



**Minutes of UCP Academic Board
held at 13:00 on Friday 1st December 2023, 13:00, Boardroom Peterborough
College**

Present

Liz Knight	Chair and Academic Director UCP
Angela O'Reilly	Vice principal – Curriculum and Quality
Daniel Lee	HE Manager Teacher Training & Partnerships
Claire Swales	HE Manager Arts, Social Sciences & Support
Peter Wright	HE Manager Science and technology- Resource
Jemma Leggetter	customer Service and Student Finance Manager
Dannie Abbott	Academic Office Manager
Kat Beeton	Student Support Officer
Rebecca Treston	Course Leader – Criminology
Claire Bowes	Course Leader – Psychosocial Studies
Racheal Pishhorn	Course Leader -Media and Journalism
Fiona Henry	Course Leader- Computing
Dianne Whattoff	Group Partnership
Matt Shough	Assistant Principal - Quality
Molly Woodthorpe	Student Officer
Kirsty Marfleet	Deputy Student Officer
Cory Brook	L5 Performing Arts
Emily Leheup-Long	L6 History and Archaeology
Lee Braban	L5 Media
Sabastian Vorlicky	L5 Computing
Jo Dawkins	Independent Member
James Wadsworth	Independent Member
Kamila Agina	Minutes

Apologies

Katie McAllister	HE Manager Business & Education
Chris Pursehouse	Course Leader – Business
Abigail Hunt	Independent Member
Matt Green	Vice Principal - Addict
Blaire Carter	

1 STANDING ITEMS

- a. All were welcomed and apologies accepted.
- b. No notice was received of any Member becoming ineligible to hold office. The meeting was quorate and there were no unregistered interests declared.
- c. The minutes of the last meeting held on 11 February 2022 were confirmed for electronic signature **Action 1**.
- d. Actions from the last meeting have been implemented as below:

See referenced minute for full detail.		Responsibility	Date
Action 1	1 Standing items minutes were confirmed from the last meeting.	Chair (LK)	23.09.2
Action 2	Circulate Terms of Reference at the next meeting	Secretary	complete
Action 3	The Student Officer will arrange a meeting with the Employability Hub to provide guidance on tax, liability and the responsibilities of someone operating as a freelancer.	Student Officer and Employability Hub	complete
Action 4	The Quality Calendar was published on Insights	Academic Office	complete
Action 5	Provide the HE Academic Board with an update on the NSS QIP in December	CS HE Manager	complete
Action 6	Arrange a meeting with J Dawkins and James Wadsworth to support HEA fellowship applications	KM and DL, HE Managers	complete

2 STUDENT OFFICER FEEDBACK

Kirsty Marfleet, was welcomed as the new Deputy Student Officer. Issues raised at the Student Council on 31/10/23 and subsequent actions taken were discussed. Current issues being addressed include the price of food and as such a meeting with R Kay would be arranged. Group tutorials were found to be useful, but it was felt that some course tutorials could be better. Before the next online enrolment, it was suggested that the form

was shared with a student focus group to address some inclusivity/ access issues. Students also commented positively on tutor feedback, teaching and events that had been organised.

3 STUDENT FEEDBACK

Lee Braban - Media Level 5

The Cohort were very happy, and any issues raised were dealt with promptly by the Course Leader.

Cory Brook – Performing Arts L5

Again, the cohort were happy and issues raised were addressed. A meeting with Gary Rake confirmed that there were no issues with access to their performance space and additional post class rehearsal time could be arranged by their Course Leader.

Emily Leheup- Long – History Level 6

There no course issues but felt the cost of food needed to be highlighted.

Sebastian Vorlicky – Computing Level 5

No additional comments to make.

4 STUDENT NUMBERS

Student numbers were currently on track with additional recruitment for Web Development and Counselling in-year. There are 702 continuing students, 10 intermitters and 8 withdrawals. Retention is currently 98.9%. Target numbers for course enrolment for 24/25 were presented. These were being shared with teaching staff and included in PDRs (appraisals). The targets for HTQ recruitment were also shared.

