

Minutes

| | |
|-----------|---|
| Subject | UCP Board Meeting |
| Date | Thursday 12 th March 2015 |
| Time | 11am-1pm |
| Location | UCP Boardroom |
| Attendees | Mr Allan Arnott (chair), Prof Mike Thorne, Mr Steve Bennett, Mrs Angela Joyce, Ms Liz Knight, Mr Peter Walker, Mrs Nikki Witham |
| Apologies | Prof Lesley Dobree, |

| No. | Item | Action |
|-----|---|--------|
| 1. | <p>Apologies</p> <p>Apologies were noted from Prof Lesley Dobree. Angela Joyce arrived later to the meeting at 12noon so the agenda order was adjusted in order to receive her full contribution.</p> <p><u>Declarations of Interest</u></p> <p>None were noted.</p> | |
| 2. | <p>Minutes of the last meeting 5th November 2015</p> <p>Minutes were agreed as accurate; and were signed by the chair.</p> | |
| 3. | <p>Matters arising</p> | |
| 3.1 | <p><u>SITS Access</u></p> <p>LK noted that access for staff is read only; further information will be followed up around the 26th March to see how information can be used; SITS is being redeveloped; on track to lead to an outcome.</p> | |
| 3.2 | <p><u>Accommodation numbers</u></p> <p>Further discussions with Baxter and King have taken place noting they are offering 50 beds with a £500 indemnity if they are not filled; SB regarded this as a good deal and that the beds will be filled. AA noted that occupancy of the new accommodation built by the hospital for medical students is very high.</p> | |
| 3.3 | <p><u>Curriculum Review</u></p> <p>This is complete.</p> | |
| 4. | <p>Academic Director's Report</p> <p>LK reported against the Key Performance Indicators;</p> <ul style="list-style-type: none"> 2014/15 student recruitment target was 700 including HNC/HND but has now achieved 708. MT noted growth at CWA; reduced numbers at | |

Minutes



- Harlow; UCP is still achieving better than most for university/college partnerships.
- Fees were discussed and it was noted that these are almost irrelevant; Manchester are currently offering a degree in 2 years and their fees reflect this (£6.5k) the deal breaker is a degree in 2 years. SB noted that the UCP is doing well due to their energy and commitment.
 - Module Evaluation Scores (MES) cover all years of study; the NSS covers just the final year of study. LK to provide feedback from student and employer satisfaction surveys in her next report. The MES average was 8 across UCP for semester 1 responses. Module scores will be tracked and fed into the performance management process.
 - £4.5k HLF Bursary; £1k for student Ambassador support; £1,400 for conference and exhibition hire and some workshops delivered by UCP staff; £5k Mike Greene Bursary; project with the Children's University regarding energy saving; Greater Peterborough Trust Bursary – AA following up.

LK

AA

4.1 Employer and community engagement

UCP hosted the Smart Supper in November and again in March; which is sponsored by the DNA Initiative and will involve local schools and college students solving the city's problems. Entrepreneurial guest lecturers during semester 1. Children's University events; Chartered Institute of Building Event which included a presentation from Dr Gavin Dunn (BRE Group); Employability days November and March; successful STEM event was held 11th March; The Undergraduate Research and Design Exhibition for Engineering and Computing 22nd May. Re-vamping UCP Awards Evening to endorse each award/course and sponsored by a business; summer schools will be held in July as part of the Outreach Strategy. Will bid again for the Festival of Code for 2016 as a collaborative approach involving UCP, PRC, ARU and BGL.

AA noted that the computing numbers have decreased.

- PRC has been successful in being awarded an AoC bid (Catalyst Fund) to appoint a HE Scholarship and Research Manager; starting in June 2015.

4.2 Curriculum Development

A review was carried out which focused on an analysis of enquiries, progression routes from PRC and the UTC, LMI, employer feedback; competition and staff knowledge/expertise.

- FdSc Computing and Information Systems - new course will provide better engagement; will look at blended delivery to support Advanced Apprenticeships.
- FdA Early Years and Childcare – good acceptances moving to a final top up.
- FdSc Architectural Technologies – tentative discussion with the faculty at ARU. MT noted that this course requires space for all the required equipment.
- BSc Civil Engineering (top up) – seen a growth in PRC HNC/D; LK noted that local employers have not invested in their staff training

Minutes

previously and now they require training; people development. UCP want to offer progression for PRC HNC/D Engineering and Construction programmes. RPC Rutland – HNC/D manufacturing based on polymers and plastics and moving towards a top up. It was noted that this business has a large skills gap.

- HNC/D Animal Care – Edexcel/PRC based.

4.3 Student Experience Survey (SES)

LK highlighted the survey results and the actions that have been followed up to develop and address the concerns raised. Learners have been asked about their student experience at UCP to see what else they wanted; their suggestions included different types of events, such as family day events; it was noted that events are widely promoted but the students do need to be involved to ensure they are successful. Have held learner forums to improve poor result areas. MT action to follow up with IT for the survey to be available to partners; the questions reflect the NSS questions to provide information early to ensure issues are resolved. Results for specific courses were noted; and where issues were highlighted these were all followed up.

