

UCP HE Shadow Council Minutes of Board Meeting

Date	Wednesday 18 th September 2019
Time	4.30pm
Location	Boardroom, Peterborough Regional College, PE1 4DZ
Present	Professor Sir Les Ebdon CBE DL (Chair), Mark Woods, Claire Bowes (Staff), Richard Greensmith (HE Student Officer), OBE Dr Mary Kiernan, Rachel Nicholls (Acting Principal PRC) Liz Knight (Interim Chief Operating Officer and Academic Director – UCP) Roy Bird (Finance Director) Dan Cole (TDAP Project Co-ordinator) Peter Walker (Deputy Principal, PRC) Sherrill Duberry (Minutes)
Apologies	Matthew Bradbury, Dr Anne Devlin, Steven Illingsworth, Joanne Rotondo.

Decisions taken at the Board meeting held on 18th September 2019

Ref	Decisions
3	The minutes of the last meeting were approved following an amendment.
13	The Academic Committee structure was approved.

Actions arising from the Board meeting held on 18th September 2019

Ref	Actions
3	Nominations for suitable council members are required.
4	RN to take forward the options for case studies for the UoP for decision at PRC board.
6	PW to amend Appendix 2 and re-circulate to the Shadow Council.
10	LK is to calculate the cost of the APP Evaluation Strategy.
11	LK to amend the Self-Evaluation Chair's Foreward and format and seek approval from the Shadow Council via email.
14	RB to expand the implications of each risk on the Risk Register.

1. Welcome and Apologies

Apologies noted as above. Nicola Shawe has resigned from the Shadow Council and it was noted that the Council would be quorate on the arrival Mark Woods who joined the meeting part way through.

2. Declarations of Interest

Professor Sir Les Ebdon; Governor, PRC Corporation Board.
Dr Mary Kiernan; Governor, PRC Corporation Board.
Rachel Nicholls; PRC Acting Principal.
Peter Walker; Director of UCP, PRC Deputy Principal.

3. Minutes of the Last Meeting and Matters Arising

An amendment was requested to item 9; clarification that PRC own the freehold of the land that UCP is built on and lease that land to ARU. ARU own the UCP building which they lease to UCP. Both leases are approximately 100 year leases. With this amendment the minutes of the last meeting were approved as accurate.

Actions From the Previous Meeting.

Items U6/20 and U8/20 were agreed as complete.

Item U4/20 Nominations are still required for suitable new Council members. The paperwork to become Directors of UCP has not been completed as the Joint Venture is still in place. RN is looking at possible dates for training for Directors.

There were no matters arising.

4. Chair's Welcome and Update

OfS Registration

OfS have approved UCP's registration and the letter of approval was circulated. It was noted that OfS have allowed dual registration of both UCP and PRC. RN noted that a HE workstream has been established to look at HE strategy moving forward following the merger with NCS. This intention has been articulated to OfS.

Joint Venture

The validation agreement with ARU has been signed. The original Heads of Terms of the Joint Venture stated that when ARU withdraw on 01/08/19 they would surrender the UCP building. ARU is no longer prepared to surrender the building as they say that circumstances have changed with the UoP project.

The lease states that at the end of the JV a surrender premium is due to ARU for the residual value of the lease less the value of the land. No price has been established for this yet. ARU have proposed a new lease; RN is meeting with Eversheds to take advice. It was noted that the building will be a key part of any agreement. It was noted that UCP is currently a JV owned 50% by ARU and 50% by PRC, therefore the Council remains in shadow form.

It was agreed the impact on students is minimal; that we must be mindful of wording and ensure that franchised students receive the same experience. RN noted the potential impact on staff time; dealing with the ongoing situation is taking them away from other student focused activities.

University of Peterborough Project

UCP have submitted an Expression of Interest for the UoP. The next stage is a questionnaire and two case studies to be submitted by 27/09/19. The Shadow Council expressed preference that one case study would be UCP and the second would be NCS and Addict as a joint bid, RN is to take this forward for decision at PRC board.

5. Approval of OfS Update Reports

The letter of registration for OfS was circulated. No formal conditions have been placed on UCP, however there is enhanced monitoring we are required to adhere to and the ways in which we are meeting these were discussed. It was noted that the wording of the letter is ambiguous as it states "once we are a separate legal entity" which once the merger takes place may not be the case. RN noted that the submission to the OfS was based on our intention and that the merger may fundamentally change the circumstances. It was acknowledged that any expenditure with Price Waterhouse should be once the merger has taken place.

