



Meeting: UCP BOARD MEETING
Date: FRIDAY 28TH FEBRUARY 2014

Present:

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

		<u>Action</u>
1.0	DECLARATION OF INTERESTS	
1.1	There were no declarations of interest.	
2.0	APOLOGIES	
2.1	None received. All in attendance.	
3.0	MINUTES OF THE PREVIOUS MEETING 18th OCTOBER 2013	
3.1	Minor spelling errors were noted. The minutes were then agreed as accurate and approved.	
4.0	MATTERS ARISING	
4.1	<u>SITS Access</u> LK reported that UCP still does not have full access of SITS for report generation and entering details; all UCP is able to access are snap shots of data. SB to follow up.	SB
4.2	<u>Risk Register</u> Risk 4 (Curriculum & Quality issues). Wording has been amended.	

5.0 ACADEMIC DIRECTORS REPORT

5.1 The Board received the report.

5.2 Employer Engagement

LK outlined the report highlighting that UCP will work alongside the Innovation Pool and City Metabolism strands within the Peterborough Graduate Scheme (PGS); as part of this initiative it will fund 12 graduates to work with local businesses contributing to the local economy; six graduates from UCP/PRC/ARU; with a national campaign to recruit the other six graduates. UCP continues to work with OBA and now in addition Jack Hunt and Sawtry College are actively recruiting graduates.

5.2 Curriculum Developments

LK reported that the BSc Biosciences validation will take place in April. If there are any issues LK to contact MT/LD.

LK

5.3 Recruitment and Events

LK highlighted some of the forthcoming events. UCP is to host the first graduation of Children's University on the 24th April 2014 from 1.30pm-3.30pm; LK to ensure all have the necessary details and arrange the necessary caps and gowns for the ceremony from ARU.

LK

The January recruitment initiative saw 7 new students and one transfer from ARU. It was noted that the January intake comes mainly from overseas graduates as fees dictate when UK learners start which is mainly October. It was noted that this is a difficult time to recruit; LD highlighted that numbers are very small; LK noted that all the students are in fills.

5.4 Think Peterborough

LK reported that UCP have been approached to deliver some training for Peterborough City Council; this is being pursued.

5.5 Staff Development

LK noted that the Accounting sessions held were very engaging.

5.6 Student Engagement and Experience

LK reported that a Finance and Wellbeing week is being held w/c 3rd March. The second UCP Employability Event is being held on the 18th March. UCP has developed its own Student Experience Survey as it wasn't part of the SES *Universitea* roll-out; LK to highlight any issues to MT. Learner forums, focus groups and tutorials have been held to enable the completion of the survey.

SB noted that there is a lot going on to engage the learners.

The report was accepted.

6.0 2014/15 APPLICATIONS

6.1 The Board received the report.

LK circulated an updated version of applicants as at 20th February 2014. LK reported that UCAS are coming to UCP to carry out some training. Also UCAS have opened up some of their data to enable universities to be smarter at identifying and targeting their learners; LK to send details to MT regarding accessing UCAS data.

LK

The pending applications were clarified and are being followed up; these are for example applications that have not been completed fully. LK reported that offers have been made much faster this year. Numbers for Performing Arts were discussed and it was noted that this programme was not well advertised; MT noted that ARU numbers are buoyant; it was agreed that local marketing will be reviewed. AA noted that there are several courses with low numbers. The conversion rate firms are over 85%-90%; insurance has dropped; LK to provide this information for the next meeting. Psychosocial and Sociology courses were discussed as numbers are also low. MT noted that UCP has seen growth however not as much as would like to be seen, but there isn't a decline; a growth in science was noted. Provision will be reviewed as part of the UCP Strategy. The low numbers on BA English were noted and this may need to be suspended until 2015/16.

