

Minutes

Subject	UCP Board Meeting
Date	Thursday 27 th October 2016
Time	12pm-2pm
Location	UCP Boardroom
Attendees	Allan Arnott (Chair), Prof Lesley Dobree, Mr Steve Bennett, Mr Terry Jones, Ms E Knight, Mr Peter Walker, Ms M Swithenbank, Ms L Nixon (minutes)
Apologies	Prof Iain Martin

No.	Item	Action
1.	<p>Apologies</p> <p>Iain Martin</p> <ul style="list-style-type: none"> Declarations of interest <p>No Declarations of interest were noted.</p>	
2.	<p>Appointment of Michelle Swithenbank as a Director</p> <p>Michelle Swithenbank – Vice Principal Curriculum is PRC’s new Director nominee. The Board approve the appointment.</p>	
3.	<p>Minutes of the last meeting held 13th July 2016</p> <p>Minutes were agreed as accurate by the Board and signed by AA.</p>	
4.	<p>Matters arising</p>	
4.1	<p><u>TDAP & associated visited to Suffolk University</u></p> <p>TJ had circulated the findings from the visit which had been very informative. The University of Peterborough Business Plan contains no critical dependency on private sector funding but it was noted that if there is little or no private funding this will limit the size of the university. The LEP scope of costs was £60m until 2020 for which there is provision within the devolution deal. Additionally, TJ noted that the Local Authority have made a public statement within their draft plan which includes a University for Peterborough. Simon Machin, Head of Planning at Peterborough City Council will be participating in the development with UCP.</p>	

Minutes

4.2 Funding to TDAP

LEP funds of £120k are being drawn down for the University Project Team Leader. Drawn down will start in December for the £600k once all appointed staff are in place by week ending 4th November.

4.3 TDAP Administrator job description

This has been agreed.

4.4 Retention

LK has delayed the necessary meeting until the middle of November so that it can include the new TDAP team.

4.5 HE Charter

This is completed and available on the website; students have been informed. LK noted that a Fitness to Study Policy is required; this was discussed. UCP Rules and Regulations are also in place.

4.6 Poor performance of module

LK reported that the quality of modules and their evaluation is being monitored. LD stated that at Senate it was agreed that any module that is underperforming on more than 3 occurrences will be stopped; where this is a core module this may affect a whole course to continue running. It was also noted that if a small number of modules are underperforming this can affect low NSS scores.

4.7 UAE Embassy list

LK to liaise with Jacqui Mackerry Director of International at ARU.

5. **Academic Director's Report**

LK outlined her report presented to the Board prior to the meeting which provided an overview of performance against key performance indicators in the 2014-18 HE Strategy, an update on curriculum developments and on student experience and enhancement.

5.1 Student numbers

LK reported total student numbers of 612. Year 1 - 212 (below the target of 235); a number of programmes will be marketed for January recruitment which require approval from ARU. A number of discontinuations will impact on Level 5 programmes however changes to submissions and deadlines will address this. High numbers of 20 have been recruited for the Foundation degree in Early Years.

LK reported that additional recruitment in September and early October took place and noted the reasons for a lower recruitment which was due to GCSE

LK

Minutes

attainment; concerns of fee levels; Brexit cited by EU students; employer sponsorship around hesitancy of Engineering and Construction employers and the apprenticeship levy. UCP lost Engineering applications due to not having bespoke strands that are offered at other universities.

5.2 NSS Data overview

Overall UCP achieved 86% Satisfaction for 2015/16. All courses with the exception of Computing & Information Systems were above the HEI average for the UK. Excellent performance in Sports Coaching and PE and Criminology. An Action Plan is in place for the areas for improvement in Computing and Information Systems and learning resources. The HNC/D Construction and Civil Engineering provision received a low response to the survey and its overall satisfaction score was 23%; a robust Action Plan is in place.

5.3 Student Satisfaction

LK reported some significant problems in registration and there have been some issues with cloned modules and with access to the ARU VLE, primarily in ALSS and Education; LK asked if some administration rights could be given to UCP to enable them to address some of the issues; LD confirmed that ARU are working to rectify the issues and that rights would not be given to UCP. LK to inform LD if the issues are not resolved in the next few days.

LK

5.4 HE Teaching Review process

The process has been enhanced and will link more with the Professional Standards Framework and will take place week commencing 31st October and 7th November. The Student Officer and ARU will also be involved to ensure student engagement and have an external oversight, which will demonstrate good practice expected within the Teaching Excellence Framework (TEF).

5.5 Overview of TDAP

All LEP posts have been recruited. Tony West – University Project Team Leader; Daniel Cole – TDAP Coordinator; Cheryl Patterson – TDAP Administrator; Zoe Rumball – Academic Officer.

An Institutional Review will be undertaken by ARU following the agreement of Senate to allow UCP validation powers which will take place in February 2017. The HEFCE Assurance Review/Quality Review visit will take place between March and June 2017. A face to face meeting with the QAA Quality Assurance Manager due to the complexity of UCP's structure.

5.6 Employer and Community Engagement

LK stated the target of 22 events for 2016/17 and highlighted some of the events planned and to be participated in, in terms of developing a university for research and knowledge transfer and community type events. LK also noted

Minutes

the HEFCE Catalyst bid and where details on the Scholarship project can be found.

5.7 Curriculum Development

BA Education to meet the needs of the primary sector building on the success of the FdA Early Years, Childcare and Education with the ambition to deliver a PGCE Primary. This was discussed and LK stated that there doesn't appear to be a coordinated approach for the recruitment of primary school teachers for the city.

