



Meeting: UCP BOARD MEETING
Date: Friday 1st February 2013

Present:

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

Apologies received:

Ms L Dobree

		<u>Action</u>
1.0	DECLARATION OF INTERESTS	
1.1	There were no declarations of interest.	
2.0	APOLOGIES	
2.1	These were noted.	
3.0	MINUTES OF THE PREVIOUS MEETING 15th October 2012	
3.1	Minutes were agreed as accurate and approved.	
4.0	MATTERS ARISING	
4.1	<u>Director Vacancy (Peterborough Regional College)</u> It was proposed that Uzma Akhtar Vice Principal Curriculum & Learner Experience PRC would be the third PRC Director; the Board agreed.	
4.2	<u>Peterborough Business School</u> SB reported that the brand for Peterborough Business School has been registered as a trademark as UCP Peterborough Business School. The trademark will be used in the next prospectus to link all the business courses. Every opportunity	L Knight

4.3	<p>to demonstrate usage should be taken.</p> <p><u>Access to SITs</u></p> <p>LK reported that all staff have access to SITs and have received training; LK to ensure amendments can be made by UCP for its learner's information. LK noted that it has been useful for report generation.</p>	L Knight
4.4	<p><u>UCP Peterborough</u></p> <p>MT reported that he has met with HEFCE and Peterborough City Council regarding funding and noted that Marco Cereste is pleased with the progress; the next stage is to meet with BIS which is taking place on Tuesday 5th February. It was confirmed that University Peterborough could be in place by 2014; and will trade with partners in Peterborough as University of Peterborough.</p>	
4.5	<p><u>Dates for UCP Board meetings</u></p> <p>The members confirmed the dates that have been agreed for the next 2 meetings on the 12th July 2013 at 12pm and 18th October 2013 at 12pm both to be held at UCP.</p>	
5.0	<p>ACADEMIC DIRECTOR'S REPORT</p> <p>LK presented her report; MT congratulated UCP and PRC for gaining the Matrix Accreditation.</p>	
5.1	<p><u>Quality Enhancement Strategies</u></p> <p>LK highlighted there are procedures in place such as mini AMRs and a quality improvement plan which is monitored along with review meetings which identifies at risk learners. During tutorials a check list is being completed which will also identify where further updates are required and will receive any feedback. It has been highlighted that students would like demonstrations in sharing skills, and would like more information on employability; local companies are coming into UCP to drive this forward.</p>	
5.2	<p><u>Module evaluations and student feedback</u></p> <p>LK noted that UCP have a suggestions box; run a student council; run faculty meetings; NSS 4th February and or a student experience survey; LK to follow up the timescale for receiving feedback from the surveys; July meeting LK to provide student feedback and report the number that completed the NSS and its findings and report what has taken place at the UCP Board meeting in October.</p>	L Knight L Knight
5.3	<p><u>Curriculum Developments</u></p> <p>LK outlined the provision noting that there is an appetite for Bio-Sciences, approval has been submitted; Applied Chemistry has been requested by local employers such as Anglian Water but investment is required; the top up for Crime Scenes will consist of a small cohort; BA Performing Arts approval has been submitted; foundation degree in FYPE is having a re-validation at ARU to offer full and part time. It was noted that the postgraduate and degrees at work provision was being reviewed to set up on a module basis; NVQ4 Hospitality Framework will be in conjunction with degrees at work. The numbers in Clearing needs to be considered for those courses that will be dropped; those that run on the matrix need to be considered as modules overlap; the Marketing degree requires revamping; AJ/LK to decide if any courses are to be closed and refer to Lesley Dobree.</p>	A Joyce/L Knight

Accountancy teachers were discussed and the requirement of a Masters degree is having an impact on recruiting teachers; SB to alert LD regarding this issue; LK to liaise with LD. Enquiries and retention were noted; learners that have intermitted are being looked after as there is a risk in losing these learners.

