

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 13 MAY 2025 IN ROOM RS109 REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	Professor P Bonfield (Chair) Professor D Anand Professor C Dormor Dr S Jarvis	Professor C Kalantaridis Professor A Linn K Patel I Wilmot (Deputy Chair)
IN ATTENDANCE:	J Lamarque (Secretary) Professor L Mason K Patrick (Minute 24.187) A Quyam (Minute 24.189)	D Scott (Minute 24.189) K Storey (Minute 24.189) M Wigg (Minute 24.188)
APOLOGIES:		

24.185 ANNOUNCEMENTS

- 24.185.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 24.185.2 **Apologies:** There were no apologies reported. Members noted that Professor Luke Mason - Head of School, Westminster Law School attended on behalf of the Head of College (Liberal Arts and Sciences).
- 24.185.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 24.185.4 **Requests to discuss starred items and business not on the agenda:** The Chair confirmed there were no requests to discuss starred items and agreed to discuss three items of business not on the agenda (see Minute 24.192).
- 24.185.5 **Chair's business:** The Chair updated members on the recent Government white paper 'Restoring control over the immigration system'.

24.186 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 24.186.1 The Deputy Vice-Chancellor (DVC) for Education/Co-Chair, Staying Safe: Business Continuity Group informed members that the group had not met since the last UEB meeting.

24.187 UPDATE FROM THE HEAD OF STUDENT SUPPORT AND RESIDENTIAL LIFE

- 24.187.1 Kim Patrick - Head of Student Support and Residential Life (SSRL) updated members on her observations of student support needs and resources since joining the University.
- 24.187.2 The Head of SSRL reported that students' needs are evolving and there is a requirement to monitor and review student support services regularly to make sure they remain relevant.
- 24.187.3 Members heard that the University has commissioned an external service to facilitate and support an exploration of how services may develop and noted that there are opportunities to be less reactive, to reach a larger proportion of students and to ensure our support services remain relevant through design of a new operating model.
- 24.187.4 The Head of SSRL asked members to advocate for patience and a curiosity about student support in their areas of work.

- 24.187.5 Members heard that development of student support services may require additional financial commitment.
- 24.187.6 In response to a member's query on prioritising disadvantaged students, the Head of SSRL explained that the current model depends on colleagues referring students and there is work to be done on how to reach students and how students want to engage.
- 24.187.7 Members noted that the Head of SSRL will join the Equality, Diversity and Inclusion Committee from September 2025.
- 24.187.8 Members heard that the Disability Learning Support service is experiencing challenges that will be addressed by work to develop the service.
- 24.187.9 Members asked the Head of SSRL to attend UEB every three months to give an update on student support services.
- 24.187.9.1 **ACTION UEB Secretary** to schedule regular updates from the Head of SSRL from September 2025.
- 24.187.10 Members noted that the Head of SSRL will meet with the Vice-Chancellor and other key colleagues to consider health and wellbeing matters.
- 24.188 UWSU BLOCK GRANT REQUEST 2025/26 AND STRATEGIC DEVELOPMENT PLAN**
- 24.188.1 Michael Wigg - UWSU Chief Executive Officer (CEO) presented the UWSU block grant request 2025/26 and strategic development plan (Document UEB 250513A).
- 24.188.2 Members heard that since the UEB meeting on 25 March 2025, the University Secretary and Chief Operating Officer (USCOO) and the UWSU CEO have had further discussions on the block grant request.
- 24.188.3 **AGREED** UWSU to absorb any cost-of-living increase.
- 24.188.4 **AGREED** Block grant to include additional provision for National Insurance and London Living Wage increases and the additional sports grant no longer provided by the Quintin Hogg Trust.
- 24.188.5 **APPROVED** Members confirmed the block grant funding request of **£2,630,920** for 2025/26.
- 24.189 TECHNICIAN COMMITMENT**
- 24.189.1 Catherine Dormor - Head of College, Design, Creative and Digital Industries (DCDI), Kim Storey - Head Technician for Life Sciences, Abid Quyam - Head Technician for DCDI and David Scott - Head of the Fabrication Laboratory presented on the role of technicians across the University and briefed members on the Technician Commitment (Document UEB 250513B).
- 24.189.2 Members heard that the Technician Commitment is a way of recognising the work that technicians do and builds in structure to technician careers and progression.
- 24.189.3 **APPROVED** University to sign the Technician Commitment.
- 24.189.4 **AGREED** Technician Commitment action plan to be reported to UEB at a later date.
- 24.190 STUDENT CONTINUATION**
- 24.190.1 The DVC (Education) reported that work with students who have outstanding assignments is critical and colleagues are encouraged to follow up on every student.
- 24.190.2 Members noted that Risk Boards are in place for some Schools and will be mandated for all Schools.

- 24.190.3 Members heard that a recent Education Strategy Taskforce meeting focused on how to address any attendance issues including current initiatives.
- 24.190.4 Members noted that first sit passes continue to improve which makes a difference to awarding gaps and that attrition is lower than last year demonstrating that initiatives are having an impact.

24.191 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

- 24.191.1 **APPROVED** Members confirmed the minutes of the meeting held on 8 April 2025 (Document UEB 2505132C) as an accurate record of the meeting subject to an amendment to Minute 24.175.7.
- 24.191.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 250513D).

24.192 ANY OTHER BUSINESS

Draft refreshed Global Engagement Strategy (Document UEB 250513F).

- 24.192.1 Members received a copy of the draft Strategy via email prior to publication in the meeting papers and had an opportunity to send comments directly to the DVC (Global Engagement and Employability).
- 24.192.2 A member commented that whilst intent and implementation is visible in the draft Strategy, expected outcomes are not included.

Debt collection (Confidential)

- 24.192.3 **[Redacted]**
- 24.192.4 **[Redacted]**

Part Time Visiting Lecturers (PTVLs) (Confidential)

- 24.192.5 **[Redacted]**

24.193 MANAGEMENT ACCOUNTS – MARCH 2025

- 24.193.1 Members received the Management Accounts for March 2025 (Document UEB 250513E).

24.194 DATES OF FUTURE MEETINGS

Regular meetings are 10.30am to 12.30pm (unless alternative time stated below) in Room RS109, Regent Street and via Microsoft Teams.

27 May 2025	8 July 2025 – all day (UEB away day)
10 June 2025	22 July 2025
24 June 2025	5 August 2025
7 July 2025 - evening (UEB dinner)	