

Minutes

Subject	UCP Board Meeting
Date	Wednesday 13 th July 2016
Time	1pm-3pm
Location	UCP Boardroom
Attendees	Mr Allan Arnott (chair), Prof Iain Martin, Mr Steve Bennett, Mr Terry Jones, Ms L Knight
Apologies	Prof Lesley Dobree, Mr Peter Walker

No.	Item	Action
1.	<p>Apologies</p> <p>Apologies were noted from Prof Lesley Dobree and Mr Peter Walker.</p> <p><u>Declarations of Interest</u></p> <p>AA reported that the Thomas Deacon Academy is becoming part of a Multi Academy Trust (MAT) and AA is joining the MAT Board. IM reported that he is a member of the Greater Cambridge Greater Peterborough LEP Board.</p>	
2.	<p>Minutes of the previous meeting held 21st March 2016</p> <p>Minutes were agreed as accurate; AA signed the minutes.</p>	
3.	<p>Matters arising</p>	
3.1	<p><u>IT renewal</u></p> <p>LK confirmed the plan to use UCP surplus and capital from ARU.</p>	
3.2	<p><u>Advice for EU students</u></p> <p>It was noted that the Risk Register will indicate this.</p>	
3.3	<p><u>Classifications</u></p> <p>LK stated she is working with ARU.</p>	
3.4	<p><u>TDAP</u></p> <p>TJ noted he will visit the University of Ipswich along with SB and review their reasons and decisions made. TJ will investigate funding through the private and public sectors.</p>	TJ
3.5	<p><u>IT Asset Register</u></p> <p>PW will make contact with Stuart Powell; however SB noted that this is not a major issue.</p>	PW

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4. Note resignation of Ms Nikki Witham

AA noted the resignation of Ms Nikki Witham from the Board and asked TJ to recommend a new member from PRC.

TJ

5. TDAP/DAP Planning and Job Descriptions

LK presented and outlined the proposed Action Plan which UCP will use to demonstrate that it is able to and is in the process of establishing the baseline requirements now required for HE providers. Due to the publication of the White Paper 'Success as a Knowledge Economy; Teaching Excellence, Social Mobility and Student Choice' the HE landscape is changing and a risk based approach is being adopted by UCP. LK reported that there will be a HEFCE Assurance Review which will take place between March and June 2017; the details are not yet fully clear. In February 2017 there will be an Institutional Review from ARU.

5.1 LEP Funding for TDAP

AA stated that rigorous reporting of how the funding is tracked, milestones and obligations will be required; with clear details of how it is spent and reporting this is embedded within the plans. TJ noted that a satisfactory business case has been submitted to the LEP which stated that a quarterly breakdown and the deliverables will be reported which is now forming the basis for the funding agreement. It was stated that the majority of the £600k will cover the salaries of the posts listed required for the delivery of TDAP and the £120k will be steered by the HE Stakeholders Group. Reporting on status of spend and commitment against the LEP funding was agreed should be a standing agenda item; LK to action.

LK

SB noted that the White Paper has confused the issue of applying for TDAP or University status, therefore the Action Plan will provide a good provider review. LK clarified that the arrangements for the PRC Board of Governors to have an oversight of the continuing application due to PRC providing the HNC/D provision and the requirement for governors to have more of an understanding and awareness of success rates and standards but will not be a decision making body. It was stated that it is yet to be decided if the HNC/D provision stays at PRC or moves to UCP. IM asked that the Board needs to agree a map of transition and who has what accountability for powers, assets and liability. IM suggested that UCP continues with the TDAP process and reviews will be carried out whatever the outcome of the White Paper.

5.2 Job Descriptions

- TDAP Project Coordinator

This role was discussed and it was suggested that this role should be more of an Executive role. LK noted the amendments requested by the Board: Reference within other duties notes that the PRC disciplinary policies will to be followed if and where necessary to cover Safeguarding. Academic quality and excellence will be added to the key responsibilities along with what needs to be achieved.

- Academic Officer

It was confirmed that this role is related to TDAP; the focus of the role and its

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support in validations will change after gaining TDAP. LK noted the amendments requested by the Board: Expertise from the assessment office and a footnote to say the role focus will change after TDAP.

- TDAP Administrator

LK noted that the title of this role helps to define the role when included in the UCP structure and understanding for the whole team. LK to state that it is a 3 year fixed term position. Action LK to amend the job descriptions as discussed.