Recommendation is to consider the student number allocation for 2013/14 AJ/LK; to consider and set a realistic target. MT thanked LK for Think Peterborough and good team work. MT thanked LK with regards to recruitment and the working relationship.

5.3.1 Events and student ambassadors

LK outlined activities such as the Arts Festival city schools attended, Aspirations Week, LK presented to PRC students; the Science Festival ties in with a planned Open Day; student experience days planned to help convert applications; LK to host the Ambassadors meetings for the Children's University.

6.0 FORECAST FINANCIAL ACCOUNTS AND CASHFLOW STATEMENT 2013

PW reported that there is no change to the forecast of the last report and is confident that UCP will break even this year. It has been agreed to jointly fund a 0.5fte Accommodation Officer. PW also reported that all numbers we hold and are on the ARU system and are reconciled. PW noted that the shared services provision model works whichever institution is responsible for the delivery and noted that 45% income is received; the two other partners receive 18% of the income and the remaining 19% stays with UCP for non direct expenditure; and similarly with property maintenance. SB noted that periodically the finance directors will review the services ratio; it was noted that it works well in practice and that the model is very self correcting. These accounts reflect invoices that have been charged with regards to staff costs.

6.1 Receive the forecast financial accounts and cashflow statement for the year ended 31 July 2013

The Board received the statement.

7.0 2013/14 Recruitment

7.1 LK outlined recruitment numbers and current applications and noted that the marketing strategy has brought dividends for the January recruitment with the volume of enquiries increasing substantially. Pre application tours take place; one international student has been recruited with a further 28; some have been directed to ARU; MT noted a high number of international learners at ARU. 66 applications from PRC so far. LK noted that much time is spent on ensuring timely responses to applicants. LK highlighted that January recruitment is crucial; the curriculum has been tweaked to enable the additional intake of learners on appropriate courses. It was noted that due to the new fees regime in FE and HE there are less learners wanting to study; there is limited growth within ARU but have recruited well considering the climate. A further £20k will be added to the marketing budget from both ARU and PRC to ensure the continuation of the marketing strategy. MT asked if UCP fees

**S Bennett
L Knight**

**A Joyce/L
Knight**

should be increased from £6,500k; AJ said that the fees for UCP would stay the same for the next academic year; MT reported confidentially that ARU are increasing their fees up to £9k, but noted that this will not impact ARUs partners. AJ suggested that after the September 2013 intake listen to learners views about the impact of fees and then consider any amendments and would be in a position to increase fee by 2015. The current marketing strategy uses the current UCP fee level; ARU to provide data evidence regarding the setting of fees to inform on considerations for fees. SB noted that a good number is recruited from PRC and from Cambridgeshire, Lincolnshire, Northants, Leicestershire, very much a local market; the marketing strategy focuses on a 40 mile radius of UCP. MT noted if there is anything infrastructural for secondary school head teachers to help change perceptions this can be organised. UCP target recruitment for next year needs to be set.

L Knight

AA asked how the board can be assured that the marketing strategy is working; LK to review the application profile, track enquiries and meet with the ARU marketing team. LK noted that what is apparent is that students want a timely response and this is fundamental; a better tool is required to interrogate enquiries and update the website with FAQ to ensure better communication; and analyse competitors. Open Day dates need to be considered to match with PRC and ARU. LK is reviewing ideas to keep applicants 'warm'.

L Knight

8.0 ACCOMMODATION

- 8.1** The board received the Accommodation report. LK reported that she along with ARU is working with local landlords to provide suitable accommodation which will enable a phased delivery to UCP students. The blocked accommodation development at Cavell Court probably won't be ready for September 2013; however Crown Street will be ready for September 2013 and will give 25 en suite study bedrooms. AA noted his concern for a double count for accommodation for learners; SB to review the number of nurses on the site. SB noted that the deals that have been set up will be effective.

