



Meeting: UCP BOARD MEETING
Date: Friday 18th October 2013

Present:

Mr A Arnott (chair)
Prof M Thorne
Ms L Dobree
Mrs A Joyce
Mr P Walker
Ms L Knight
Ms U Akhtar

Apologies received:

Mr S Bennett

		<u>Action</u>
1.0	APOLOGIES	
1.1	These were noted.	
	- DECLARATION OF INTERESTS	
	There were no declarations of interest.	
2.0	MINUTES OF THE PREVIOUS MEETING 12TH JULY 2013	
2.1	Minutes were agreed as accurate and approved.	
3.0	MATTERS ARISING	
3.1	<u>Think Peterborough</u> LK confirmed no conflicts and a strategy is being developed for Peterborough.	
3.2	<u>Curriculum development</u> LK noted this will be reported at the next board meeting and will become part of the strategic plan.	
3.3	<u>Disaster Recovery Plan</u> PW reported that PRC is currently updating its Continuity Plan, which incorporates UCP; PW noted that internal auditors will be reviewing in year.	

<p>3.4</p>	<p><u>Greater Peterborough Educational Trust</u> A report will follow next month; PW to action.</p>	<p>P Walker</p>
<p>3.5</p>	<p><u>Graduation Ceremony</u> MT thanked LK/UCP staff for the excellent event and offered help from ARU with the organisation and running of the event next year. Next year's graduation date was confirmed as the 25th September 2014. Mike Greene to attend the PRC graduation to receive the honorary degree.</p>	
<p>4.0</p>	<p>Academic Director's Report</p>	
<p></p>	<p>LK presented her report highlighting that Bauer Media and O2 have teamed up and asked UCP to host fortnightly sessions for the Go Think Big initiative in journalism business and media; along with two large road shows.</p>	
<p>4.1</p>	<p><u>Curriculum Developments</u> LK reported that modules have been developed for the Cooperative; the top-up to a BSc in Biosciences will be undertaken in conjunction with Harlow; Degrees at Work would like to deliver the 60 credit University Diploma following changes to the FdA in Management and feedback from employers; investigating top-up for the PRC HND/HNC Civil Engineering students currently studying on a part time basis.</p>	
<p>4.2</p>	<p><u>Recruitment</u> LK reported that targeted recruitment events have been planned for 2013/14; including Open Days and Student Experience Days which will be advertised city wide. Activity that have taken place are personal statement writing at AMVC; Fresher's Week; UCP Employability event; sessions on how to be a successful student; guest lectures.</p>	
<p>4.3</p>	<p><u>Think Peterborough update</u> Joint marketing opportunities have been discussed and further progression opportunities have been identified; the curriculum offer and approach were reviewed with new initiatives which include the Growth Accelerator Fund.</p>	
<p>4.4</p>	<p><u>Staff Development</u> LK to inform MT with regards to registry issues. The on improved assessment and feedback was communicated to staff and good practice was identified. LK noted the new managers in place.</p>	<p>L Knight</p>
<p>4.5</p>	<p><u>Bronze Age Experience</u> LK reported that the development of a museum from the discovery of the Must Farm Boats will provide opportunities to revise the BA in Archaeology and Landscape History during the forthcoming periodic review.</p>	
<p>4.6</p>	<p><u>NSS</u> LD noted the NSS score for Computing and Information Systems and LK noted the score for English Literature highlighting that an action plan is in place; MT noted that this is only 4% above the level where a course would be removed.</p>	
<p>5.0</p>	<p>Student Recruitment Report</p>	
<p></p>	<p>LK presented her report and highlighted that the overall clearing campaign needs to be out earlier and noted the main areas for consideration; MT asked that the marketing budget is agreed. LK highlighted that the quality of the website isn't sufficient for</p>	

current traffic and suggested the need for a standalone website UCP is currently linked the PRC website. AJ noted that there is a substantial cost for UCP to carry to set up, run and maintain its own website. AJ noted that there will be clear messages for the next campaign and this was discussed. MT highlighted that a website is necessary social media is more important than websites, therefore there is a need to grow social media for UCP. AA asked that the clear messages weave into the strategy.

5.1 Student numbers

LK updated numbers for full time learners as 238; in total with FTE 255, which shows growth on the previous year. LK noted that UCP is looking at a January intake in Computing which has strong resource and good employer backing; along with in fills on other courses which has no additional work other than assessments; 191 last year.

5.2 Retention

LK noted 54 learner withdrawals. Intermitted students were noted and ARU are dealing with these in a different way to try and ensure students don't withdraw; LD noted she would like to see 85% or higher. LD asked for the impact on progression; and are there any particular issues on certain courses; LK to follow up.

6.0 **Student Accommodation**

LK reported that planning for Hightrees has been refused. LK reported that the Crown Mews opened in September which is a new student accommodation offer. PW noted that Baxter and King Developments need to be pursued regarding some further smaller developments.

7.0 **Strategic Plan Production Timeline**

LK presented the timeline and noted that the current UCP Strategy 2010/13 is now redundant and a clear mission is required. The timeline sets aims and how they will be achieved; which includes an employer focus group. AA noted that the timescale give time to agreed a basic intention and develop the strategy with a sub group; AA noted that the aims are good as is the purpose of what is to be achieved. It was agreed to set up a sub group to be lead by LK with assistance from AA. LK to contact Alison Anderson; LD/AJ/LK to meet with regards to the curriculum. The board approved the timeline. A draft strategy to be presented at the Board meeting in February 2014. LK presented some proposed mission statements.

MT noted that the Board needs to be clear that if the city does not help pursue a university for the city it will need to be done by ARU and PRC.

8.0 **Final Accounts 2012/13**

PW presented the final accounts for 2012/13 for approval. PW noted the growth in FTEs of 2.1% from the previous year. PW reported that fee income is 65% of the total year and will continue to move up. PW reported that the accounts before adjustments showed a surplus of £27k which is divided between

L Knight

ARU and UCP; also there were some savings on the revenue budgets. MT thanked PW and LK for the improvements on the budgets. The accounts were approved by the board. PW reported that this year's budget is on target and will report year to date at the next meeting; PW to action.

P Walker

9.0 UCP Risk Register

Risk 1 – Failure to achieve student numbers.

It was agreed to leave as the same.

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

It was noted there is a better sense of control and management.

Risk 3 - Poor NSS Scores.

LK noted that there are action plans in place to address the poor scores. It was agreed to leave as the same.

Risk 4 - Curriculum/Quality Issues.

It was agreed to discuss in the future due to changes to the QAA Institutional audit. LD noted the amendments to this risk to remove the reference Audit and re word accordingly; LD to liaise with SB regarding the wording.

L Dobree

9.1 Additional Risk

AA suggested adding a further risk of Failure to Grow; this was discussed. PW asked if a five year target for growth would be set in the strategic plan.

It was agreed that a measure will be added when reviewed in February 2014.

10.0 AOB

No items were raised.

11.0 Dates of the 2013/14 and 2014/15 meetings

Friday 28th February 2014 at 12pm

Wednesday 16th July 2014 at 12pm

Wednesday 5th November 2014 at 12pm

All meetings will be held at UCP.