A question regarding marketing and promotion was raised and the new website, social media activity and targeting of students based on their demographic profiles were discussed. Mature students at the meeting felt more could be done to target them. The 'It's your time' campaign was discussed.

Action Two - Kirsty Marfleet and Lee Braban will be introduced to the marketing department to further improve our targeting of mature students.

5 STUDENT SUPPORT UPDATES

Attendance monitoring had been difficult due to data accuracy issues and the accurate completion of registers. Additional guidance has been provided to teaching staff and requests made to MIS have now been actioned. Subsequent student intervention meetings have had beneficial impacts, and this is shown in the retention rate.

Another area of focus has been student engagement and enhancement of the student voice. Student Representative training has been provided and it is hoped this will positively impact the student voice. Additional training sessions will be provided in the New Year.

Data analytics show that more students are engaging with the Student Hub and continued enhancements are planned in response to student feedback.

6 COURSE REVISIONS & CLOSURES

A small number of course revisions have been made on the Psychosocial Course and Business Pathways. These included a change of assessment date and switching modules between semesters. The major planned change this year for OU provision will be taking place on the Sports degree.

The introduction of new HTQ provision from 24/25 will include Sport, Engineering, Early Years and Digital Technologies in year 1. Adult Social Care, Digital Marketing, Animal Conservation and Countryside Management are planned for 25/26. Plans for the resource and capital expenditure were shared with the Board. The funding is linked to the recruitment of 113 students on specified vocational pathways.

Action Three - Arrange a meeting with HE Course Leaders to discuss resource development and curriculum design to support the successful delivery of the HTQ bid.

7 OPEN UNIVERSITY (OU) VALIDATION OUTCOME

The OU have approved the Diploma in Counselling which has a CBT and person-centred pathway. In addition, UCP was given institutional approval to deliver micro-credentials (modular / short courses). There are three conditions that must be satisfied by 15th December 2023. One recommendation will be considered in 24/25. The first Counselling Diploma will commence in February 2024 and will replace the existing AIM provision.

UCP also received four commendations which related to the individual support given to students by staff, the imaginative approaches to assessment which aided students' employability and the dedication of the programme team.

8 POLICY UPDATES

The UCP- Ass009 Removal of Courses and Revision of Course Procedures was **Approved**.

The UCP-DIS001 HE Student Disciplinary Policy and Code was reviewed and **Approved**.

The UCP-DIS002 HE Dealing with Unacceptable Behaviour Harassment and Sexual Misconduct Policy was reviewed and **Approved**.

There are a number of policies that are under review with OU due to the recent validation of micro-credentials. These will be presented to the Academic Board in March for review.

It was agreed that amendments to the current policy that regulates the Gateway and Code Institute provision could be approved as a Chair's action. The amendments related to clarification of actions when a student failed a third submission. A meeting had been held with the Code Institute and a response to the proposed policy amendment was awaited.

Action Four – Chair's action to confirm amendments to the policy with the Code institute

9 COMPLAINT, COMPLIMENTS AND POSITIVE COMMENTS

Complaints

Two complaints have been received. The first related to an alleged disciplinary offence and has not been upheld. The second complaint is at Stage Two and currently under review by the Assistant Principal Quality in accordance with the IEG Complaints Policy.

Compliments

6 Compliments have been received commending several staff members for teaching, guidance, and support. These compliments will be attached to the staff briefing.

Student Support advised with the new system in place for students to raise concerns that problems were being resolved before they became informal complaints.

10 ACADEMIC APPEALS

One appeal was received due to a student receiving an incorrect certificate but this has been corrected and ARU have approved the change.

11 PREVENT

The annual Prevent Return has been completed and agreed by the Chair of the UCP Council. The return identified the number of staff that had undertaken induction and refresher training. The Prevent Risk Assessment has also been updated and will be placed on the UCP website.

