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**Meeting:** UCP BOARD MEETING

**Date:** Friday 12<sup>th</sup> July 2013

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**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  
Ms U Akhtar

		<u>Action</u>
<b>1.0</b>	<b>DECLARATION OF INTERESTS</b>	
<b>1.1</b>	There were no declarations of interest.	
<b>2.0</b>	<b>APOLOGIES</b>	
<b>2.1</b>	These were noted.	
<b>3.0</b>	<b>MINUTES OF THE PREVIOUS MEETING 15<sup>th</sup> October 2012</b>	
<b>3.1</b>	Minutes were agreed as accurate and approved.	
<b>4.0</b>	<b>MATTERS ARISING</b>	
<b>4.1</b>	<u>Peterborough Business School</u> LK reported this is now being used in the prospectus, which was available to view. LK noted that it now needs to be clarified how it can be used alongside Think Peterborough.	
<b>4.2</b>	<u>Student feedback - NSS</u> LK reported that there was a varying percentage of participation depending on the course; ranging from 100% and 69% by course.	

<b>4.3</b>	<p><u>Curriculum Developments</u> LK reported that some course numbers are low, however all courses are being kept open, but are being monitored. MT noted that he feels too many courses are being offered at UCP and suggested narrowing the offer; highlighting that applications have increased at ARU since the course offering has been reduced. AJ reported that LK will be writing a 3 year Strategic Plan for UCP in the autumn term and the offer will be reviewed at this time. It was agreed at the spring term meeting that the draft Strategic Plan would be presented; and a curriculum update and timescales would be presented at the 18<sup>th</sup> October 2013 meeting for approval of a new strategic plan.</p>	<b>L Knight</b>
<b>4.4</b>	<p><u>Retention</u> LK reported that she will know further week commencing 15<sup>th</sup> July; noting that there has been a slight issue with Business, Finance and Accountancy. To be reported 18<sup>th</sup> October 2013.</p>	<b>L Knight</b>
<b>4.5</b>	<p><u>Fees</u> It was noted these have been agreed at £7k; clear information has been included in the prospectus.</p>	
<b>4.6</b>	<p><u>Accommodation</u> It was reported that Peterborough City Hospital will be building new accommodation for staff and students. A further update is noted later in the minutes.</p>	
<b>4.7</b>	<p><u>Disaster Recovery Plan</u> PW noted that PRC has a Disaster Recovery Plan; which notes how the loss of any accommodation for PRC and UCP would be resolved if necessary; by the use of mobile classrooms. SB to provide PW with contact details. PW noted that the plan is due for review and will look at specific risks for UCP such as fire, and flood; and the recovery time by staff should also be considered. ARU links will be included. PW to meet Andy Chapman. SB reported that ARU are running a disaster plan exercise; PRC will to look at also holding a disaster exercise. It was reported that a backup IT server is in place; MT noted that ARU are reviewing its IT security as it is becoming increasingly important.</p>	<b>S Bennett</b>
<b>5.0</b>	<b>ACADEMIC DIRECTORS REPORT</b>	
<b>5.1</b>	<p>LK presented her report. <u>Marketing</u> LK reported that the schools networking event was successful and will be held annually; all feedback received has been positive; there are tangible outcomes with regards to recruitment and are able to monitor where the undergraduates come from. The budget of £45k for clearing has been planned and agreed; some of the art work from last year is being used; LK noted that she is using ARU for their expertise. MT asked if there is anything else required to ensure the recruitment of students and noted there is no limit on growth. LK confirmed that enough is in place to meet recruitment targets. MT noted that across the country universities are suffering loss of numbers and will need to make decisions and change recruitment strategies to ensure places are filled.</p>	
<b>5.2</b>	<p><u>Think Peterborough</u> LK gave an overview of Think Peterborough's presence at the Bondholder Dinner and Bondholder Breakfast; noting that UCP is working with the Chamber of Commerce for digital</p>	

programmes; and that students have gained work through these contacts. Different progress points have been identified with bespoke workshops; with contacts from businesses across Peterborough for example BGL. Employment for UCP students continues with companies such as BGL, AB Foods, OBA and PRC. SB noted that Andy Brady would be a good contact as he is on the Board for the CO OP LK to follow up. The positive outcomes from these job opportunities are used to promote and support courses. MT enquired about the Football Stadium; AJ noted that no further progress has been made however a bid has been made from the City Council to the football club and PRC are heavily involved in the discussions of its future. MT noted the position of secondary education in Peterborough and services provided by the city council.

**L Knight**

**5.3** Curriculum Developments

LK noted that some late validations have taken place; all courses are registered with UCAS. LK outlined the courses.

**5.4** Staff Development

LK reported what staff development has taken place. LK noted that all meeting dates are in place for the next academic year. MT suggested another speaker to LK to follow up.

**L Knight**

**5.5** Student Experience

LK noted that she is currently reviewing a wrist band initiative for student's discounts in Peterborough. UCP Ambassadors are supporting students and are promoting and Networking for UCP. LK outlined the current planned activities; highlighting monthly UCP cinema nights.

**5.6** Greater Peterborough Educational Trust

A return will be presented in October. Dates are to be confirmed. AA expressed his interest as a Trustee.

