| Meeting: | UCP Board Meeting |
| Date: | Wednesday 16th July 2014 |

Present:

Mr A Arnott
Prof M Thorne
Prof L Dobree
Mrs A Joyce
Mr P Walker
Ms L Knight

Apologies:

Mr S G Bennett

1.	**Apologies** These were received from Mr S Bennett. • **Declaration of Interests** There were no declarations of interest.	
2.	**Minutes of the previous meeting 28th February 2014** Minutes were agreed as accurate.	
3.	**Matters arising**	
3.1	SITS Access LK noted that full access is still not available for UCP learners; LK noted that PRC use Pro Solution. It was confirmed that the ARU licence covers Click View for UCP therefore UCP will be able to have access; LK to follow up with Mike Frost regarding access.	LK
3.2	BSc Biosciences It was confirmed that this validation has been completed.	
3.3	UCAS data It was confirmed that access has been identified.	
3.4	Staff Recruitment strategy It was confirmed that scholarly activity has been followed up.	
3.5	LEP It was noted that the feasibility study will be followed up in the future at the appropriate time.	
4.	**Academic Directors Report** The Board received the report.	
4.1	Employer Engagement LK gave an overview of the report and highlighting Employer Engagement across the city with Enterprise Cars; the Peterborough Graduate Scheme, Balfour Beaty; Peterborough Cathedral HLF project noting that it was very successful and therefore are considering a second student with a bursary and the Research Hub with KTP opportunities from ARU and the support of Opportunity Peterborough have been gained.	
4.2	Curriculum Developments LK reported the current validations outcomes noting that the process was difficult with issues around teaching and the students requiring more time with lecturers; the constraints were discussed; LD to follow up to move this forward.	LD
4.3	Recruitment and Events LK noted the following: completion of the 2015/16 prospectus; Work will continue with OBA and TDA. The three summer schools were successful. Successful HE Conference.	

	Children's University learning day was attended by 90 children. A further Raspberry PI event has been planned for August 2014.	
4.4	Achievements LK reported that 91% of students on the BSc Computing have achieved a 2:1 or above; 50% of BSc Integrated Engineering graduates will achieve a 1st; high classification profile for BA Archaeology and Landscape History; 100% of final year BA Business Management students have employment or are at final stage interviews.	
4.5	Staff Development UCP staff attended the ARU Conference on the 1st July. There was staff participation in the AoC HEFCE Catalyst Bid to support scholarly activity to develop different models for applied research for the UCP environment; 3 pilot colleges will be selected which may help to kick start the scholarly activity as part of the UCP Strategic Plan.	
4.6	Student Engagement and Experience One area for enhancement that has proved successful has been the introduction for additional English study skill sessions for students for whom English is an additional language. The UCP Students Awards evening 22nd May 2014 was hosted. Six new student ambassadors who will have specific roles attached to societies etc.	
4.7	University for Peterborough AJ noted the next steps for UCP and a University for Peterborough. It was noted that UCP is building a very good reputation across the city.	
4.8	Guild House LD noted numbers have grown and confirmed 250 students and growing MBA students.	
4.9	Recommendation The board accepted the report.	
5.	**Student Numbers** LK presented numbers as at 15th July with firm accepts of a 22.97% increase; offer accepts 113; it was noted the numbers are encouraging with good progress. The numbers for specific courses were discussed; LK noted that some of the low number courses are starting to recruit more this year and some of the more popular courses in the past are now recruiting less numbers. IT was highlighted that applicants at other institutions who want to study at UCP are not released until Clearing starts. LK noted that UCP courses will be listed; and UCP has received all the necessary support from ARU regarding Clearing.	

6.	**UCP Strategy 2014-2018** LK gave an overview of the key changes to the strategy following the last UCP Board meeting; highlighting the changes to the Strategic Objectives. LK noted that agreed changes to objective 5, 6 & 7. AA noted amendments with LK. AA highlighted key performance indicators for objective 4 to achieve University College status and taught degree awarding powers; this was discussed; AJ noted her caution regarding the wording suggested for the process. It was agreed to remove the box and put in a statement regarding the target timeline for achievement. MT noted that ARU will encourage UCP in becoming a University for Peterborough but cautioned around ARUs financial commitments. The Board also noted the cost involved in gaining taught degree awarding powers and the need for support from stakeholders. Any minor issues will be conveyed separately to LK. LK to send the final version to ARU for circulation. The Board approved the UCP Strategy 2014-2018. AJ noted that the Strategic Plan will be sent out to Stakeholders across the city in due course.	 LK
7.	**Financial Report** PW reported that the accounts for the past 10 months shows that UCP is on course to breakeven but the current threat is withdrawals between now and the end of the year as there are some re-sits taking place. However these numbers are not significant, apart from Level 4. LK noted that additional sessions have been provided to help students to succeed. It was noted that the consultancy fees for TDAP have been included but not in subsequent years beyond 2014/15. PW clarified that the budget for carrying cash is distributed within partners and services and is just a time delay with invoices. UCP will provide and apply its own border agency licence; AJ noted the issue is the transfer of the existing students; LK reported that UCP will not be taking any international students for 2014/15 as time is now limited to do this. It was agreed that in the long term it is important that UCP has its own licence.	
8.	**Approve Budget 2014/15** It was noted that the overall target of 564 FTE is less than the Strategic Plan target; AA suggested that the numbers should line up with the Strategic Plan; this was discussed. However the strategic plan is student numbers not FTEs and includes the HE student numbers at PRC. The budget includes HEFCE income and increased fees by 3% inflation to £6,695 per continuing	

	FTE. Fees for new starters are now £7,000. PW highlighted that most costs are similar to last year with no significant changes; however marketing has reduced to £90k; the budget is required for the student experience which does require improvement; LK noted that the city is not overwhelmingly welcoming to students; however it was noted that there would be an impact from the number of students to the city on a large scale; LK noted that UCP is working closely with Vivacity in this area. The budget is tight until UCP sees some significant growth; AJ noted the budget is prudent but with a plan not to fail. AA to contact Martin Chilcott head of Vivacity about discounts in this area across the city. PW highlighted various points on the detailed budget outline. The Board approved the budget.	AA
9.	**Review UCP Risk Register** MT presented the Risk Register and the risks were reviewed. MT highlighted that the big risk is gaining student numbers and keeping students. Curriculum & Quality (4) - LD noted that this is not high risk and the board agreed this will be removed from the register; SB to action. Risks 1, 2, 3 & 5 are to be held in their current risk rating. AJ suggested adding a risk around CAS when convenient. AA noted that mitigating actions need to be added to ensure the risk ratings will move from red; however MT highlighted that it is recognised that changes to HE by the government change annually and this affects the high risk areas of the register as these are not in UCPs control.	SB
10.	**Discuss nomination(s) for Directorship/Nicola Witham** The Board noted the PRC vacancy. The board were content in appointing Nicola Witham – Vice Principal Curriculum & Quality, nominated by Angela Joyce, at PRC to the UCP Board.	
11.	**AOB** No items were raised.	