

# Minutes

Subject	<b>UCP Board Meeting</b>
Date	Wednesday 5 <sup>th</sup> November 2014
Time	12pm-2pm
Location	UCP Boardroom
Attendees	Mr Allan Arnott (chair), Prof Lesley Dobree, Mr Steve Bennett, Mrs Angela Joyce, Ms Liz Knight, Mr Peter Walker, Mrs Nikki Witham
Apologies	Prof Mike Thorne

No.	Item	Action
1.	<b>Apologies</b>  Apologies were noted from Prof Mike Thorne. AA welcomed NW to the meeting.	
2.	<b>Declarations of Interest</b>  None were noted.	
3.	<b>Minutes of the last meeting 16<sup>th</sup> July 2014</b>  Minutes were agreed as accurate; and were signed by the chair.	
4.	<b>Matters arising</b>	
4.1	<u>SITS Access</u> LK reported that she contacted Mike Frost and the situation is read only for current data; it was noted that ARU have looked at improving registry and informed the Board that the SITs review is moving onto E Vision in approximately 18months time. LK to provide names to SB to provide read access which will be arranged easily. The right access for UCP was discussed.	LK/SB
4.2	<u>Curriculum Developments</u> Validation outcomes were noted by LD.	
4.3	<u>UCP Strategy</u> LK reported that no further amendments have been made; LK has made this accessible to ARU colleagues.	
4.4	<u>Student Experience</u> LK to follow up with Vivacity.	LK
4.5	<u>Risk Register</u> The Risk Register was updated according to the agreements made at the last Board meeting.	

# Minutes

5.	<b>Academic Directors Report</b>	
	<p>LK outlined the report; highlighting there may be some accommodation available for the January intake and that accommodation is improving with further discussions with Belvoir which is being monitored and managed. Guild House residential nursing accommodation was discussed and it was noted that currently there is no accommodation available from ARU; SB to provide the numbers to AJ; SB noted that the NHS numbers are uncertain. LD noted that oversees students seem to arrange their own accommodation some commuting from London. There are an additional 200 beds but no timescale was given to this number; however this depends on growth; currently beds have been secured without long term financial commitments.</p>	SB
5.1	<p><u>Curriculum</u> LK noted that she is looking to move the FdA in Public Services to a BA; LK noted there are appropriately qualified staff due to social science provision. Partnership contributions were discussed; LD noted that no changes have been made to courses; this course is a Cambridge based course currently with 8 from PRC but want to study at UCP for 3 years. LK to gain faculty support for this delivery.</p>	LK
5.2	<p><u>Peer Mentoring</u> Vertical Peer Mentoring is being trialled for those on the BA Psychosocial degree.</p>	
5.3	<p><u>Student Experience</u> Innovation Week and Brainwave Initiative linked to the Peterborough DNA initiated which will lead into Enterprise Week; this event will enable UCP students to respond to the problems of the city and obtain funding should their proposals be accepted.</p>	
5.4	<p><u>Enterprise Week</u> Week commencing 17<sup>th</sup> November with enterprise lectures on Fridays from a range of different sectors; and actively promoting to PJEA students at PRC. Employability day Tuesday 18<sup>th</sup> November with CV enhancement, interview techniques and an Employment Hub to provide the opportunity for students and employers to meet and access skill sets. Successful events were the Zombie Walk in Fresher's Week; Comedy Night, Pub Quiz; and currently planning the Christmas Ball.</p>	
5.5	<p><u>Employer Engagement</u> LK reported that Connaught Media has set a competition for computing students to pitch for an App design; the work will be paid and excellent experience. BGL have provided a calendar of events for computing students and staff which involves all years of the degree course; which may provide useful for IT students dissertations. UCP has made good links with Opportunity Peterborough for recruitment with local employers. Mike Greene is continuing to offer 2 bursaries each year; it was noted that his intention is this is run year on year along with mentoring and contacts for the students.</p>	
5.6	<p><u>Student Ambassadors</u> Student ambassadors attended the Bondholder's Breakfast with LK and engaged with employers; formed links with the YMCA regarding students coaching in the gym with relevant coaching qualifications can be completed for</p>	

