

Minutes

Subject	UCP Board Meeting
Date	Monday 30 th October 2017
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, Ms E Nixon (minutes)
Apologies	Mr Paul T Cox

No.	Item	Action
1.	<p>Apologies</p> <p>Apologies received from Paul T Cox.</p> <ul style="list-style-type: none"> • Declarations of interest <p>No new declarations of interest were reported.</p>	
2.	<p>Minutes of the last meeting 16th June 2017</p> <p>The minutes were agreed as accurate subject to amending a spelling error in minute 10.</p>	
3.	<p>Matters arising</p> <p><u>QRV findings</u></p> <p>These are to remain in the development phase; an action plan has been implemented and will be submitted by the 24th November deadline. The action plan addresses recommendations about committee structure which will be presented to the PRC Corporation Board on Thursday 2nd November; which will recommend that the HE Board report directly to the Corporation Board. It was highlighted that UCP will receive another QRV within a two year period. Guidance released by the government around TDAP is much more stringent than anticipated; it was thought there would be an opening for new providers to enter the market place; however providers must demonstrate a track record; apply for NDAP (3 year probation period) plus 3 years making it a six year cycle; the definition of 'track record' is also unclear. LK reported that consultants are reviewing UCP's TDAP application and propose the best way forward if the TDAP timetable cannot be met to develop a route to become a university; it was stated that by operating a validation model it would have been able to stick to the timeline. The team are working to provide the Combined Authority confidence in the plan to continue their support. TJ circulated the HEFCE letter to the Board, providing PB with a copy. TJ noted that a joint</p>	

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press release needs to be in place which will include 'next steps' in readiness to respond to any press enquiries; TJ to prepare.

TJ

4. **Appointment of Director** – *to agree the appointment of Dr Trevor Bolton to the Board.*

PB stated that because ARU are currently in a transitional period with the appointment of a new Deputy Vice Chancellor, ARU propose that for the duration of this academic year for continuity and support that Dr Trevor Bolton should be appointed Director. The Board members approved the appointment of Trevor Bolton.

5. **Academic Director's Report (LK)**

Student Numbers

LK reported that UCP recruitment has mirrored the national trend this year, however they have seen a really different entry and acceptance pattern. LK noted the provision that has been closed as it didn't recruit: Level 4 BSc Accounting and Finance and BA Public Services in addition to BA Public Services top-up and BSc Construction Management top-up. The recruitment campaign is focusing on January starts which is seeing applications for CIPD part time evening provision; marketing activity is being reviewed to meet the current changes to the university landscape. The funding from the Combined Authority will give additional marketing resources to address the changing trends.

HE teaching reviews will be undertaken weeks commencing 30th October and 6th November.

NSS Overview

LK presented the NSS scores against benchmarks for TEF metrics showing a slight drop from 15/16 and 16/17. Action plans are in place to address the areas of concern. LK stated that a consistent positive message by staff is given when asking students to complete the survey explaining the scoring system to ensure positive and accurate responses are received.

Student employability

There are good employment trends in Engineering and Computing and Information Systems along with Masters progression for Social Science students.

TDAP

The Academic Audit Associates (AAA) have undertaken a baseline assessment of our readiness for TDAP. A review of the report will take place mid-November.

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School engagement programmes are being held on 6th, 7th and 29th November in Peterborough, Ely and Wisbech.

Develop a scholarly and research community

The Catalyst project is coming to a close and it is intended to use some TDAP funds to appoint a 0.5 post to continue scholarly support.

Curriculum developments

- BA (Hons) Digital Marketing and Communications – proposed delivery date September 2018.
- FdA Digital Arts – proposed delivery date September 2018.
- Engineering provision for BEng Integrated Engineering; Mechanical and Manufacturing; Electrical and Electronic Degree along with the development of higher and degree apprenticeships in these areas – these courses were not approved in May 2017 therefore a new validation event has been planned for March 2018.

6. **QRV Action Plan (LK)**

LK presented the action plan noting that further progress has been made and will circulate prior to its deadline submission on the 24th November. Following the QRV report there are two areas that require attention from this Board; 1) discuss a change to the meeting name and terms of reference 2) review the current complaint handling process; LK to send links of the policies to PB to confirm wording of the process and procedures. PB noted that ARU are currently in the process of reviewing their rules and regulations which is focusing on discipline and fitness to practice with a view to embedding mediation as a means of an informal way to resolve complaints. LK was asked to consider the current formal process and its effectiveness to resolve complaints.

LK/PB

LK

The PRC Corporation Board are meeting on Thursday 2nd November to approve the HE Academic Board to report directly to them.

