

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 8 APRIL 2025 IN ROOM RS109 REGENT STREET AND VIA MICROSOFT TEAMS**

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PRESENT:	Professor P Bonfield (Chair) Professor C Dormor	Dr S Jarvis K Patel
IN ATTENDANCE:	Dr R Auluck K Bojczuk (Minute 24.164) J Lamarque (Secretary) Professor L Mason	B McPeake (Minute 24.166) N Nelson (Minute 24.165) Professor G Saunders (Minute 24.163)
APOLOGIES:	Professor D Anand Professor A Linn	Professor C Kalantaridis I Wilmot (Deputy Chair)

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**24.161 ANNOUNCEMENTS**

- 24.161.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 24.161.2 Members noted that Randhir Auluck - Head of School, Organisations, Economy and Society attended on behalf of the Head of College (Westminster Business School) and that Luke Mason - Head of School, Westminster Law School attended on behalf of the Head of College (Liberal Arts and Sciences).
- 24.161.3 **Apologies:** Members noted apologies as reported above.
- 24.161.4 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 24.161.5 **Requests to discuss starred items and business not on the agenda:** The Chair confirmed there were no requests to discuss starred items or items of business not on the agenda.
- 24.161.6 **Chair's business:** The Chair updated members on international students, student employment and our reputation.

**24.162 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE**

- 24.162.1 The Deputy Vice-Chancellor (DVC) for Education/Co-Chair, Staying Safe: Business Continuity Group informed members that as the group had not met since the last UEB meeting there were no further updates.

**24.163 GENERATIVE AI UPDATE**

- 24.163.1 Professor Gunter Saunders - Assistant Director, Digital Engagement and Library Services (DELS) presented an update on use of Generative AI (Document UEB 250408A).
- 24.163.2 The Assistant Director DELS reported there has been significant impact on a range of day-to-day tasks from a recent pilot programme for Professional Services (PS) colleagues using Microsoft Office 365 Copilot.
- 24.163.3 Members heard that the University is taking part in the University Cloud AI Challenge 2025 and students are supported through the stages to book, and take part in, the exam.
- 24.163.4 Members heard that the focus will be on the Cloud AI Challenge, guidance for colleagues on using free AI tools and systems and ensuring further development of the suite of internal AI capabilities.

- 24.163.5 Members discussed student use of AI and consistency of use amongst academic colleagues.
- 24.163.6 In response to a member's query on the use of Generative AI in teaching and management practice, the Assistant Director DELS reported that there is no evidence of colleagues teaching AI as a tool being used in industry and professional practice; however, in practice-based areas a number of colleagues are keeping informed about use of Generative AI in their fields. Members noted that AI literacy support for colleagues will be promoted.
- 24.164 MID-YEAR SUSTAINABILITY REPORT AND SUSTAINABILTY POLICY**
- 24.164.1 Katherine Bojczuk - Head of Sustainability presented the mid-year sustainability report (Document UEB 250408B) and the proposed updated Sustainability Policy (UEB 250408C).
- 24.164.2 Members heard that over the next six months the Sustainability team's focus will be on reporting and how the University moves closer to the Net Zero target set.
- 24.164.3 A member commented that education for sustainable development is a key area for the Teaching Excellence Framework (TEF) and suggested that Sustainable Development Goal (SDG) 4.7 should be highlighted more in the report and the policy. The Head of Sustainability confirmed that the annual report will focus on embedding education for sustainable development.
- 24.164.4 Other comments included creating a relationship between sustainability and research, and practices such as those that will contribute to the University's Athena SWAN submission.
- 24.164.5 **AGREED** The mid-year sustainability report and policy should be reinforced to reflect the University's current position and include intent for implementation as well as demonstrating the impact of how the policy has improved. UEB will reconsider the mid-year report and proposed policy in two to four weeks' time.
- 24.164.5.1 ACTION UEB Secretary** to schedule consideration of the updated mid-year sustainability report and Sustainability Policy for the next available meeting.
- 24.165 SAFETY, HEALTH AND WELLBEING (SHW) POLICY – STATEMENT OF INTENT ANNUAL REVIEW**
- 24.165.1 Niamh Nelson - Head of SHW presented the proposed revised SHW policy statement of intent (Document UEB 250408D).
- 24.165.2 The Head of SHW informed members that the tone of the document had been looked at in detail and included improved phrasing.
- 24.165.3 Members commented on punctuation and suggested alternative wording in a number of places. The Head of SHW confirmed that she would work with the University Secretary and Chief Operating Officer and propose alternatives to the sections discussed.
- 24.165.4 **APPROVED** Updated SHW Policy Statement of Intent to be adopted subject to the requested amendments.
- 24.166 FAMILY FRIENDLY POLICIES**
- 24.166.1 Bryony McPeake - Deputy Director, People Culture and Wellbeing (PCW) presented proposed changes to family friendly policies occupational pay and leave benefits (Document UEB 250408E).
- 24.166.2 Members heard that subject to approval by the relevant committees, entitlements will increase from 1 August 2025, apart from neonatal care leave which will be backdated to 6 April 2025.