**6.0** **INSTITUTIONAL REVIEW**

LK outlined the review noting the five commendations and noted the recommendations; where processes are being implemented; the formal research strategy needs to be developed and was discussed. AJ noted that the panel was very effective and how they engaged with staff at UCP; MT noted the transformation of UCP over the last year.

A note of congratulations was made to LK.

**7.0** **STUDENT NUMBERS**

LK presented the list of courses highlighting the numbers of accepts and offers. LK highlighted that the overall process is taking much longer as applicants are requiring tours and visits before they are processed. Application and Enquiry data was presented and the 2013/14 admission enquiries received by month. The Archaeology and Landscape History programme was discussed; AJ noted it would be good to keep due to meeting the city's agenda; but it was noted that numbers can be low and vary each year; SB suggested that the programme could be reviewed to include heritage and a management element; LK noted that a lot of work is ongoing with heritage; for example Vivacity is looking at a museum for Peterborough and this could be an opportunity for UCP and PRC. LK noted that the profile needs to be raised across the city. AA noted

that the English Literature course a different offer to other courses; this was discussed. AJ noted that a SCITT is to be set up in Peterborough imminently for the recruitment of teachers and the English programme would support this. It was noted that the numbers for Early Years Childcare and Education are pleasing.

## **8.0 ACCOMMODATION**

LK reported that the Crown Mews is due to open in September; all rooms have been filled. The developer of Hightrees, Eastfield Road will provide a total of 190; purpose built beds over the next 2 years. UCP is working with Student Pad to provide more private landlords as this is problematic across the city. It was noted that for 2015 September 2013 UCP will need around 170 beds due to the growth of numbers. MT asked about other areas of the city further afield where there may be suitable accommodation for students; LK noted this proves difficult due to public transport; LK reported that megariders (bus pass) will be offered at reduced prices to help with travelling.

### **8.1 Accommodation Officer**

Interviews are being held on Wednesday 24<sup>th</sup> October.

## **9.0 FORECAST FINANCIAL ACCOUNTS AND CASHFLOW STATEMENT 2013**

PW presented the accounts noting a £20k income for marketing; and a small contingency for withdrawals in the forecast; UCP will achieve a breakeven position if retention remains the same; cash carried was noted but it was confirmed that it is a timing issue of invoices. The staff costs actual is lower due to the process of invoices which take about a month to be processed through the system; based on the shared services formula. SB noted that there are no EEDA residual obligations; AA asked for clarification that there are no other EEDA obligations and it was confirmed only potential clawback if UCP stops trading and ceases to use the building. PW noted that deferred grants that were received at the start and is the provision of future credits. PW noted that there are very strict controls in place for all expenditure. No further comments were noted.

## **10.0 BUDGET 2013/14**

PW outlined the budget noting the contingency for withdrawals; anything above 200 there would be a surplus; PW noted that it is a sensible level to pitch the budget. AJ noted recruitment of 347 FTEs was challenging; it was reported that UCP is marginally ahead on applications this year on last year and are continuing to drive hard to recruit numbers. AA noted that the budget is conservative and prudent. It was agreed that expenditure is very similar to 2012/13 and is reasonably comfortable to proceed with the budget.

### **10.1 Receive the Budget**

The Board received and approved the budget.

## **11.0 RISK REGISTER**

The Board reviewed the Risk Register and agreed the following: MT asked for clarification regarding teaching staff rates at UCP as he had heard suggestions that changes to PRC staff terms and conditions may affect teaching quality; AJ noted that the changes are to a market rate allowance system affecting a minority of staff and that information presented to ARU had not been entirely accurate. AJ did note that staff teaching at UCP continue to have additional remitted time in comparison to those PRC staff who do not teach HE.

1 – Failure to achieve student numbers – it was agreed to leave as the same. AA noted it is unquantified, generically sound, but set against the budget.

2 – Failure to achieve budget objectives/financial viability risk that don't achieve financial liability: it was agreed to change to Impact 4; Likelihood 3.

3 – Poor NSS scores – it was agreed to leave as the same.

4 – Curriculum/Quality issues – it was agreed to leave as the same.

5- Further Developments of Universities at Peterborough - To be removed.

SB to test the accuracy of the mitigation actions and follow up with PW. No further risks will be added to the register.

## **12.0 AOB**

### **12.1 Graduation Ceremony 26<sup>th</sup> September**

It was confirmed that three Honorary Degrees have been secured for Warwick Davis (actor) Mike Greene (Secret Millionaire) and Louis Smith (gymnast).

Mike Greene – events at Chelmsford 6<sup>th</sup> October and UCP 24<sup>th</sup> October.

Warwick Davis – day time graduation ceremony; Guild House students.

Louis Smith – evening graduation ceremony; (will sit on the platform – LK to arrange someone to look after him).

LK noted that there are some issues that need to be resolved with regards to the overlap of the two ceremonies and the procession; LK to meet Sue and SB regarding the ceremony on the 22<sup>nd</sup> July. MT agreed that the afternoon will continue as previously agreed and what has been previously done for the evening; both need to be planned together. It was noted that there are some special awards this year; and the Dean and Mayor will attend both day and evening ceremonies.

**L Knight**

## **13.0 DATE OF NEXT MEETING**

Friday 18<sup>th</sup> October 2013. Further dates have yet to be set.