



Minutes of an electronic meeting of the UCP Academic Board
held at 13:00 on Friday 23rd May 2025.

Present

Liz Knight (LK)	Chair & Academic Director UCP
Matt Shough (MS)	Assistant Principal- Quality
Katie McAllister (KMc)	HE Manager Business & Education
Daniel Lee (DL)	HE Manager Teacher Training & Partnerships
Nick Reinis-Keightley (NRK)	HE Manager - Arts/Social Science and Student Support
Jemma Leggetter (JL)	Customer Service and Student Finance Manager
Dannie Abbott (DA)	Academic Office Manager
Abigail Hunt (AH)	Project Manager Degree Apprenticeship Lead
Kat Beeton (KB)	Student Support Officer
Claire Bowes (CB)	Course Leader – Psychosocial Studies
Fiona Henry	Course Leader- Computing
James Wadsworth (JW)	Independent Member
Jo Dawkins (JD)	Independent Member
Dr Aristeidis Dadoukis	Independent member - Nottingham University

Kamila Agina (KA)	Minutes- Senior HE Business Administrator
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Cory Brook	Deputy Student Officer
Daniel Logue	L6 Journalism
Rosie Harris-Aebvitis	L4 Digital Art (Graphic Design)
Emma Spires	L5 Criminology
Adele Nicholls	L4 Forensics Investigation

Apologies

Peter Wright (PW)	HE Manager Science and Technology- Resource
David O'Garr	Assistant Principal – Curriculum
Blair Carter (BC)	Course Leader – Education/BA Primary/Early Childhood

1 STANDING ITEMS

- a. All were welcomed, and apologies were accepted.

New external member – Dr Aristeidis Dadoukis (Assistant Principal, Nottingham University)

- b. No notice was received of any Member becoming ineligible to hold office. The meeting was quorate, and there were no registered interests declared.
- c. The minutes of the last meeting held on 28th February 2024 were confirmed for electronic signature (**Action One**).
- d. Actions from the last meeting have been implemented as below:



See referenced minute for full detail.	Action	Resp.	Date
Action 1	The last minutes were confirmed for signature.	Chair (LK)	Complete
Action 2	Academic Office to log the compliment for inclusion in the log and annual report	Academic Office	Complete
Action 3	Academic Office to collate compliments for inclusion in the log and annual report	Academic Office	Complete
Action 4	IEG to provide access to data from Spectrum Life as it is necessary to analyse UCP student usage. Request made to service provider.	Academic Director	ongoing
Action 5	Present the validation outcomes at the next Academic Board	Academic Office	complete
Action 6	To confirm Students Supports' responsibilities within the procedure for the Declaration of Criminal Conviction Policy -	Academic Office	complete
Action 7	Improved collection of compliments and an annual report to be presented at the next meeting	Academic Office	complete
Action 8	Pearson will be contacted to address issues with the APMR report format	Quality Nominee & Academic Office	June 2025
Action 9	Further information will be provided at the Academic Board in May 2025. Teach out	Academic Director	complete

Policy	Amendments	Outcome
UCP-Cri001 Declaration of Criminal Conviction Policy	(Subject to timing amendments, working as opposed to calendar dates)	Approved
UCP-FIN001 Tuition Fee Policy		Information.

2 STUDENT REPRESENTATIVES' FEEDBACK

Daniel Logue – Journalism Level 6

The Cohort feel this final year has gone smoothly and is looking forward to graduation. After reading through the Access and Participation Plan (APP), Daniel Logue has provided two pages of suggestions, which have been forwarded to Daniel Lee (HE Manager, Teacher Training & Partnerships).



Adele Nicholls – Forensic Investigation Level 5

The cohort has reported a great year overall. There were a few problems raised regarding the loss of teaching sessions and a few lecturer issues, but these have been resolved.

The cohort has established a society and hosted a Murder Mystery event. They look forward to organising a few events next academic year.

An Academic Reviewer from the Open University (OU) spoke to the cohort regarding the course.

Action two - The Academic Director and Peter Wright (HE Manager, Science and Technology- Resource) will address issues raised during the meeting and respond to student feedback.

Rosy Harris-Aebvtivs – Graphic Design Level 4

Declared she is proud to state she is a University Centre Peterborough student. The cohort is very happy, and the tutors have been incredibly helpful over the academic year.

Emma Spires – Criminology Level 5

All students are enjoying the course and have enjoyed the Violence in Contemporary Society module, and found Engaging the war, globalisation and security module very interesting. Lecturers have helped prepare for presentations.

3 STUDENT OFFICER / REPRESENTATIVES FEEDBACK

Research Findings and Proposals

The Student Officers collected anonymous feedback and conducted discussions with 21 student cohorts, alongside a statistical analysis from the representative meeting attendance and engagement with documents. The findings indicated that 14.3% of cohorts were found to lack a student representative, and 38.1% of cohort representatives regularly attended Student Council meetings.

The data shows that 80% of the representatives reported a positive experience. In response to these engagement challenges, alternative approaches to the traditional representative model were proposed. It was also proposed to transition from full Student Council minutes to a more digestible Action Grid format to help students understand their voice. An action plan was presented. **The Academic Board has approved this change.**

Action three- A review of the action plan and targets will be presented at the next Academic Board in 4th October 2025.