LK

6. **Academic Director's Report**6.1 Student Recruitment

Current applications 246.5 FTE and firms equate to 202. There has been a 10% increase in firm acceptances when complete to the same period last year.

6.2 Retention

This is currently 632 starts with 91.4% retention of students in year prior to all resists being taken. LK stated that it would be useful to have more training, guidelines and information around on retention and attainment. It was reported that Overall ARU 90% Core 93% and partners lower. SB to investigate how ARU can assist with training for UCP staff.

SB

6.3 UCP Website

UCP has seen the launch of its new website with links with other organisations to promote both UCP and the city via the website. A clearing banner will run throughout July and August; with local messages about affordability as well as quality and support.

6.4 Collaboration

A collaborative approach with Stamford College is being taken to map progression opportunities as they are closing some of their provision. LK reported that HRC are closing all there Engineering provision. TJ reported that also the UTC will take year 12 cohorts and UCP will start to see applications from them as well.

6.5 Teaching and Learning quality

The overall effectiveness of higher education provision was judged as follows:

Effectiveness of leadership and management – Good

Quality of teaching, learning and assessment – Outstanding

Personal Development, engagement and welfare of students – Good

Outcomes for students – Good

An Action Plan is in place which identifies current progress against development areas and areas for enhancement and staff development.

6.6 Module Evaluation results semester 1

LK reported there are two areas of provision that are performing below the target. The FdA Early Years, Childcare and Education (FHSCE) is an area for further analysis although it has seen an improvement in classification grades, the data is currently being analysed. Over the poorest performing modules have been the Undergraduate Major Project; areas for development are being identified on a module by module bases and actions taken. Good practice is also being shared. IM stated that he wanted to see substantial changes and that reviews are included in the appraisal process and all staff have been

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informed that any modules that have been low for 2 years significant changes need to be seen for the third year. LK noted that remedial action and reassessment has taken place with good robust records to track and review. TJ noted that he is aware of the staff that are not performing. It was stated that there are many teachers that teach both FE and HE and their salaries will need to be remodelled in the future with a University for Peterborough. TJ stated that PRC is currently reviewing pay ready for future developments. PRC to set out Terms Of Reference and present to the UCP Board.

LK/TJ

6.7 Quality Cycle

The timeline was presented to the Board.

6.8 Employer and Community Engagement.

Students and staff delivered a successful Sports Conference on 5th May and the Undergraduate Research and Design Conference in Engineering and Computing had over 40 employers in attendance as well as PSRB representatives. The Employability Day on 6th April went well with Saffery Champness recruiting students to supplement their existing talent pool. Links with Nene Park Trust for sports opportunities are developing. The UCP Awards Evening was a success and was well attended by business and community leaders.

6.9 Developing Scholarly and Research Community

LK reported the following: UCP presented at this year's British Conference of Undergraduate Research in Manchester. The Staff Research and Scholarship Repository is a designated section of PRC's Infozone and available to view by all PRC staff. A number of staff attended the Anglia Learning and Teaching conference. There are 3 UCP undergraduates starting on our Graduate Teacher Initiative Programme in 2016/17.

6.10 Grow the talent pool of graduates available to employers in Peterborough

LK reported that this remains one of the areas of focus for the HE Stakeholder Group.

Curriculum Development

LK provided a progress update:

- Computing and Information Systems BSc and FdSc would be UCP's own degree for TDAP.
- FdSc Architectural Technologies – tentative discussions have taken place but not progressed.
- BSc Electronic and Electrical Engineering as well as a BSc in Mechanical Engineering – this was rejected by ARU due to timing and recruitment as losing learners to other institutions; there are students who want to do a degree rather than a HNC/D; along with employers wanting Higher Degrees and Higher Apprenticeships. UCP will return to this with a more robust proposal.
- BA/BSc in Digital Marketing 2017/18 – due to employer and individual queries this provision will be developed with the intention of incorporating the Higher Apprenticeship/degree apprenticeship offer.

6.11 Strategies for Success

This was noted as it was a really useful event.

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7. **Forecast Financial Statements**

LK outlined the financial statements and highlighted that current actual student numbers are above target therefore the forecast income for the year has increased from the budgeted amount of £3,696k to £4,072k; the forecast remains a breakeven position. The accounts for the 10 month period show a surplus of £970.4k. The student bursaries and scholarships for the year are forecast to be £129k.