MT

5. **Financial Accounts & Minutes**

PW noted that in the previous minutes a possible surplus was discussed; Phil Griffiths has confirmed that it is an expectation to break even and would be very difficult to make a surplus. PW reported that the UCP is slightly below on budgeted numbers; 2% below on income due to the shortfall of numbers. Service charges have been adjusted and there is a contingency in place. The budget is extremely tight. A restructure is currently being reviewed, with support required for LK which is being added to the structure. Emergency lighting needed replacing; this has been capitalised; there is now no flexibility with no contingency and no room for manoeuvre; PW noted that there hasn't been any real significant growth for 3 years. MT noted that it is an important time to review fees; PW noted that there has been an increase and noted that bursaries help with retention therefore UCP would like to maintain the level of bursaries. MT noted that ARU will be less generous with bursaries as this doesn't make them competitive. PW noted that there is evidence that bursaries do improve retention. A third alternative was discussed which is to increase student numbers, which is the preferred strategy. PW noted that UCP would be happy to increase fees to £7.5k. AA noted that these are not competing strategies, the intention would be to increase fees progressively year by year; also need to build in additional marketing spend; using a different dynamic. MT noted that if fees are reduced student numbers decrease; international market price is a proxy for quality; in the UK debate around fees; where fees were increased some areas in ARU experienced record numbers. Growth is challenging as no one is experiencing growth in the FE sector; there is a need to offer provision that isn't being provided by other universities. SB noted that there will be items to be replaced and the new offer will need to be funded and asked how this will be funded if fees are not increased. MT advised all partners need to increase fees; the Board agreed to increase to £7.5k along with continuing to offer some bursaries.

Minutes

| | | |
|-----|--|-------|
| 5.1 | <p><u>IT renewal</u></p> <p>The estimate to upgrade the IT at UCP is £344k; following a scoping visit. LK is reviewing the detail of the scoping visit with Jennifer Woods; PW asked if this is essential; there have been some problems with lecterns. Lecture Capture is required in some of the classrooms but not in all; SB will speak with the team regarding the equipment. The upgrade was highlighted on the upgrade schedule and the issues from the lecterns is timing out. PW noted that there will be a residual required; PW and Phil Griffiths to meet regarding the financial memorandum to provide a plan for the future to incorporate upgrading building equipment. MT asked what is the absolute must have are with costs and the rationale behind these costs; these need to be available by the Easter break; LK/PW to action. AA asked that a plan is put in place moving forwards.</p> | SB |
| | | PW |
| | | LK/PW |
| 6. | <p>TDAP – Action Plan & Milestones</p> <p>MT noted that he would be happy for Peterborough to gain University status; if ARU come out of the joint venture they would have an issue with their asset list; but only if it is no detriment to ARU. MT noted that the LEP would be hugely supportive of university status. Peterborough City Lead Marco Cereste is supportive of a university for Peterborough; issues with the building would need to be resolved.</p> <p>AJ noted that time has been spent looking at the next steps having spoken to other colleges regarding TDAP and discussions with UEA on how their transaction took place to form UCS. Derrik Fearney works directly with TDAP in QAA and these discussions informed the paper presented at the meeting; autonomy is a large element of the application and a track record of some autonomy is necessary; there is a significant academic infrastructure however UCP has to set up its own academic infrastructure to gain TDAP. In short to medium term 2018/19 to gain TDAP and that PRC has the advantage of being able to gain TDAP due to its current structure. It was asked if both partners of the joint venture have TDAP how does UCP become a University College. In the long term it is best that UCP apply for TDAP but in the short/medium term it is better that PRC apply for TDAP. If UCP does apply for TDAP it would need help and support from its partners. AJ noted the list of requirements needed. MT noted that academic infrastructure will still be required by UCP. AJ noted that she is the Chair for The University Enquiry Group which is now starting to be defined as a HE Stakeholder Group; John Holdich, Kim Sawyer, Annette Joyce are the council representation in this group; MT suggested setting up a working group which was unanimously agreed to move TDAP forward which will meet monthly to work through the issues; a Project Manager is required to lead; it was noted that the city (Marco Cereste) would require to provide funds of £150k to start the process. It was agreed that UCP would be the applying body for TDAP. It was agreed that a joint steering group will work to gain TDAP for UCP.</p> <p>The first 2 meeting dates were agreed as: Monday 20th April at 1pm – ARU Cambridge campus Wednesday 20th May at 1pm – UCP</p> | |

Minutes

AJ noted she is fully sympathetic to the building issues but this is more complicated because EEDA & HEFCE funded a large part of the building; the land is PRCs and is leased to the UCP building. AJ noted that it is timely to put a future plan for the building. Marco Cereste is fully behind the project; he has been reassured that UCP/PRC are working towards this. Two working group meetings were agreed; 20th April 2015 1pm-3pm (ARU Cambridge campus) and 20th May 2015 at 1pm-3pm(UCP) for the University of Peterborough Steering Group meeting; LK to administer the agenda for the first meeting; it was agreed that the meeting is chaired by different individuals to start with. A QAA expert will be required but not at the first couple of meetings. AA asked to plan that UCP is the awarding body.

