

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 22 JULY 2024 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	Professor P Bonfield (Chair) Professor D Anand Professor J Jones	Professor C Kalantaridis Dr T Moore I Wilmot (Deputy Chair)
IN ATTENDANCE:	M Baldwin	J Lamarque (Secretary)
APOLOGIES:	Dr S Jarvis	Professor A Linn

23.241 ANNOUNCEMENTS

23.241.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.

23.241.2 **Apologies:** Members noted apologies as recorded above.

23.241.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.

23.241.4 **Requests to discuss starred items and business not on the agenda:** Members did not make any requests to discuss starred items or to raise items of business not on the agenda.

Chair's business

23.241.5 The Chair updated members on the forthcoming graduation ceremonies and student application numbers.

23.241.6 The University Secretary and Chief Operating Officer (USCOO) reported on the effects of the recent global IT outage.

23.241.7 Members received updates on a recent global Sustainable Development Goals event, Createc events and international student champions.

23.242 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

23.242.1 The USCOO/Co-Chair, Staying Safe: Business Continuity Group reported that the focus remains on business continuity, graduation ceremonies and IT matters.

23.243 STRATEGIC KPI'S ANNUAL MONITORING REPORT 2023/24

23.243.1 Members discussed progress against the strategic key performance indicators (Document UEB 240722A).

Digital environment

23.243.2 The USCOO reported that all KPIs are amber apart from academic colleague experience.

23.243.3 Members heard that the Information Systems and Support team have changed focus and introduced a customer service function and will soon deliver a Digital Symposium working with academic colleagues.

Physical environment

23.243.4 The USCOO informed members that the Physical Environment metrics have not yet been agreed, draft metrics are reported later in the KPI document¹.

¹ The USCOO clarified after the meeting that the Court of Governors has agreed all but one of the Physical Environment KPIs (KPI5).

Employability

- 23.243.5 The Deputy Vice-Chancellor (DVC) for Global Engagement and Employability informed members that metrics are improving but have not yet had an impact. Members noted that the key challenge is to identify who engages with the programmes we offer and that the work-based and placement learning KPI is expected to reach 100% by 2024/25.

Financial sustainability

- 23.243.6 The USCOO confirmed that costs continue to be managed carefully.

Global Engagement

- 23.243.7 The DVC (Global Engagement and Employability) reported that colleagues have identified key challenges, and the focus will be on employability and employment skills.

People

- 23.243.8 The USCOO confirmed that progress is being made on wellbeing, and the focus for 2024/25 will be around individual development needs. Members discussed the diversity pay gaps and the work needed to correct them.

Education

- 23.243.9 Members noted that due to the recent release of the National Student Survey results, the monitoring report for Education KPIs would follow later.
- 23.243.10 Members discussed the metrics and instructed the USCOO to work with the Director of Strategy, Planning and Performance to lead on a review to support achievement of our strategic goals for 2028/29.

23.244 UWSU SPORTS AND SOCIETIES UPDATE

- 23.244.1 The Chair postponed the UWSU sports and societies update to a future meeting.

23.245 GRADUATE OUTCOMES REPORT

- 23.245.1 The DVC (Global Engagement and Employability) presented the Graduate Outcomes report (Document UEB 240722B).
- 23.245.2 Mark Baldwin, Interim Director of Strategy, Planning and Performance reported that the results are disappointing and highlighted issues relating to one student group, which makes up a significant majority of Computer Science students.
- 23.245.3 Members heard that there are issues around employability for this group who are driven by cultural forces more so than other groups, with a significant number of students joining family businesses, and that an experimental dashboard is being developed to inform work in this area.
- 23.245.4 Members noted that students are engaged with the Westminster Working Cultures programme; however, take up is usually from students in high quintile groups and interventions and opportunities need to be better directed at the right student groups.
- 23.245.5 Members heard that a Graduate Outcomes Taskforce is being established that will consider the survey content and responses and how it is completed and reported on.
- 23.245.6 Members noted that alumni will be invited to help students understand what it means to fill in the Graduate Outcomes survey during September 2024.
- 23.245.7 **AGREED** UEB will consider a further update when they meet on 8 October 2024.

23.246 COLLEAGUE WELLBEING AND ENGAGEMENT SURVEY OUTCOMES

- 23.246.1 The Chair postponed consideration of the Colleague Wellbeing and Engagement Survey EDI and demographic data report to the meeting on 7 August 2024².

² Therefore, there is no Document UEB 240722C for this meeting.

23.247 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

23.247.1 **AGREED** Members confirmed the minutes of the meeting held on 25 June 2024 (Document UEB 240722D) as an accurate record of the meeting.

23.247.2 Members noted that there were no outstanding actions or matters arising.

23.248 ANY OTHER BUSINESS

23.248.1 The Head of College for Design, Creative and Digital Industries updated members on senior appointments within the College.

23.249 MEETING EVALUATION

23.249.1 The Chair summarised the risks identified through discussions at the meeting and how those risks would be mitigated.

23.250 PREVENT DUTY COMPLIANCE – EXTERNAL EVENTS GROUP PERIODIC UPDATE REPORT

23.250.1 Members received the Prevent Duty Compliance and External Events Group update report (Document UEB 240722E).

23.251 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.

2023/24

7 August 2024

2024/25

10 September 2024

24 September 2024 - evening (UEB dinner)

25 September 2024 – all day (UEB away day)

8 October 2024

22 October 2024

5 November 2024

26 November 2024

10 December 2024

7 January 2025

21 January 2025

11 February 2025

25 February 2025

3 March 2025 - evening (UEB dinner)

4 March 2025 – all day (UEB away day)

25 March 2025

8 April 2025

29 April 2025

13 May 2025

27 May 2025

10 June 2025

24 June 2025

7 July 2025 - evening (UEB dinner)

8 July 2025 – all day (UEB away day)

22 July 2025

5 August 2025