

UNIVERSITY CENTRE WEST ANGLIA

Minutes of a meeting of the Directors of University Centre West Anglia held on 19th June 2014 in Wisbech.

PRESENT: Mr S G Bennett (Chair)
Ms A Clark
Professor L Dobree

IN ATTENDANCE: Miss C Ludlam
Mr C Challender

Action

207. DECLARATIONS OF INTEREST

207.1 There were no declarations of interest.

208. APOLOGIES

208.1 Apologies were received from Mike Thorne & David Pomfret.

209. MINUTES OF THE PREVIOUS MEETING

209.1 The minutes of the meeting held on 8th November 2013 were **AGREED** as a true and correct record.

210. MATTERS ARISING

210.1 There were no matters arising.

211. COLLEGE OF WEST ANGLIA STRATEGIC UPDATE

211.1 It was noted that Chris Challender had been confirmed in post.

211.2 It was reported that a student from UCWA won AOC Gold Award.

211.3 It was reported that UCWA put forward 50 entries for the World Skill competition and had won 3 regional heats to date.

211.4 It was reported that the Creative Industries building was on target to open in July 2014.

211.5 It was reported that CWA's retention rate was currently 92% being the highest ever rate. There were no figures to confirm success rate as this time.

212. ANGLIA RUSKIN UNIVERSITY STRATEGIC UPDATE

212.1 It was reported that the negative press received regarding allegedly receiving the highest number of complaints had been time consuming and a worry for the University. The wrong figures were published and were inaccurate.

212.2 It was reported that the designing of the Science Building in Cambridge was moving forward. Planning permission will be requested around December 2014.

212.3 It was confirmed that Alan Sibbald had retired and that Professor Richard Andrews had been appointed and will be starting at the University on 1 July 2014.

212.4 It was confirmed that Rex Smith had retired and that Mike Frost had been appointed as the new Director of Finance.

212.5 It was reported that the University was focusing on recruitment and clearing. The University is on target but international recruitment was challenging at present.

213. REVIEW OF THE JOINT VENTURE RISK REGISTER

213.1 The Board received and considered a report.

213.2 The Board considered and updated the Risk Register.

214. HE 'ON-PROGRAMME' COHORT JUNE 2014

214.1 It was reported that the Psychosocial Studies course was strong in numbers and had a good retention rate.

214.2 It was reported that computer science recruitment fell last year and had continued to fall.

214.3 It was reported that there were 341 students in the combined HE Cohort.

215. UCAS APPLICATIONS STATUS SEPTEMBER 2014

215.1 It was reported that there has been 315 applications received for September 2014.

215.2 It was reported that of the 315 applications there were 81 acceptances at the time of report and another 7 acceptances the following week (w/c 9 June 2014) totalling 88 acceptances.

216. UCAS CLEARING ARRANGEMENTS AUGUST 2014

216.1 It was reported that a call centre had been established for clearing. A system is in place to stream calls to the appropriate member of staff during the clearing process. A staff rota had been devised.

216.2 It was reported that there was a summer advertising campaign with volunteers handing out leaflets on results day, a poster with individual case studies, press, radio coverage and cinema all putting out the message "stay close go far."

217. UCAS GRADUATION EVENT OCTOBER 2014

217.1 It was reported that graduation is scheduled to take place on 4th October 2014 at the Corn Exchange.

218. UCWA PROGRAMME OFFER FOR 2014/15/16

218.1 It was reported that the Business Management course was withdrawn 5 weeks ago as there were only 2 confirmed acceptances.

218.2 It was reported that a proposal for a graphics & Photography course was being developed.

218.3 It was reported that there were initial discussions with regards to the development of a Travel Tourism & Hospitality degree being proposed.

219. QAA HE REVIEW FOR MARCH 2015

219.1 It was reported that an action panel had been developed and were moving forward with the timetable. Preparation is on-going for the meeting scheduled in the week commencing 10th November 2014 with the QAA.

220. FORECAST FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 JULY 2014

220.1 The Board **NOTED** the forecast financial statements for the year ending 31 July 2014.

221. BUDGET 2014/15

221.1 The Board **APPROVED** the budget for 2014/15.

222. ANY OTHER BUSINESS

222.1 There was no other urgent business to discuss.

223. DATE OF NEXT MEETING

223.1 It was noted that the next meeting would take place at 10am on 7th November 2014 in Milton.

CHAIRMAN

DATE