LK

LK

7.0 UCP DRAFT STRATEGY

7.1 The Board received the strategy for consideration and discussion.

AJ presented the draft strategy noting that the current strategic plan has expired and out of date highlighting that the aim is to create a strategy to enable UCP to develop its identity. Targets need to be appropriate setting objectives and KPIs. Staff and students have been consulted for their input however employers have not yet been approached. The Context was discussed and the wording reviewed; The Strategic Objectives were discussed and the wording reviewed; the measure of retention was discussed and it was noted that the figures need to meet the funding council measures; LK to contact Alison Anderson. Recruitment numbers were discussed with regard to the number of learners recruited from the East of England and the rest of the UK. A strategic objective is to grow the talent pool available to Peterborough employers and should be added. The destination of learners was discussed; it was noted that statistics need to be included in this area. The UTC was noted as a progression route. Destination data was noted as realistic. Achievement dates as a timeline was highlighted; the KPIs will be used to measure the objectives. AJ noted the approach will be to achieve the objectives within the lifetime of the strategy, which is four

LK

years. Achieving university college status should identify progress up to 2017/18; this will be followed up at the next meeting. Diversifying income generated to enhance financial and physical resources was discussed and it was asked if this should be one of the strategic objectives. TDAP requirements are to be followed up; this objective will be considered to make it a meaningful contribution to the strategy; SB noted that it is also about establishing partnerships with employers. Developing the research community to support local stakeholders and partners was discussed; LK to confirm the numbers of staff publishing and where they are being published. The Staff recruitment strategy was also discussed; it needs to be confirmed that this is realistic. LK to follow up with Alison Anderson at ARU. The Board approved the draft strategy subject to the amendments noted by LK. A final version will be distributed for the next meeting.

LK

8.0 DEGREE AWARDING BODY HANDBOOK

8.1 LD presented the handbook for consideration by the Board.

LD highlighted that the process is rigorous and isn't straight forward and easy. LD highlighted the key requirements noting 'your formal application should take the form of a CSA in which you demonstrate the existence of a well-founded, cohesive and self-critical academic community that demonstrates firm guardianship of its standards in operation'. LD noted the fundamental steps to achieve TDAP require an infrastructure at UCP to support TDAP; the guidelines and their requirements were highlighted. Running assessment boards have been discussed but it was noted that numbers in some areas are small. LD highlighted that all need to be committed as the process will need resourcing; MT noted that UCP will require a senate; focus on teaching and learning; research and academic development; commercial partners; and a formal constitution for each course. The necessary mechanics for the papers required can be provided by ARU. It was reported that the fees required is £110k approximately with a project manager. This project will start UCP on a journey and is the next step to create a university for Peterborough. AJ noted the starting point is to identify where UCP is now; noting that she has met with the AoC and feels that UCP would have their support; AoC suggested that it shouldn't be project managed and should be UCP that is working through this process although MT noted that he is aware of someone that could provide the support for this project. AJ noted that she recognises the challenges and feels that finance could come from the LEP and PCC. LK to follow up with Derek (ARU) regarding the details of the process. The LEP

LK

will be asked to carry out a feasibility study of the process and provide a proposal to move the process forward. This will be followed up at the next meeting.

9.0 FORECAST FINANCIAL ACCOUNTS AND CASHFLOW STATEMENT 2014

9.1 The board received the Forecast Statement 2014. PW reported that very little has changed since last month. The forecast suggests a breakeven position which will be very tight. The key current position is to closely monitor the income; noting there is no margin. Profit and loss account shows a surplus currently but doesn't mean there will be a surplus at the end of the year. The student debtors are being targeted. PW reported that there are no concerns at present.

10.0 RESIGNATION OF UZMA AKHTAR

10.1 The resignation of Uzma Akhtar from the Board was noted.

SB to action the relevant paperwork.
AJ to nominate a third PRC Director.

**SB
AJ**

11.0 RISK REGISTER

11.1 All the risks were reviewed and approved. It was noted that the Draft strategic plan sets out growth targets; it was suggested if there should be a risk regarding Failure to Achieve Growth. It was agreed to add a risk 'Failure to Achieve Projected Growth'; SB/LK to complete the wording for this additional risk.

SB/LK

12.0 AOB

12.1 No items were raised.

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

13.1 Wednesday 16th July 2014 at 12pm
Wednesday 5th November 2014 at 12pm

All meetings will be held at UCP.