



Minutes of a meeting of the UCP Council held at 1630hrs on 9 March 2023.

Present	Prof Sir Les Ebdon (Chair)	Peter Walker	Dr Alison Davies	David Dixon
	Mark Woods	Tony Keeling	Louise Perry (IEG CFO)	Maddi Hobman (Student Officer)
In Attendance	Joanne Ulyatt (CoSec/IEG GD)	Liz Knight (AD)	Dan Lee (HE Manager)(SC)	
Apologies	Mathew Bradbury	Claire Bowes	Sameena Aziz	Rachell Nicholls (CEO IEG)

23/22 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

- a. Apologies were as noted. TK was welcomed to his first meeting of the UCP Council as nominee of the IEG Corporation Board; introductions were made.
- b. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there were no unregistered interests declared; the register was available for scrutiny.
- c. There were no requests for urgent business.

The information was received and noted.

24/22 STANDING ITEMS

- a. The Minutes of the last meeting held on 1 December 2022 were confirmed for electronic signature. **(ACTION 9)**
- b. Matters arising. There were no matters arising.
- c. Outstanding Actions. Actions from the last meeting were considered; all had been completed.

See referenced minute for full detail.		Resp
Action 5	12/22b Expressions of interest to be sought from the IEG Corporation Board to replace MK on the UCP Council	Completed
Action 6	13/22a Minutes of last meeting (4 October 22) approved for signature	
Action 7	16/22h The UCP 5-year plan is recommended to the IEG Corporation Board for approval.	
Action 8	17/22c UCP Financial Statements recommended to the IEG Corporation Board for approval.	

- d. UCP Audit Committee minutes were noted.

The information was received and noted.
Actions had been identified. (See Register at end of document)

25/22 ACADEMIC DIRECTOR'S (AD) REPORT

The AD Report and annexes considered areas of interest which were not covered elsewhere on the agenda and the detail was discussed, specific points included;

- a. TEF submission and grading was explained. UCP is above benchmark in all categories. The HESA return was used to show increased continuation rates. A student submission to the OfS was noted. This was a significant piece of work undertaken by staff and students.
- b. News of a £51k grant coming to UCP due to the L4/L5 allocation split was received today.

- c. A possible increase in student numbers is in the pipeline owing to bankruptcy of another provider; it is likely that UCP will take these students on programme after some careful IAG and consultation with Pearson. This is a student protection issue for the students involved.
- d. Interim OU Exam Boards have gone well.
- e. Student satisfaction in Computing was highlighted as an issue due to staffing and is a key area of focus.
- f. Governors noted a strong TEF application and offered congratulations on *Inside the Box*.
- g. TK noted that the TEF submission alongside the AD report made for an excellent introduction; a half day induction visit at UCP is to be arranged for TK for 30 March 2023 **(ACTION 10)**
- h. Graduation date for diaries was noted as 9 September 2023.
- i. The Teach Out arrangement with BGU relates to just one course and is all in hand.

The information was received and noted.

Actions had been identified. (See Register at end of document)

26/22 KEY PERFORMANCE INDICATORS (KPIs) DASHBOARD

- a. The enrolment target has been achieved but with a higher proportion of part-time rather than full-time; there are further enrolments to come post-Easter. The Coding Institute course has moved to a roll on roll off programme so will continue to recruit until May. Some anomalies in data were flagged due to the removal of Addict data and it is now just continuing students. UCAS data profile for 2023/24 is very similar to 2022/23 but with a slight drop in applications as UCP is increasingly using direct applications.
- b. Struggling with recruitment in Computing and lost a member of staff in Admissions to ARUP. There are plans underway for back filling and succession planning.
- c. Health & Safety was green flagged throughout; improvements in general housekeeping were outlined, all iHasco training is complete, staff are being more proactive, and a new staff member has taken a lead on H&S. The H&S Team have been over to UCP to support, creating better awareness of risks.
- d. Staffing continues to be recorded as a key risk.
- e. Quality/Achieving Excellence is strong in terms of retention; there is lots of work being done by Student Support. Module evaluation at 4.1% this semester was lower than the 4.2% last semester and the 4.3% target but is still above national indicators. This dipped mostly in Science & Technology as a direct response to satisfaction levels within Computing due to staffing.
- f. Governors noted concern that the high staff turnover rate of just under 32% impacts on experience and corporate memory and asked if there is any emerging evidence that signposts that those risks are becoming issues. Computing has seen a decline and succession planning is a priority area as well as looking at areas where there can be improved efficiencies. LK attends recruitment request meetings to discuss, and the HR team are working hard on talent spotting and trying to make the benefits package more flexible and attractive. IEG has put a great deal of investment into higher level qualifications for UCP staff and is doing its utmost to retain and recruit, however UCP has suffered from aggressive headhunting by a new provider which continues to be an issue. The impact has been seen and discussed at length so fresh perspectives are always welcome as this continues to be a major risk.

