (joint chair), Mr Terry Jones (joint chair), Ms E Knight, Mr Peter Walker, Mr Paul T Cox, Ms E Nixon (minutes)
Apologies	None

No.	Item	Action
1.	<p>Apologies</p> <p>No apologies were received.</p> <ul style="list-style-type: none"> • Declarations of interest <p>No new declarations of interest were reported.</p> <p>TJ noted that Nicola Dandridge, CEO Office for Students has accepted an invitation from the HE Steering Group to visit UCP; however the meeting won't be until after April 2018 due to Nicola's commitments. Paul Wilde is coordinating the visit. The visit will provide an overview of the university project and changes to pathways to university title. It is hoped that ARU will be closely involved throughout.</p>	
2.	<p>Minutes of the last meeting 30th October 2017</p> <p>Minutes were agreed as accurate.</p>	
3.	<p>Matters arising</p> <p><u>Press release</u></p> <p>TJ noted that no press interest has been received with reference to the release of the QVR Report.</p> <p><u>QVR Action Plan</u></p> <p>LK highlighted that there are still issues around student complaints, disciplinary action and withdrawn students. UCP receive appeals from students who have received a first warning and are putting in a counter complaint about tutors</p>	

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which 'muddy the waters'. A review of the wording to make the steps of the process clear for learners and to clarify any ambiguity will be done. PB will share ARU's proposed Disciplinary procedures. TJ reported that the UCP HE Board now reports directly to the PRC Corporation Board in accordance with the Post-QRV Action Plan. The PRC Corporation Board will receive training from LK to ensure their understanding of HE and its requirements to ensure they are in a position to understand and challenge the information they will receive. As time moves on understanding and familiarity will develop.

Existing Joint Venture Agreement

PB stated that this has been superseded by further discussions. TJ noted that the direction of travel for UCP will be for it to become a subsidiary company of PRC. PB noted that ARU are relaxed about the untangling from the Joint Venture.

Risk Register

Agreed amendments have been made.

GDPR

A contact for PW at ARU was noted as Shane Murphy, Records Manager for any necessary correspondence around GDPR.

Academic Director's Report

4. LK presented the current applications report highlighting a more positive picture compared to last year with an increase of about 14% so far with more firm accepts. Areas to note: an increase in interest for Accounting and Finance; Sport, Crime and Investigative and Education top up. The team are monitoring courses with low applications to ensure they are viable. There are enquiries around integrated Engineering with positive student numbers. Applicants will be advised in good time where courses won't be going ahead as planned to ensure they have time to find alternative courses. TB noted that UCP will have to work hard to keep applicant interest from now until their start date; LK noted that there are a number of 'keep warm activities' with for example campus tours and subject taster sessions. TB noted that recruitment is also challenging for ARU and they continue to recruit throughout the year the same as UCP due to the changing market place and recruitment. ARU reported their degree apprenticeship numbers are growing and hope to achieve 470 by the end of the academic year.. LK noted the review of the teaching profile through HE Teaching reviews with 91% considered fit for purpose; areas for development were noted with aims to make sessions more student centred

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to develop their independence. The review process was externally audited by a colleague in Anglia Learning and Teaching.

Modular valuations

The headline data was presented in the report the new benchmark for UCP has been set at 85% which aligns with NSS; at the time of publishing the report ARU had not confirmed their benchmark. UCP's final overall score is 93% which is high therefore feedback is being monitored as the process has changed and is graded differently; there are positives but still some areas for development. The modules identified as being below 85% satisfaction were noted in LK report. TB noted the performance of LAIBS which has improved but not at the same pace as other faculties and not performed quite as well as other faculties; this is being reviewed. An Action Plan is in place and is being monitored. Staff are talking to students about the survey and how their score and comments make an impact. LK stated that UCP has not seen a significant number of complaints from any area.

Enhance student employability

Around 45-50 students are participating in the Big Pitch opportunity. A number of events have been planned along with the 'Go for it' event on the 21st February in partnership with Allia to build employability skills, business acumen and entrepreneurial skills.

Achieve University College Status and TDAP

LK noted that grant and project growth will increase by 2% on the previous year, the funding received relates to the LEP TDAP. Funds have been used to appoint HE Academic Leads, with four in post by June 2018.

Scholarly and research community

The AoC Catalyst project finishes in May and the intention is to use some TDAP funds to appoint a 0.5 post to continue scholarly supports offered to staff and students. A number of subject based undergraduate research conferences are being planned which will engage employers, schools, colleges and community groups.

Curriculum Development

LK noted the courses for development:

- BA (Hons) Marketing and Communications
- FdA Digital Arts

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- New Engineering provision

TJ asked if these are being tracked by ARU and staff are working with UCP staff. PB noted that the Digital Arts has real traction. LK reported that event dates for Engineering have been set for March however dates for the other two are yet to be confirmed. TJ requested that we receive early warnings for any doubts around the new courses.

Appendix A - Action Plan for implementation 2017/18

LK highlighted the points in red on the action plan.