12 NATIONAL STUDENT SURVEY AND QUALITY IMPROVEMENT PLAN

The progress against the NSS Quality improvement plan was discussed. Increased use of the Student Hub, improved communication and ongoing work on closing the feedback loop are underway. The HTQ funding will address many of the learning and resource issues identified and this was being communicated to students.

The semester one Student Survey deadline was extended, and this ensured a higher participation rate of 45%. An initial review places satisfaction at 3.9. Results were being passed to Course Leaders to address and feedback on course related issues.

13 INITIAL TEACHER EDUCATION OFSTED VISITS

UCP have been informed that an Ofsted visit will take place in Spring / Summer 2024. It would include the BGU accredited teaching provision and the level 4/5 provision delivered at Peterborough College. Standardisation and planning meetings are underway, and an update will be provided at the next meeting.

14 UPDATES ON TEACHING, SCHOLARSHIP AND STAFF DEVELOPMENT- *PEER REVIEWS

An overview of scholarly activity, research and staff training and development were provided. Delivery plans for the HEA Fellowship programme were presented. A more detailed overview of peer reviews will be presented at the next meeting.

15 FRANCHISE AND PARTNER ENGAGEMENT

There are 158 students enrolled at Addict with only one withdrawal. This is the last cohort of Addict students that will study with UCP and a teach out agreement is in place. There are nine HNC students and two HND students studying at ESPA.

Both partners have had a strong start to the year with guest speakers and events taking place. Addict have acquired a new space in the Haymarket Theatre. ESPA has auditions taking place and have several shows running at the moment.

Monthly contract meetings are taking place and Curriculum Performance Reviews have been held with both partners to monitor student progress and experience. Health and safety visits have been undertaken and audits are planned for January.

16 EMPLOYABILITY AND GRADUATE OUTCOMES

The Employability Hub team have been working hard to increase its visibility. Meetings have taken place with all Course Leaders and updates on its activities provided via SELT, on Student Hub and in email. Meetings with Course Leaders revealed that some were unaware of the resources on CANVAS, and this has now been addressed.

There have been an increased number of students arranging 1-2-1 meetings and asking for CVs to be reviewed. Networking and confidence in attending careers fayres has been identified as an area of development.

More industry days have been requested and additional events but there is a concern that these may not be well attended. Employers and speaker availability has to be considered as well when arranging days. The Social Science team spoke about how they grouped courses together to maximise engagement.

The February post graduate progression event was discussed, and it was agreed that Student Officers would promote this and other activities. A focus for them would be student engagement in this and events such as the forthcoming bid writing day being planned with the Arts Council.

Action Five – Student Officers to assist in engaging students and promoting events.

17 UPDATES ON OTHER COMMITTEES

No issues were raised.

18 AOB

No items were requested.

18 DATE & TIME OF THE NEXT MEETING

- 1ST March 2024 to be held in the Stamford College Boardroom with online links for external members.

ACTION TABLE

See referenced minute for full detail.		Resp	Date
Action 1	Minutes of the last meeting reviewed and approved	Chair (LK)	01.03.24
Action 2	Introduce Kirsty Marfleet and Lee Braban to the marketing department to further improve our targeting of mature students	Academic Director	29.1.24
Action 3	Arrange a meeting with HE Course Leaders to discuss resource development and curriculum design to support the successful delivery of the HTQ bid.	CLs, HE Managers	20.12.23
Action 4	Chair's action to confirm policy amendments with the Code institute	Chair/ Academic director	08.1.24
Action 5	Student Officers to assist in engaging students and promoting events	Student Officers	01.2.24

Policy	Title	Decision
UCP-ASS009	Removal of Courses and Revision of Courses Procedure	Approved
UCP-DIS001	HE Student Disciplinary Policy and Code	Approved
UCP-DIS002	HE Dealing with Unacceptable Behaviour Harassment and Sexual Misconduct Policy	Approved