Foundation degree in Law with proposed progression to ARU have seen initial discussions but some uncertainty with the course structure due to changes expected from LLB; it was discussed if there is market evidence; it was noted that employers in the city are looking for a conveyancing level for some minority groups in the city.

BA/BSc in Digital Marketing there is a demand for this provision with the intention to incorporate the Higher Apprenticeship/Degree Apprenticeship offer.

A section of the UCP website will provide information regarding employers and graduate recruitment; employability is a key driver for students to select studying at UCP.

6. **LEP/TDAP Update**

TJ provided an update and considerations to be made.

- PRC and UCP have been engaged over the last 3 months to recruit the staff to help build the academic framework.
- The LEP is providing the funding for these posts; the Project Team Leader is moving the project forward.
- Governance needs to be addressed. Gillian Beasley (CEO PCC) has suggested that a separate discussion on Governance by PRC/ARU/PCC/LEP to discuss how governance can be taken forward.
- The HE Stakeholder Group needs to become a steering group to tackle arising issues.
- Consultancy work will need to be addressed for land development.
- TJ has written a Think Piece and will send it to Iain Martin/Gillian Beasley and Neil Darwin. A group is needed that can meet regularly which will be supported by sub committees to compartmentalise areas to ensure issues are handled sensitively.
- Funding is likely to be available from the LEP for capital and funding expenditure. Marketing required to fund growth. £6.5m for building, kit and materials.
- Recruitment of high calibre staff.
- Student accommodation and infrastructure requirements.
- How will a University for Peterborough feed into the devolution model?

TJ



Minutes

- Investment required and assumptions of how the project will come together.

SB raised his concerns regarding how it will stay financially viable. The current student numbers will not drive the project and will need to increase; this was discussed and it was noted that a staged approach to infrastructure, including a leased element, at the early stages should help affordability.

7.

UCP Remuneration Review

TJ outlined the Remuneration Review that PRC which will be carried out to determine the optimum remuneration package for academic and support staff in an independent University of Peterborough in 2022.

- UCP staff salaries are at the lower end of the scales. Currently PRC spends 73% net costs on salaries which equates to circa 65% of turnover and aims to generate a 3-5% surplus.
- Address affordability; quantify the details and expose any additional costs.
- Staff build up a good rapport with students which is attractive to lecturers in the early part of their career and is attractive part time work.
- FE/HE lecturers have less remission hours than that of just HE lecturers.
- Anecdotal evidence that pay is lower than equivalent HE Centres.
- So far the balance of push and pull factors has allowed UCP to recruit good lecturers and retain enough of them to deliver high quality HE. However the constant churn of experienced staff and the ability to recruit is not strong enough to support a significant expansion in student numbers.
- A need to develop the approach to salary structure; and as the approach of university milestones this needs to be factored in.
- Benchmark current salary levels. FE teaching expectations; remission hours for equivalent HE centres across the FE sector to determine whether there are any immediate concerns.
- Review job descriptions as these would be useful to look at job roles; LD to send on to LK.

LD/LK

AA asked how the proportion of FE/HE teachers will be in the future, this was discussed and it was agreed that moving forwards dedicated HE staff will be needed. It was stated that costs can be determined, but the pay scales and package needs to be identified; for example the UCP model doesn't allow for developing research. An incremental approach was discussed; the FE/HE cohort will be eventually phased out. AA asked why new staff are not recruited to fully teach HE; but it was noted that student numbers will have to drive this move. The Review Group composition was discussed, in particular the requirements of the ARU Rep and the wisdom of including a staff member to represent lecturers. The ARU Rep would be helpful, especially for benchmarking data, and the choice of individual was entirely up to ARU. TJ will

TJ

Minutes

amend the Review TORs to include a statement about confidentiality to de-risk the staff member inclusion.

8. **Financial Reports**

PW presented the Accounts and stated that they have been through a preliminary audit and require the Board's approval. PW highlighted the current numbers; 528 FTEs, an increase in number of 2% on the previous year 2014/15; 518.5 FTEs and 22 FTEs about the budgeted number of 506. Total income amounted to £4k; 2014/15 £3,615k. A small surplus of £68k which are carried forward increasing the year end income and expenditure reserve to £104k. AA questioned the rules around holiday pay; PW stated that the PRC rule is only a 3 day carry forward and noted that we have not accrued holiday pay, but has been for 2015/16; auditors have stated it should be a percentage of staff costs.

The Board formally approved the Financial Statements for 2015-16.

9. **Bank Mandate**

The current Bank Mandate requires changing as Mr Paul Bogle will be joining ARU on 1st January 2017 replacing Steve Bennett. The Board approved the proposal and sign the Mandate Amendment Form.

10. **Risk Register**

SB asked the Board to consider if there were any risks missing. LD suggested Retention for both students and staff and this was discussed and will be reviewed by both LK and Andy Chapman (ARU) to add to the register. The risks were reviewed by the Board and the following decisions made.

LK

Risk 1 – Failure to achieve student numbers. It was agreed to keep this the same.

Risk 2 – Failure to achieve budget objectives/financial viability. It was agreed to keep the same.

Risk 3 – Poor NSS scores. It was agreed to keep the same until the HE review has taken place.

Risk 4 – Failure to achieve projected growth. It was agreed to keep this the same.

Risk 5 – Failure to achieve TDAP. It was agreed to keep this the same.

11. **Date of next meeting**

- Wednesday 8th March 10-12pm at UCP

Minutes

12.

AOB

Steve Bennett's retirement (AA)

AA recognised that this was SB last meeting as a Director of UCP and on behalf of the Board thanked SB for his support of UCP, along with his practical help and guidance that has been extremely valuable. SB conveyed his thanks, saying that UCP has taken on a vigour that was not expected and it has been a pleasure to be a Director of UCP.