6. Financial Implications and Accounts

The submission to the OfS was circulated, figures are based on UCP recruiting 200 students this year. Current figures are 177 FTE, with 17 late enrollers equating to 16.5 FTE expected plus January starts for Computing and Business. A charging mechanism to UCP from PRC is yet to be agreed. LE noted that we need to demonstrate that the retention of monies should be used to enhance student experience and improve retention. PW noted that PRC have invested in UCP; in new IT and MIS systems and are committed to properly resourcing UCP via a capital expenditure programme.

An error was noted in Appendix 2, PW to correct and re-circulate; 18/19 student numbers should be 408 not 478. It was agreed for the Shadow Council to receive these figures in spreadsheet form going forward.

7. Student Number Forecasts

The Admissions and Widening Access Committee will be monitoring student numbers on a monthly basis. This will include course monitoring, attendance, use of VLE, extensions and mitigations which all impact on retention. These findings will be reported back to the Shadow Council and to HE Managers and CLs for action and intervention. JL is working on an algorithm using the past three years' data to predict 20/21 student numbers.

UCP have a new robust extension process in place which has been agreed by ARU. Student Support are being pro-active and putting support in place for students from day one. Level 4 retention was an area for ongoing improvement.

8. Academic Director Report

OfS Challenge Fund

UCP were one of sixteen institutions to be successful in bidding for the OfS Challenge Fund. We will work alongside other HE providers to share best practice. KM has established an employability hub and is engaging with SMEs to encourage them to recruit graduates. She is also supporting learners with developing LinkedIn accounts and through diagnostics with the aim of improving graduate outcomes. The project's steering group and potential links to the Employer and Community Consultative Group was discussed.

Citizens UK

UCP are joining with Citizens UK focussing on removing barriers to learning. The Social Science team and Dr Tim Hall have been carrying out research which it was noted would be good for UCP to get published.

National Student Survey

The NSS results were circulated and discussed and it was noted that we do not have detailed data or small course groupings. Good practice will be shared at AMRs on 20/09/19. Unacceptable results were received for Criminology and the reasons for this and actions taken to improve were discussed. It is not anticipated that there will be further issues going forward.

PSRB

Details of where we are with PSRB registrations were circulated and discussed. It was noted that having our own awarding powers allows us to make our own decisions around PSRB.

9. HE Academic Board Minutes and Actions

No report as the board are due to meet next month.

10. Access and Participation Plan Progress

Having an APP is a condition of registration for OfS. DC went through the Evaluation Strategy Overview. This will be monitored via the AWAS committee. Our OfS scoring overview is currently emerging and it is hoped that the Evaluation Strategy will help to improve this. Findings are submitted to the OfS annually and the plan is updated based on these.

Lots of staff hours are needed to complete this and LK is to establish the cost of carrying this out. LK noted that UCP used to provide a lot of global bursaries but that research has showed that this money has greater impact when spent on other student focused activities, so in agreement with the Student Council, these have been reduced from 20/21. The low income bursary will remain.

11. Self-Evaluation of Effectiveness

It is a requirement of OfS registration to self-evaluate. The governors' self-evaluation report was circulated and discussed. LK noted that there is no template for this. The OfS letter requests a self-evaluation of the Council only, not the entire governance. LK is to amend the Chair's Foreward and format to reflect this – to be approved via email.

12. Establishment of Academic Sub-Committees

LK circulated an overview of the committees and responsibilities of the boards. The structure has been amended to meet OfS requirements. The Student and Staff Liaison Committee has been removed and is now included within SELT. It was noted that financial issues are still discussed at PRC level as we are still part of the JV. Once this is dissolved, a committee will be established.

13. Membership and Appointments

The Articles of Association identified that governors are required. This was covered under item 3.

14. Recommendation of Risk Register

The risk register was circulated and discussed. RB to update it to expand the implications of the risks. This will be reviewed at each meeting. It was felt that there was now a more robust oversight.

15. Date of the next meetings

14/11/19 at 4.30pm
16/01/20 at 4.30pm
02/04/20 at 4.30pm
24/06/20 at 4.30pm

Strategy Day to be arranged.

16. AOB

LE expressed his thanks to DC for his excellent work and contribution to UCP. There being no other business the meeting closed at 7.10pm.

DRAFT