# Minutes

<p>5.7</p>	<p>free in a variety of different sports. <u>Outreach recruitment</u> UCP is continuing to work with the Children’s University this year but unfortunately has received limited support from the city; contacts are therefore limited. The July summer schools received positive feedback for Crime and Investigative; there were some transport issues travelling to UCP. Looking to replace the Recruitment and Events Coordinator. LD noted that there is a lot going on which is good; however the impact of the activities needs to be seen; the return is critical and needs to be measured. LK reported that student satisfaction has increased; will all students involved. The student profile is starting to increase and students are being engaged.</p>	
<p>6.</p>	<p><b>Student Numbers</b></p> <p>LK outlined the overview of the numbers reporting that targeted numbers has taken place, the courses in red didn’t recruit sufficient numbers and these courses have been closed; the Marketing course has been removed permanently; Media has been suspended this year and these students have been converted to Multi Media Journalism or went to ARU. Archaeology has been suspended this year. The other course numbers were discussed and the viability of courses that have smaller cohorts; LK noted that viability numbers were agreed as a minimum of 10 in a cohort; it was noted that this is still low. Targets were agreed from previous years and how in the future will UCP be able to predict numbers for the courses was discussed. LD reported that ARU are going to propose that none of its courses will run with less of 10 in a cohort; which affects funding and the student experience. SB noted the removal of the cap has changed the trend and distribution of students across many disciplines. LD noted that working towards 201, courses need to be refreshed and the offer is required to be reviewed and developed; NW noted that the HE and employer offer is currently being reviewed. Action: NW/LK to review the curriculum by end of December to enable courses to be part of the planning schedule including Masters. AJ noted she is keen to provide employment progression for SME start ups noting there are larger companies expressing an interest in moving to Peterborough; also UCP needs to tap into current businesses already in Peterborough. New provision will also be considered; all VLE support will also be considered. LK to provide a comparative for the next meeting of numbers.</p>	<p>NW/LK</p> <p>LK</p>
<p>7.</p>	<p><b>Research Hub Proposal</b></p> <p>AJ outlined the proposal and provided an overview of Jerry Harrell; who is an architect in building fossil fuel free buildings and has built small amount of houses for housing associations. JH is seeking a platform to launch his research; the BRE are involved in taking his work to Cardiff University. JH is local to Peterborough and would like his work to be developed locally; he likes the UCP/PRC strategy and matching with Peterborough’s environment credentials. He would like to develop a research hub for fossil free buildings to</p>	

# Minutes

take his work forward and is confident that the BRE would fund this research; and is looking to involve PhD students in the research. Mark Jackson is a board member of PRC and JH accountant and was involved in discussions of how to set up a research hub and models were explored. JH would be responsible for generating the funding for the Research Hub; the proposal is not to build, the research is theoretical and would be a standalone operation. The proposal was discussed at length; it was asked what JH would want to get out of this proposal; AJ noted that how this is set up and operated will determine the nature of the research and could transform the construction industry and there is mileage in the research as this has validity. It was noted that the contention around the research will put brick and plumbing companies out of business. The model will be commissioned based research with companies who have committed to funding pieces of research. Aled Jones is affiliated to UCP hence the current direction of travel. JH wants his research to have a larger platform; the Research Hub would employ JH and would need to provide an amount of income but this is not his only motive. LD noted her concerns and suggested that JH research is authenticated and due diligence is carried out; infrastructure for the set up and for PhD students is required; the output and strategy needs to be clarified. PW noted that the model would propose that UCP/PRC would not provide any funding up front; the funding would need to come from JH and the proposal is linked to generating its own funding. Action: AJ to get a full CV from JH along with a business plan. Action: LD/SB to follow up with Aled Jones and understand his opinion. EC Harris are consultants through Opportunity Peterborough and have validated JH research to understand and test it; the report from this would become an appendix to the business and finance plan. SB requested assurance on how JH would construct a contract; some advice initially was requested. The Research Hub would be a long term project. It was agreed to investigate the proposal further. It was highlighted that as part of the UCP Strategy research highlights the need to develop. SB asked the board to review the Ultra Lap project that failed noting this is why further information is required. Action: Information and a business plan will be circulated by the end of December.

AJ  
LD/SB

All  
AJ/PW

## 8. Financial Reports

PW reported that the Management Accounts for this year have not yet been received. PW noted that budgets, forecasts and learner numbers are on track. LD noted the successful targets for UCP.

PW to circulate the actual Managements Accounts once received.

PW

### 8.1 Financial Statements for 2013-14

PW outlined the figures reporting that they are close to forecast with a small surplus of £2k; the accounts show a break even result with a clean auditor's report. Income and expenditure - income has slightly declined with fee income not as much as the grant income; fees will be increased next year to £7k; staff costs were noted; balance sheet key figures were noted; net assets £118k; therefore company is solvent. Statutory notes were highlighted; due to the nature of the agreement the surplus will be adjusted. PW to clarify the surplus intention and break even. It was noted that the fixed assets purchased by

PW

# Minutes

grants through HEFCE; PCs sport equipment and EEDA.  
The Financial Statements 2013/14 were approved and were formally signed by SB.

9. **UCP Risk Register**

The risk register was reviewed; it was noted that the risk owner should read UCP Academic Director on Executive Director. SB to ask for these to be reviewed and refresh the controls and actions.

SB

The risks were discussed:

1 - Failure to achieve student number. AA asked if the failure to achieve student numbers will always carry a high risk and that there is nothing that can be done to reduce this risk. It was noted that the numbers are starting to build and should consider the courses reflect the need. Action agreed to review the critical mass numbers and consciously apply the rules. Action agreed in the longer term to review the curriculum strategy by reviewing and refreshing to enabling to consider reducing the risk.

2 - Failure to achieve budget objectives/financial viability. It was noted that the recent track record is good, but is still a constant risk.

3 – Poor NSS Scores. This still remains moderate; it was agreed to leave the same. SB to review the key controls and actions.

4 – Failure to achieve projected growth. It was agreed to leave the same. The risk register was agreed.

10. **AOB**

Complaints

The complaints process was agreed. The current complaint is being dealt with; a holding letter has been sent to the complainant. LD noted that there has been an increase in number of complaints received by the Vice Chancellor; therefore procedures need to be followed.

**Date of next meeting 13<sup>th</sup> February 2015**

# Minutes