IM noted the budget of 46% for staff costs; as the pay model is developed there is a need to work towards 50-53% of staff costs of total revenue. There will be a review of shared services and what this equates in staff costs. The level of unionisation was discussed with 30% at ARU which is more notional than apparent; but depends on the curriculum area.

8. **Budget for 2016/17**

The budget was reviewed and approved by the Board.

8.1 Marketing Office

LK reported that this role is being reviewed.

9. **Bank Mandate**

SB reported that both IM and TJ need to be added to the mandate. The mandate is included as part of the minutes. SB/LN to action.

SB/LN

10. **Rules, Regulation and Procedures**

LK stated that the preparatory work has been carried out and in essence this is a step towards independence and will provide clarity and are appropriate to HE provision. Part of the reason for change is in response to the OIA who will look at the procedures rather than student complaints. SB asked the Board to adopt the procedures ready for September 2016. LK will write the HE Charter which will cover all HE students with a view to review annually and listen to student feedback. It was noted that the regulations will sit separately. AA noted that the wording starts in a negative way, therefore suggested it starts noting the values; LK will write a Foreword and include definitions at the end.

LK

10.1 Student Complaints and Appeals Committee

SB reported that the OIA will not support the 3 stage procedure therefore asked the Board to agree process at the meeting and by publication will modify this process. SB to liaise with LK regarding the process to be implemented which will all be carried out at UCP/PRC. The Board approved the procedure.

LK

SB/LK

11. **Student Numbers**

LK presented the student numbers as at 11th July 2016.

- Firms are 11.1% increase on overall acceptances compared to last year.

- 179 full-time firms; 32 part-time firms; 4 APL applicants; 15 existing/progressing students = 230 firms.
- Low numbers are being monitored. A lot of social media work has been carried out.
- The Construction Management top up part-time applications is growing partly because some of the provision is being delivered on one day a week.
- The Accredited Prior Learning (APL) applications need to be mapped to see if they can study at UCP.
- Part-time students can infill onto full time programmes.
- It was confirmed that numbers do include EU students due to the very nature of the community of Peterborough as a city.
- It was noted that fees for EU students at present will not be charged higher fees in the future and being made offers but will have to arrange their fees/funding.

LK confirmed that a cohort of 10 is viable number to run the programme. New programmes do have lower numbers but this is anticipated. It was noted that Insurances are not being factored into the figures. LK reported that due to UCP having its own identity, website, working with schools and a growing young population its growth is healthy against the current market.

12.

Module Performance & Action Plan

LK presented and outlined the Action Plan that has been put in place which has clear and robust actions that will be monitored. LK is confident that other underperforming modules are being monitored and the issues addressed. The Board discussed how many modules have been underperforming for 2 years and how the action plan will be implemented. LK will report on the outcome of the underperforming modules.

LK

13.

Risk Register

SB presented the Risk Register and noted that the Rating Criteria has been slightly amended.

AA asked if the current scores are net scores. SB confirmed this trying to get to the current assessment of risk; rethink the mitigations.

- Risk 1 – Failure to achieve student numbers.

It was stated that the exit from the EU is a component rather than a standalone risk. The risk rating was confirmed at Orange as need to be very aware of the risk. The Likelihood is driving up the risk – 4 and 3.

- Risk 2 – Failure to achieve budget objectives/financial viability.

The budget is being met; however it was agreed to leave the risk rating as it is as there is not much margin.

- Risk 3 – Poor NSS Scores (poor student satisfaction).

This is a perpetual risk and was agreed to stay as it is.

- Risk 4 - Failure to achieve projected growth.

This was discussed and it was agreed to reduce the rating to 4 and 3.

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- Risk 5 – Failure to achieve Taught Degree Awarding Powers (TDAP)

This was discussed and it was agreed to include recognition of external factors. AA noted that the UCP Academic Director (LK) is the single point of failure/responsibility for the risks; SB noted that this is normal practice; however the TDAP risk will be delegated to the new TDAP Project Coordinator. The Board discussed if there is an inability to recruit staff to meet the needs of TDAP and a University status; it was stated that this will impact the score for the Student Satisfaction and Financial risks 3 and 4. LK was asked to provide information around key controls.

LK

14. **Date of next meeting**

Thursday 27th October at 12pm at UCP.

15. **AOB**

UAE Students (LK)

LK reported that students from the UAE would like to study a degree with UCP however it seems that ARU are not on the UAE Embassy list; LK was asked to liaise with ARU to clarify these details.

LK