

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 8 OCTOBER 2024 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	Professor P Bonfield (Chair) Professor D Anand Professor C Dormor Dr S Jarvis Professor J Jones	Professor C Kalantaridis Professor A Linn K Patel I Wilmot (Deputy Chair)
IN ATTENDANCE:	D Airan (Minute 24.22) V Barton (Minute 24.22 to 24.23) K Brown (Minute 24.24) L Cole (Minute 24.24) M Deshpande (Minute 24.24) C Dhapatkar (Minute 24.22) A Feliciano (Minute 24.23)	P Hayden (Minute 24.23) J Lamarque (Secretary) B McDonald (Minute 24.23) A Musani (Minute 24.22) C Rolfe (Minute 24.23) S Sethi (Minute 24.22) T Toumazis (Observer)
APOLOGIES:		

24.19 ANNOUNCEMENTS

- 24.19.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 24.19.2 The Chair welcomed Kaushika Patel – new Head of College (HoC) for Liberal Arts and Sciences (LAS) and Pro Vice-Chancellor (PVC) and Catherine Dormor - Interim HoC for Design, Creative and Digital Industries (DCDI) to their first meeting as members of UEB.
- 24.19.3 The Chair introduced members to Tom Toumazis, independent governor, who was observing the meeting as part of his induction to the Court of Governors.
- 24.19.4 **Apologies:** The Chair confirmed there were no apologies received.
- 24.19.5 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 24.19.6 **Requests to discuss starred items and business not on the agenda:** The Chair agreed to discuss starred agenda item 13.0, Sub-committee terms of reference and membership (see Minute 24.27) and to include an additional item of business not on the agenda (see Minute 24.28).
- Chair's business**
- 24.19.7 The Chair updated members on the recent informal visit by the Office for Students.
- 24.19.8 Members heard that the Interim HoC (DCDI) will also be responsible for advanced learning technologies, which includes use of artificial intelligence and other advanced technologies to support research. Members noted that the Chair will confirm a strategic PVC responsibility for the HoC (LAS) in due course.
- 24.19.9 Members discussed digital capabilities and the use of advanced technologies.
- 24.19.9.1 **ACTION UEB Secretary** to schedule a strategic discussion on digital capabilities and the use of advanced technologies, to be led by the Chair, for the meeting in December 2024.
- 24.19.10 The Deputy Vice-Chancellor (DVC) for Global Engagement and Employability updated members on his recent visit to Nepal and China.

24.20 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

24.20.1 The University Secretary and Chief Operating Officer (USCOO)/Co-Chair, Staying Safe: Business Continuity Group reported that the Group has focused on events happening in Israel and student safety.

24.20.2 Members heard that the students' Jewish Society held a successful event this week.

24.21 FEEDBACK ON SEMESTER 1

24.21.1 The USCOO informed members that the campuses are busy, with a general feeling of more students coming onto campus. He reported that there has been significant investment in the physical and digital environment on every campus, and positive feedback from the Students' Union (UWSU) and colleagues on the enrolment process.

24.21.2 Members heard that the Student Centre is managing queries well and students received their timetable in advance of studies starting and with fewer double bookings. Members noted that welcome events were well received.

24.21.3 The DVC (Education) reported that there has been 59.5% attendance compared with 39.6% last year, and nearly all students have been allocated a Personal Tutor (PT).

24.22 UWSU SABBATICAL OFFICERS PRIORITIES FOR 2024/25

24.22.1 Divanshu Airan (UWSU President), Chidambar Dhapatkar (UWSU Vice-President (VP) Postgraduate Education), Adil Musani (VP Welfare), Suhavee Sethi (VP Undergraduate Education) and Vivian Barton (VP Activities) presented their priorities for 2024/25.

24.22.2 Members commented that the priorities are positive and aligned and are good projects to work on together.

24.22.3 The Chair confirmed the UEB lead for each area.

24.22.4 The DVC (Global Engagement and Employability) commented that the Sabbatical Officers represent the entire student population and are expected therefore to represent all different views.

24.22.4.1 **ACTION UEB Secretary** to schedule an update from the UWSU Sabbatical Officers to UEB before the end of the Semester.

24.23 UWSU SPORTS AND SOCIETIES UPDATE

24.23.1 Christopher Rolfe (UWSU Student Opportunities Manager), Phoebe Hayden (UWSU Sports Development Coordinator), Benjamin McDonald (UWSU Sports Operations Coordinator) and Ayen Feliciano (UWSU Student Groups Operations Coordinator) updated members on their roles, club sports, programmes on offer, societies and facilities.