- Monitor staffing across pathways to ensure currency of knowledge and quality of teaching delivery
- Review single points of failure and develop robust succession planning
- Ensure effective communication between course teams at ARU and UCP
- Monitor and plan module delivery and cohort size to minimise risk of poor performance
- Ensure modules are suitably resourced and capital bids are submitted in a timely manner

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

Financial Reports (PW)

PW reported on the management accounts. The forecast loss was unchanged at £80k. As previously reported, the loss arises from lower recruitment and the guarantee given in respect of student accommodation. The position may improve later in the year as some of the empty flats are let to other students. As the forecast loss is covered by accumulated reserves brought forward, no action was recommended.

6.

HEFCE Data Returns & Track record (LK/TJ) *verbal*

LK reported on the HEFCE TEF statements noting that they do not take into account the different partnerships across the UK. A response is awaited from the OFS to understand where the TEF Metrics sit and the extent of track record that may or may not be attributed to UCP; currently UCP data cannot be isolated and extracted from the overall ARU data and consequently UCP have no track record in their own right. A TEF application will be submitted in due course once the governance model has moved to a validation arrangement since this will give UCP the ability to submit independently from ARU.

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QRV Update (LK)

8. A meeting was held with HEFCE in December to submit UCP's action plan and to discuss the changes made which satisfy and meet HEFCE's requirements. LK will provide an update at the next Board meeting. Detailed files to show progress made will be kept. Progress against quality assessment activity has not been made very clear and needs clarification; LK will continue to liaise every 6 months. LK noted that there is also a possibility that in 2019/20 UCP could receive another quality review. TB stated that HEFCE will take around a year to see that structures are implemented and embedded.

LK

Proposed Joint Statement on current governance arrangements (TJ)

9. TJ outlined the new baseline regulatory requirements noting that it was agreed that a review of the UCP Board function, structure and joint venture agreement should be undertaken. PB stated that the basic premise would be to move from a franchise to validation model and state the nature of the relationship in the future. It was agreed to add in after bullet points that a review of the Joint Venture will take place stating the outcome. It was agreed that TJ/LK will amend the wording and send through to ARU for comment.

TJ/LK

University of Peterborough Update (TJ) verbal

10. TJ provided an update on the project. There has been good news from the Combined Authority business case to support structure to strengthen the project. The interim accommodation is still controversial as the Scrutiny Committee had decided on two options for the interim building at either the PRC campus or using the Town Hall however another idea not previously been tabled would be to build straight at the Embankment site owned by City Council with additional CA funding required for this proposal. The Board discussed the options for the interim accommodation.

Update on Transition arrangements to new agreement (PW/LK)

PW provide an outline of what has been agreed in order to move from the present joint venture agreement which is based on a 'franchise' model to a 'validation' model. In order to charge fees over £6k pa PRC/UCP require permission from HEFCE as UCP is not currently not registered with HEFCE to deliver HE in its own right. It is feasible to transfer the finance functions from ARU to PRC/UCP however supporting students through the loan application process and collecting fees will require additional finance staff and additional accounting software along with the transfer of existing student loans from ARU to PRC/UCP. Currently with the collection of fees comes the responsibility for publishing data to potential students and to HEFCE. PRC/UCP have been advised that data requirements in HE are complex and the reporting of key metrics will be essential in order to demonstrate the quality required to obtain

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11. TDAP. Currently there is no capacity within PRC's MIS team to do this additional work and would need to purchase new software designed to meet HEFCE reporting requirements and recruit a Registrar with previous experience deferring this until August 2019. LK/JL will meet with ARU to ascertain the timeline for re validations and curriculum planning for launch in 2019/20. It was noted that during the process there is a need to ensure that the student experience is not undermined. TB suggested for PRC/UCP to make contact with Writtle University Centre to discuss and share their best practice for this process; TB to provide the introduction. The IT infrastructure in the UCP building was purchased by ARU and is maintained by them and it is connected to their network and will be unable to continue this arrangement under the new agreement therefore it has been agreed to build a standalone network but this is not feasible by August 2018. New licence agreements will be required however library resources can be accessed; PRC Learning Resource Centre are working with academic staff to estimate costs; JL will make contact with ARU, James Truman regarding virtual. LK noted that there could be potential problems by running two systems for current students for a further three years. PW suggested implementing a working group for the transition process and the Board agreed that the process needs to be flexed for one year.

TJ/PW

TB

ARU/UCP Working Group Meeting Minutes (PB/TB/PW/LK)

12. The minutes were presented for information. The Heads of Terms need to be finalised to move forward with the legal agreement which would be drafted by external lawyers jointly procured by UCP and ARU.

Risk Register (PB)

PB noted that there has been quite substantial updates following the last meeting.

Risk 7 – The process of transition to an independent university disrupts UCP outputs. This was discussed and noted that the Heads of Terms will not be agreed this month. LK was asked to add further comments.

Further risks with regard to the fundamental review by the government of university funding were discussed; would applicants delay their application to see if fees are lowered and the impact of student numbers with the changing policy of student loans.

13. Other possible amendments were discussed but it was agreed to leave the other risks as they are as most of the risks do not impact for at least 12 months.

LK

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14.

Date of next meeting Monday 18th June

The Board agreed to bring the date of this meeting forward to May if possible to review the Heads of Terms.

AOB

PB informed the Board that ARU would like to share information regarding the Joint Venture transition period with CWA to help them through their process. UCP Board members agreed the information could be shared.

DRAFT