LK

7. Research Hub

MT noted that he has discussed this with both AJ and Steve Bowyer and Opportunity Peterborough following discussions with Steve Bowyer his concerns are reduced.

MT highlighted that what is unusual about this is that Jerry Harrall has his own limited company and only gained his degree in 2006; and that there is no evidence that he is a researcher. MT noted his worries about Jerry's intellectual property and therefore who owns what; research needs to be in the public domain as research councils will not give funding to limited companies. MT asked if the motivation is to support a company in Peterborough or to get a research institute set up; SBowyer understood the issue for intellectual property noting that Jerry Harrall would be the translation of the research; it was suggested to openly recruit. TWI engagement was noted and it was asked if they would form an off shoot in Peterborough but it was reported this isn't the case. Opportunity Peterborough has spent £20k and there is no other funding. To set this research up, the LEP would be approached to support this; the licensing agreement regarding the database can be arranged. MT confirmed that if this research can only be led by Jerry Harrall then he wouldn't support this; however MT does want to help get research off the ground. AJ – noted that the concerns that MT has articulated are ones that UCP have; UCP have been wary of Jerry Harrall's motivations; AJ suggested ARU invite to meet with Jerry Harrall. The research is industry based therefore UCP felt it could manage this as it is in the industry for the industry and fits with Peterborough's objectives; Jerry Harrall wishes to contribute to Peterborough and buys into the ambitions of HE in Peterborough. Letters from TWI were distributed to the Board.

SB noted that there is a lot of this research around; there are some databases that already holds the same information and this is not different but is local activity.

MT noted he felt that TWI will not invest. He would like the discussions to involve Steve Bowyer for contextual information. MT noted research grants are required to ensure research can continue. Applied research is required but the principal investigator has to have a proven track record by Europe. ARU has a bid writing process to offer; funding from research councils is the hardest to gain; companies and organisations are required to invest in research as well.

Minutes

MT asked where the initial income comes from and how will this continue. PW noted that Jerry Harrall works with integrity but he does do his own thing; he may be out of date but is attracting potential partners; these need to be set up to self finance; and this is an opportunity that can pay for itself. PW understands that he doesn't meet the academic criteria; but asked if this can proceed in another way. MT noted that the intellectual property needs to be agreed. Profit made from this research was discussed; and the time he would work for this research at 0.5 week to enable him to work on other projects. The Research Director title is not aspirational for Jerry Harrall he is looking for support for his work. PW noted that there is interest in this research; UCP would ensure it meets all the academic requirements.

7.1 How to proceed

MT noted that there is not an option for funding from Opportunity Peterborough therefore it has to be self financing. Funding can help businesses from Knowledge Transfer and Low Carbon grants to employ to bring around the change required; Jerry Harrall has offered to continue the fundraising for 6 months to get the concept to test the research initially. The IP could be licensed to satisfy the regulations. A public body can't help a limited company to continue. Maximum funding is £100k the smaller the company the lower the match funding.

First meeting MT/Simon to meet Jerry Harrall to talk through the research. A second meeting will be arranged with AA (Chair); MT; Keith; Simon; Steve Bowyer; Jerry Harrall.

8. **Recruitment and Marketing**

LK outlined the September applications; it was noted that applications are taking more time to be confirmed due to the change in the market place. LK noted that there are some interesting developments in the market place due to unconditional offers; LK noted all the recruitment activity. AA noted the overview of course applications Computing and Information Systems; LK noted she is confident that this course will recruit; LK also noted the number of applicants in January for Archaeology and Landscape History is very low at 4. The Lincoln University Unconditional Offer Scheme 2015 was discussed. It was proposed to spend more on marketing and to start earlier; the Board agreed that each partner will invest a further £15k on marketing.

9. **Risk Register**

- Number 1 – Failure to achieve student numbers; this will stay the same in terms of risk; 5/5 key controls; an extra £30k will be spent on marketing.
- Number 2 – Failure to achieve budget objectives/financial viability; the impact is failure to invest in the infrastructure of the UCP building; the increase in fees to mitigate the risks was discussed; this is not an immediate risk but more longer term.
- Number 3 – Poor NSS score; current rating will be increased; reference to the internal survey and the actions being taken to mitigate the risks.

Minutes

- Number 4 – Failure to achieve projected growth; it was asked if growth is possible; it was noted that there is a decline from mature students; part time courses collapsed; grow FE to HE; SB to rephrase this risk.

SB

10. **Resignation of Angela Joyce**

AA noted Angela Joyce's resignation; effective from Sunday 12th April 2015 which is in line with her employment with Peterborough Regional College.

11. **AOB**

No items were raised.

12. **Date of next meeting Friday 17th July 2015 from 12pm-2pm at UCP.**