7. **Financial Reports (PW)**

PW presented the final accounts for 2016/17 which have been audited and a certificate issued following formal approval by the UCP Board. PW recommended the approval highlighting that through careful management of the budget the JV returned a surplus of £54k which has been carried forward increasing year end income and expenditure reserve to £158k. The Board approved the final accounts.

8. **Budget update & responsibilities following Combined Authority funds (PW/LK)**

PW reported that for the 2017/18 budget due to the shortfall of student numbers it is currently being forecasted as a deficit of £85k. PW stated that

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cuts of £27k have been made, but there are some maintenance requirements for the building and are predicting a shortfall of £40k; the reserves carried forward of £158k will have a positive effect and UCP will be solvent. PW recommended the Board approve the deficit within the final forecast budget for 2017/18. Discussions have taken place with Ian Gore (ARU); PB stated that due to the reserves in place and noting TJs comments he agreed to approve for one year; the rest of the Board concurred.

The letter of representation was formally signed; 2016/17 final accounts were signed by both PB and TJ. PW noted that it is usual practice to reappoint auditors annually.

Both PW and LK requested that LK is given authority to approve expenditure of the project income received from the Combined Authority currently £383k; this was discussed; the Board agreed designated authority to LK.

The Board discussed accommodation to house the university; PB stated that more clarity is required; it was noted that Bayard Place is the most suitable option but is not affordable; it was agreed that further discussions are needed. It was noted that the spending profile has yet to be confirmed by UCP and the CA; current projections show that UCP won't outgrow the UCP building within the next two years so there is some time for this issue to be worked through. TJ noted that he expected the current student numbers to grow in subsequent years supported by an investment in marketing. The current year was therefore seen as a one off and not a trend.

9. **Working Group meeting notes (LK)**

Following the working group meeting a proposal was agreed to ensure ongoing management, quality assurance and enhancement of collaborative provision by reviewing and re-validating the curriculum and to simplify the financial and academic operational agreement. The notes from the meeting were presented and identified staff and their responsibilities and the areas to be included in phase 1 and 2; this discussion will form the basis of the next meeting between the Academic Office at ARU and the UCP Academic Director. Resources required to run validation panels will be reviewed to make them more efficient; along with other resources such as IT and library resources due to the location of the interim accommodation. Engagement of lawyers to draft and write the new agreement has been discussed based on scope, experience and value for money, the next full meeting will be held on the 12th December.

LK presented the Academic Operations Oversight - Quality Assurance, Curriculum Development and the Oversight of Academic Regulations and the Required Roles and Responsibilities. A meeting has been arranged for December with the intention to have a letter of intent ready for the 20th February 2018 Board meeting to ensure the agreement is ready at the earliest opportunity to be delivered by 2018. The property assignment and how this may be achieved was discussed. Discussions as to whether UCP will still exist have taken place if PRC will operate UCP as a division of PRC and if the

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	<p>existing JVCo could be adapted. This needs to be agreed before the overarching agreement is made on the 20th February 2018. Further consultation is required by both PRC and ARU; PB to consider the rationale around this in conjunction with colleagues at ARU.</p>	PB
10.	<p>Risk Register(PG)</p> <p>The Board reviewed the current risk register and agreed the following updates:</p> <p>Risk 5 – Failure to achieve TDAP.</p> <p>TJ will rewrite the Cause/Impact and Key Controls/Actions and send to PB.</p> <p>Risk 7 – The process of transition to an independent university disrupts UCP outputs.</p> <p>LK to rewrite to reflect the progress made; Actions to be specific to agreements and financial impact.</p> <p>Risk 1 (Failure to achieve student numbers); Risk 4 (Failure to achieve projected growth); Risk 6 (Retention of students and staff). It was felt that these are the same risk.</p> <p>Risk 2 – Failure to achieve budget objectives/financial viability.</p> <p>PW was asked to review the Cause and Impact to include the potential of investment in marketing going forward for student numbers.</p>	<p>TJ</p> <p>LK</p> <p>PW</p>
11.	<p>Date of next meeting Tuesday 13th March 2018</p> <p>The Board agreed to bring the next meeting date forward to around the last two weeks of February 2018. EN to liaise with ARU to arrange a new date.</p>	EN
12.	<p>AOB</p> <p><u>General Data Protection Regulation (GDPR) and ICO Guidance (LK)</u></p> <p>LK asked where responsibility sits with how student information is used and asked for guidance and clarification before the May 2018 deadline. PB noted that the biggest impact is having adequate training; therefore online training is available to all staff. The Privacy Notices required when sending out information about how data will be used and for what purpose need to be more detailed and should include who the data protection officer is, along with where and how complaints can be made.</p> <p>PW noted he has requested a copy of ARU's Data Sharing Agreement; PB to follow up.</p> <p>Meeting closed at 12pm.</p>	<p>PB</p>



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