The information was received and noted.

27/22 FINANCE REPORT

- a. UCP is in a strong position at P6 but this is artificially inflated due to bursary payment delays. The revised full year forecast projects a surplus of £28k which is fairly well assured subject to further enrolments on the roll on roll off coding courses.
- b. News of the £51k of grant funding to develop level 4 and 5 provision has just been received and it needs to be understood whether this has to now be spent since UCP has already completed substantial work in this area this academic year.
- c. Expenditure is well controlled.

- d. Governors noted the utility bill discussed at the recent IEG Corporation Board meeting and asked whether that covered the Group as a whole or if UCP usage was aggregated out; UCP has its own utility contract and meters and is on a fixed rate currently but there will be similar challenges in the future.
- e. Staff pay awards for the year were discussed, noting the early award and differentiation to try to attract and retain in hard to fill posts. Lecturers and low paid staff are key vacancies to be filled. It is likely that pay awards will return to January next year but this has not yet been discussed and will be challenging to afford.

The information was received and noted.

28/22 ANNUAL REVIEW OF UCP FINANCIAL REGULATIONS

- a. Following the ONS re-classification of colleges in November, guidance is still emerging and the financial regulations framework is awaited. Consequently, the annual review of UCP Financial Regulations has been delayed until the impact is fully understood. A number of operations will now require further approval from the DfE and it is necessary to understand the changing landscape in order to update the regulations accordingly. The DfE have started to issue bitesize guidance. This item will be added to the June agenda. **(ACTION 11)**
- b. IEG Board financial guarantee could be an issue; the CFO has written to DfE about this and awaits a response.

The information was received and noted.

Actions had been identified. (See Register at end of document)

29/22 UCP BUSINESS PLAN

- a. A 3-year Business Plan was delivered which was requested by the IEG Finance & Resources Committee who scrutinise each business area; the document will be reviewed by the Committee next week for their feedback on the format and content.
- b. Key actions on one page and the milestones identified under strategic targets give members a good benchmark to assess progress. It is hoped this document can underpin the design of a new dashboard for next year if members like the document.
- c. A range of opportunities to be used to counter the threat of the new local provider and mark UCP out as distinct were highlighted.
- d. A potential referral opportunity to broker a conversation regarding a collaboration with Cranfield campus was suggested for consideration in terms of a HE offer through the Centre for Green Technology; this could present a great opportunity for retraining for military leavers that could be signposted within resettlement.

The information was received and noted.

30/22 ADDICT TEACH OUT AGREEMENT

- a. Assurance was provided that this is well underway; documentation has been submitted to the OFS and Pearson; student communications have been issued; an advice surgery session was held at Addict; additional guidance has been written, and a clear planning document that will be completed regularly throughout the year is in place. Ongoing due diligence, audit meetings and visits to Addict will continue and Pearson will continue QA processes.
- b. Taken down from primary risk on the Risk Register as there is confidence that robust plans are in place.

The information was received and noted.

31/22 STUDENT COUNCIL REPORT & UPDATE

- a. The report was presented. A survey being sent out to all student representatives that can be completed by any student to provide feedback is expected to increase efficiency of council meetings and is hoped to be well received by students.
- b. Liaising with Computing to assist in supporting students with concerns due to turnover of staff and the impact on student experience.
- c. An increase in positives was reported.

The information was received and noted.

32/22 RISK REGISTER AND BOARD ASSURANCE FRAMEWORK

- a. The financial residual risk score had been reduced and the reasons for this outlined.
- b. Other risks were discussed at length.
- c. The presentation of risks was noted as helpful.
- d. Other areas of risk from ARU? If they start to branch out into our areas of provision so depends how wedded they are to the technical provision they committed to. More damaging if they decided to broaden their offer but this could also impact ARU in Cambridge.
- e. Risk 263 was discussed and it was noted that relevant documents are published on the UCP website.

The information was received and noted.

Actions had been identified. (See Register at end of document)

33/22 URGENT BUSINESS

There had been no requests for urgent business.

34/22 NEXT MEETING

The date of the next meeting will be Thursday 8 June 2023.

ACTION TABLE

See referenced minute for full detail.		Resp	Date
Action 9	24/22a Minutes of last meeting (1 December 22) approved for signature	GD	wie
Action 10	25/22g Half day induction visit to UCP to be arranged for TK for 30 March 2023	GD	wie
Action 11	28/22a Review of UCP Financial Regulations deferred until June agenda	GD/CFO	08.06.23

There being no other business, the meeting closed at 18:10.