S Bennett

9.0 THINK PETERBOROUGH

- 9.1** The board received the Think Peterborough Report. LK outlined the partnership initiative with PRC, UCP and ARU; which is to raise the profile and engage employers and gain an over view of the demand of the city. Launch is taking place at the Bondholders Breakfast on the 7th February along with a corporate event on the 9th February. LK reported that employer engagement with the BGL Group has been assessing students and provided some high end training and they would like to recruit graduates for software developments and those with transferrable skills. Discussions are taking place with Anglia Regional Cooperative; Associated British Foods and Anglian Water with regards to recruiting in IT; they are attending the organised recruitment fair. The East of England have recruited 2 students on a part time basis and UCP will be used to recruit further students; LK to speak to J Hillcot regarding Harrods and the IP. LK outlined each employer engagement with ABF,

McCain and Ormiston Bushfield Academy. SB suggested considering liaising with the ARU employment agency to help with recruitment for students. LK reported that the HEFCE Catalyst bid is in conjunction with Tony West at ARU; AA requested that LK provide a list of employers that are to be targeted; it was noted that UCP is currently targeting companies that have been identified by Think Peterborough. LK/AJ to consider what other companies can be targeted.

L Knight

**L Knight/A
Joyce**

10.0 UCP RISK REGISTER

It was proposed and agreed to have a standard Risk Register item on each agenda.

Failure to achieve student numbers & Failure to achieve budget objectives/financial viability

Risks 1 and 2 - Target numbers have not been agreed and it was discussed if they will be met; AA noted the need to quantify targets for next year and confirm the marketing strategy. The conversion programme; consideration to reduce the risk were discussed and to focus attention on programmes offered. It was agreed the risk level is to stay the same.

Impact 4, likelihood 5 = 23

Impact 4, likelihood 4 = 21

Poor NSS scores

Risk 3 - It was agreed to increase the rating due to the variance of the scores; current controls are in place; risks are addressed as they arise. It was agreed to keep the same. It was noted that the momentum of recruitment is not yet robust. It was agreed the risk level is to stay the same.

Impact 2, likelihood 3 = 8

Curriculum/Quality issues

Risk 5 - It was noted that a lot of work has been done around enhancement of the curriculum and quality. It was agreed the risk level is to stay the same.

Impact 2, likelihood 2 = 5

Further development of Universities at Peterborough

Risk 6- It was noted that it is looking likely that this would be a non risk in the future; Universities at Peterborough posed this risk however this is not current therefore will not be a risk. It was agreed the risk level is to stay the same for the time being.

Impact 2, likelihood 2 = 5

Critical failure was discussed; it was noted that there isn't a disaster recovery plan for UCP; it was agreed that any IT systems failure recovery would be covered by UCP partners and there are necessary back up procedures in place. A physical dimension would be accommodation any could become an issue in the future. It was noted that a lack of accommodation will impact recruitment; student accommodation will need to be considered. PW noted that insurance will need to be investigated as consequential costs will need to be investigated and reviewed by the Accommodation Officer. PW asked at what point does UCP would become full; LK responded by confirming that UCP can be currently at its maximum; the maximum is 300 students in the building at any one time.

PW to lead on the review to prepare for disaster recovery and provide elements that should be considered that is relevant for UCP and its accommodation; to include the re-housing of

P Walker

- 10.1** students. The review insurances PW/SB.
The board approved the Risk Register.

**P Walker/S
Bennett**

11.0 UCP RULES, REGULATIONS AND PROCEDURES

SB presented the amendments to the UCP Rules, Regulations and Procedures for students; AJ noted that she is content with the procedures; AA noted amendments on page 5 regarding the student email address which was agreed as name@anglia.ac.uk. The Rules, Regulations and Procedures will be issued to relevant staff and a link will be available for students on the website; the date when these would take affect was agreed as Friday 1st March 2013 to enable LK to ensure all staff and learners are aware.

L Knight

- 11.1** Stakeholders approved and adopted the UCP Rules, Regulations and Procedures. Effective 1st March 2013.

12.0 AOB

- 12.1** No urgent business to consider.

13.0 DATE OF NEXT MEETING

- 13.1** Friday 12th July 2013 at 12pm at Peterborough.