- 24.166.3 In response to a member's query on occupational pay and leave benefits for miscarriages, the Deputy Director of PCW confirmed that is not currently offered but is on the project list for 2025/26. Members also discussed post-natal provision.
- 24.166.4 The Deputy Director of PCW confirmed that provisions for the bereavement of a spouse/partner, caring responsibilities for ageing parents and fostering will be considered at a later date and that colleagues in the SHW Team are working on menopause support and guidance.
- 24.166.5 Members asked the Deputy Director of PCW to rephrase the introductory paragraph to the proposal report.
- 24.166.6 Members asked that if approved by the relevant committees, all proposed changes (apart from neo-natal care leave) should be implemented from 1 June 2025.
- 24.166.7 **AGREED** Members recommend the proposed changes to family friendly policies occupational pay and leave benefits to Remuneration Committee and Resources Committee subject to the amendments discussed.

#### **24.167 TEF UPDATE**

- 24.167.1 The DVC (Education) presented an update on preparations for TEF 2027.
- 24.167.2 Members heard that the Office for Students have set the metrics for the next TEF submissions.
- 24.167.3 The DVC (Education) reported on feedback from the TEF panel from the previous submission and outlined the core areas that the University is working on.
- 24.167.4 Members discussed implementation and impact, differentiating between outputs and outcomes and the need for examples from across the University.

#### **24.168 STUDENT CONTINUATION**

- 24.168.1 The DVC (Education) reported that:
- attrition is lower overall than last year for undergraduate and postgraduate students;
  - continuation data is showing a rise for the second year running and includes students who are continuing their studies at other institutions; and
  - attendance is trailing about 2% from last year.
- 24.168.2 Members noted that students are completing and planning for assessments and that Personal Tutors (PTs) are asked to meet all of their tutees and direct them to academic support to aid success. The DVC (Education) asked Heads of Colleges to reinforce this message with the PTs in their Colleges.

#### **24.169 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**

- 24.169.1 **APPROVED** Members confirmed the minutes of the meeting held on 25 March 2025 (Document UEB 250408F) as an accurate record of the meeting.
- 24.169.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 250408G).

#### **24.170 ANY OTHER BUSINESS**

- 24.170.1 Members did not raise any other matters for discussion.

#### **24.171 MEETING EVALUATION**

- 24.171.1 Members commented that the meeting flowed well, and everyone was able to make a contribution.

**24.172 POSTGRADUATE RESEARCH STUDENT FEES PROPOSALS**

24.172.1 **AGREED** Members recommend the proposed Postgraduate Research student fees (Document UEB 250408H) to Resources Committee.

**24.173 UPDATE ON APPRENTICESHIP PROVISION**

24.173.1 Members received an update on apprenticeship provision (Document UEB 250408I).

**24.174 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.

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