24.23.2 In response to an attendee's query about a Chess Society, the UWSU Student Groups Operations Coordinator confirmed that the Society is in the process of being affiliated.

24.23.3 Members heard that few students who have not previously engaged join a club or society in their third or final year.

24.23.4 Members noted that UWSU will soon establish a Postgraduate Society.

24.23.5 In response to a member's query about UWSU drawing on knowledge in the University, the UWSU team confirmed that four colleagues will be supporting nutrition this year and three Masters students will have a work experience placement with a nutritionist.

24.24 GRADUATE OUTCOMES SURVEY REPORT UPDATE

- 24.24.1 The DVC (Global Engagement and Employability) presented the Graduate Outcomes survey report update (Document UEB 241008A).
- 24.24.2 Linsey Cole, Director of Business Engagement confirmed that there are five priority actions for 2024/25, and the team will work with those courses and groups of students that need the most help.
- 24.24.3 Monica Deshpande, Head of Employability and Graduate Success, reported that the team will look at gaps and how to address them and making physical spaces available to bring students together and will work with other Professional Services on technology and data.
- 24.24.4 A member commented that it was good to see greater alignment with the Access and Participation Plan (APP). Kitty Brown, Director of Strategy, Planning and Performance responded that there is a need to look at how the APP aligns to Being Westminster and to target and identify specific groups.
- 24.24.5 In response to a member's query on how the team will work with priority courses, the Head of Employability and Graduate Success explained that they will look at where there are gaps, identify programmes to address those gaps and map what is already embedded.
- 24.24.6 Members heard that there will be communications about the focus on different student groups and how the APP will be implemented. The Director of Business Engagement confirmed that initial communications will be sent to the Heads of Schools to cascade to colleagues in their Schools.
- 24.24.7 The Head of College (LAS) offered to share good practice and insight from other institutions.

24.25 STUDENT CONTINUATION

- 24.25.1 The DVC (Education) informed members that the final attrition rate was 4.6%, compared to 7.1% and 8.1% in previous years. She reported that there is good attendance and plans to examine how students are engaged with the new PT process and group tutorial sessions.
- 24.25.2 The DVC (Education) reported that the Retention Team and Module Leaders are contacting students who are not attending.

24.26 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

- 24.26.1 **AGREED** Members confirmed the minutes of the meeting held on 10 September 2024 (Document UEB 241008B) as an accurate record of the meeting.
- 24.26.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 241008C).

24.27 SUB-COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP

- 24.27.1 The USCOO/Chair of the University Planning Committee (UPC) requested to withdraw the draft UPC terms of reference and membership 2024/25 (Document UEB 241008D) as more work was needed on the membership of the committee.
- 24.27.2 **APPROVED** Safety, Health and Wellbeing Committee terms of reference and membership 2024/25 (Document UEB 241008D) to be implemented with immediate effect.

24.28 ANY OTHER BUSINESS

SoHo Poly Theatre

- 24.28.1 The HoC (DCDI) updated members on development of the SoHo Poly Theatre.
- 24.28.2 Members heard that Phase 1 was now complete and that the Associate HoC (Education and Students) for LAS is leading the Working Group as the project progresses to Phase 2, with the Vice-Chancellor as the Executive Sponsor.

24.28.3 Members discussed the future management of the theatre.

24.28.4 Members noted that this was the last meeting for the HoC (DCDI) as she moves to a new role at another institution, thanked her for her contribution to the University and wished her well for the future.

24.29 MEETING EVALUATION

24.29.1 The Chair outlined the key communication points and risks identified through discussions at the meeting.

24.29.2 The independent governor commented that by observing the meeting he could appreciate and connect with the University's educational activities better.

24.29.3 The new members commented that it was good to have so many visitors to the meeting.

24.30 STRATEGIC KPI'S ANNUAL MONITORING REPORT 2023/24 – EDUCATION

24.30.1 Members noted the progress against the Education strategic key performance indicators (Document UEB 241008E).

24.31 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.

22 October 2024	8 April 2025
5 November 2024	29 April 2025
26 November 2024	13 May 2025
10 December 2024	27 May 2025
7 January 2025	10 June 2025
21 January 2025	24 June 2025
11 February 2025	7 July 2025 - evening (UEB dinner)
25 February 2025	8 July 2025 – all day (UEB away day)
27 February 2025 – away day and dinner	22 July 2025
25 March 2025	5 August 2025