

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 27 JUNE 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	Professor P Bonfield (Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	J Lamarque (Secretary)	I Wilmot (Acting USCOO ¹)
APOLOGIES:	J Cappock (Deputy Chair)	

22.206 ANNOUNCEMENTS

- 22.206.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 22.206.2 **Apologies:** Apologies were received as noted above.
- 22.206.3 **Requests to discuss starred items:** There were no requests to discuss starred items or items of business not on the agenda.
- 22.206.4 **Chair's business:** Members discussed the University and College Union (UCU) marking and assessment boycott and the mitigations in place.

22.207 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 22.207.1 Sal Jarvis, Deputy Vice-Chancellor (DVC) for Education and Co-Chair, Staying Safe: Business Continuity Group reported that the group had received an update from the Head of Safety, Health and Wellbeing and there were no concerns to report. She also updated members on estates matters, the Prevent training being carried out by UWSU, ongoing work at Marylebone and access for students, and communications channels.
- 22.207.2 A member commented that the Marylebone campus recently hosted the annual conference for Retina UK and received positive comments about ease of access.

22.208 GRADUATE OUTCOMES REPORT

- 22.208.1 Joe Woolston, Director of Strategy, Planning and Performance (SPP) presented the Graduate Outcomes report (Document UEB 230627A).
- 22.208.2 Alex Hughes, DVC (Employability and Global Engagement) outlined the results of the report, the employability resources that are available for students and the need to make sure that colleagues and students are engaging with what the University offers.
- 22.208.3 The Director of SPP thanked Bhavesh Halai, Data Impact Advisor – Student Outcomes (SO), for his work on the report. Members heard that the benchmark for undergraduates (UG) has increased slightly this year and the University's performance against the indicator has dipped; however, performance at postgraduate (PG) level is more positive, and the University is performing above the benchmark.

¹ University Secretary and Chief Operating Officer

- 22.208.5 The Director of SPP reported that for the Equality, Diversity and Inclusion (EDI) key performance indicators (KPIs) there are significant differences for underrepresented students in four or five categories, and significant gaps in performance that need to be addressed. He noted that remedial action should be identified in the College operating plans.
- 22.208.6 The DVC (Employability and Global Engagement) commented that the Heads of Colleges will be reinforcing key messages, particular where Schools are not clear. Members noted that the Director of SPP and the Data Impact Advisor (SO) are available to speak with Heads of Schools if necessary.
- 22.208.7 In response to a member's query on the PG results, the DVC (Employability and Global Engagement) confirmed that the improvement is due to increased engagement with the Employability Awards and noted that there is more available for PG students, and more work placements in PG courses. The DVC noted that activities that commenced in the last year or two have not yet had an impact.
- 22.208.8 Members heard that the SPP team are working with the Employment team, tracking employment provision to see what is making an impact and that the role description for Employment Directors will be enhanced to ensure that colleagues and students are engaged.
- 22.208.9 In response to a member's comment on finding different ways to inform students of what is on offer, the DVC (Employability and Global Engagement) reported that monthly newsletters are going out to all Course Leaders and Microsoft Teams channels are being trialled.
- 22.208.10 The Director of SPP reported that for UG students there is a need to connect continuation rates and grade classification as an indicator to employability and noted that the demographics for PG populations are different to UG populations.
- 22.208.11 The Director of SPP informed members that good practice is being identified in Graduate Outcome meetings and will be shared.
- 22.208.12 Members heard that the next Teaching Excellence Framework submission is in 2026 and will use a four-year average of Graduate Outcomes data, with this report as the first year of that data.
- 22.208.13 In response to members' queries, the Director of SPP confirmed that the Graduate Outcomes data will be available in the dashboards shortly, and that entrepreneurial data is a good contextual story.
- 22.208.13.1 **ACTION DVC (Employability and Global Engagement) and the Director of SPP** to produce content on student stories to share with colleagues.

22.209 APPRENTICESHIP LEVY PROPOSAL

- 22.209.1 The Chair withdrew this item from the agenda and therefore there is no Document UEB 230627B for this meeting.

22.210 STUDENT RETENTION UPDATE

- 22.210.1 The DVC (Education) updated members on attrition to date for PG overall and shared a snapshot of the attrition dashboard on Qlikview.
- 22.210.2 Members heard that PG attrition is still significantly ahead of the previous two years, that Black students are more impacted and more Home students than International students are not continuing.
- 22.210.3 The DVC (Education) reported that the focus now is on supporting students with referrals or deferrals, offering free deferrals for those affected by exceptional regulations in response to the marking and assessment boycott.

- 22.210.4 Members discussed the template letters used by University departments and agreed that they should be reviewed, with advice from Internal Communications.
- 22.210.4.1** **ACTION Acting USCOO and DVC (Education)** to review the template communications across different groups.
- 22.211** **MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**
- 22.211.1 **AGREED** Members confirmed the minutes of the meeting held on 13 June 2023 (Document UEB 230613C) as an accurate record of the meeting.
- 22.211.2 Members reviewed a summary of the actions from previous meetings (Document UEB 230613D) and noted those that were now complete.
- 22.211.3 **Operational risk register review outcomes (Actions 22.183.2.1 and 22.183.3.1)** The Acting USCOO confirmed that more work is needed in Student and Academic Services and Information Systems and Support prior to the next submission, that most risks were operational activities, and none should cause members any concern. The Acting USCOO confirmed that the risk register for Global Recruitment, Admissions and Marketing and Communications has now been completed.
- 22.212** **ANY OTHER BUSINESS**
- 22.212.1 There were no other items of business reported.
- 22.213** **MANAGEMENT ACCOUNTS – MAY 2023**
- 22.213.1 Members received the Management Accounts for May 2023 (Document UEB 230627E).
- 22.214** **CRISIS COMMUNICATIONS RESPONSE PROTOCOL**
- 22.214.1 **APPROVED** Crisis Communications Response Protocol (Document UEB 230627F) to be implemented with immediate effect.
- 22.215** **MEDIA HANDLING POLICY**
- 22.215.1 **APPROVED** Media Handling Policy (Document UEB 230627G) to be implemented with immediate effect.
- 22.216** **INTERNATIONAL COMMUNICATIONS POLICY**
- 22.216.1 **APPROVED** International Communications Policy (Document UEB 230627H) to be implemented with immediate effect.
- 22.217** **CHARITY FUNDRAISING COMMUNICATIONS GUIDANCE**
- 22.217.1 **APPROVED** Charity Fundraising Communications Guidance (Document UEB 230627I) to be adopted with immediate effect.
- 22.218** **ANIMALS ON PREMISES POLICY**
- 22.218.1 **APPROVED** Animals on Premises Policy (Document UEB 230627J) to be implemented with immediate effect.
- 22.219** **CHILDREN AND YOUNG PERSONS GUIDANCE**
- 22.219.1 **APPROVED** Children and Young Persons guidance (Document UEB 230727K) to be adopted with immediate effect.

22.220 DATES OF FUTURE MEETINGS

All regular meetings are from 10.30am to 12.30pm and take place via Microsoft Teams or in a hybrid room (to be confirmed).

2022/23

10 July 2023 – evening – UEB dinner

~~25 July 2023~~²

11 July 2023 – all day – Away Day

8 August 2023

² Meeting cancelled