4 STUDENT NUMBERS

Student Retention and Enrolment Targets

UCP has maintained a 94.5% student retention rate. The revised 2025/26 enrolment targets are set to 226 new full-time, 43 new part-time, 218 continuing full-time, and 38 continuing part-time.

Recruitment Performance and Strategy

UCAS recruitment is ahead of last year, with applications up to 373 and firms nearly doubled to 81. The communications produced by the Course Leaders have had a positive impact. UCP holds a strong sector position, with a 6.6% UCAS application increase versus



the sector's 1.1%. Applications have increased from Stamford (linked to progression/sport), but there is a decrease from Peterborough. There is a July open day being planned for mature, APT and late applicants.

Curriculum Review and Adjustments

Curriculum changes target financial sustainability and industry alignment. UCP is currently exploring alternative provision, such as HND Performing Arts for BA Acting, offering students flexibility. Ongoing reviews use OU validations, covering HTQ Digital Technology, Business (reintroducing Accountancy), Education, and Degree Apprenticeships.

The History and Archaeology course closure was due to low course numbers. This decision was handled in compliance with CMA regulations. **The Academic Board has approved this change to the UCP curriculum offer.**

5 STUDENT SUPPORT UPDATES

A significant rise in mental health concerns indicates a growing student need.

Challenges exist with data management, including inconsistent input and inaccurate registers, which negatively impact attendance monitoring and timely support delivery.

All staff must refer students to Student Support as soon as needs are identified to ensure timely and effective assistance. The phased implementation of the new Individual Learning Plan (ILP) process this semester has been positive.

There has been an increased number of extension requests and financial applications, with a higher proportion from BAME students. Further work is being undertaken to review the extenuating circumstances (EC) process. Looking ahead, mandatory training for all curriculum staff on Student Support processes is recommended by September 2025, with guidance to be placed on the HE Staff Hub.

Action Four – Report on the outcome of the EC process review and update on staff training undertaken to be provided at the October Academic Board.

6 COURSE REVISIONS AND DEVELOPMENTS

The following Degree Apprenticeships have been validated for 5 years, subject to meeting conditions: Digital User Experience (UX), Digital Marketer and Creative Digital Design Professional

The following Degrees have now been validated for 5 years, subject to meeting conditions: Applied Computer Science, Digital User Experience (UX) and Digital Marketer, Creative Digital Design and Creative Digital Design (Graphic Design) and BEng Top-Up Engineering (Electrical and Electronic) and BEng Top-Up Engineering (Mechanical).

Liz Knight (Academic Director) has added a thank you to all staff for all the hard work in preparing and carrying out the validations.

Commendation

The Validation Panels highlighted the high quality of learning resources and facilities, the commitment of programme teams, innovative assessment strategies such as oral assessments, and robust engagement with industry via guest lectures and projects.



Conditions

The panel advised clearer mapping of learning outcomes and KSBs (which was noted as a national challenge), the need for more robust documentation, explicit admissions and Recognition of Prior Learning (RPL) criteria, and enhancements to indicative content and assessment clarity.

The documentation for the FdA in Primary Education is presently under review by the Open University panel, with feedback anticipated imminently to facilitate a potential September start.

The validation of a new Master's programme in Creative Writing is actively being explored, with an intended launch in January 2026, offering both full-time and part-time study modes; the confirmed full-time fee level for this proposed programme is £9000.

The OU revalidation schedule for the 2025/26 academic year is also in the process of being confirmed.

7 POLICY UPDATES AND APPROVALS

Policy Revisions and Development

UCP-COM001 Higher Education Student Complaints Policy

This policy now aligns with the Office of the Independent Adjudicator for Higher Education (OIA) good practice framework.

The main structure will change to a three-stage process. Stage one is Early Resolution (informal, using an Informal Complaint Form (ICF) reviewed at faculty level), Stage two is the formal complaint (using a CS2 form and formal investigation), and Stage three is the review stage (appeal internally or to the awarding body for process review). This structure aims to enhance compliance, transparency, and efficiency, mitigating risks of delay or non-compliance. **The Academic Board has approved this change.**

UCP-ASS001 Higher Education (Non-Examination) Assessment Policy

The aim is to standardise assessments across all programmes. Amendments follow QAA good practice principles to meet the needs of both Degree Apprenticeship and traditional students. Key updates include reducing assessment word counts at Level 4, clearer scaffolding of learning, and responding to the challenge posed by Artificial Intelligence (AI) by defining permissible AI usage. New assessment design principles apply to new courses from the 2025/26 academic year. **The Academic Board has approved this change.**

Regulatory Compliance and Strategic Context

The OfS has stated that all providers must comply with new requirements regarding Freedom of Speech by the 1st August. It was also indicated that sexual harassment and bullying could be included in a wider policy covering protected characteristics, with further guidance expected in June.

University Centre Peterborough (UCP) is also awaiting feedback from the OU regarding its Competition Markets Authority (CMA) compliance audit from earlier in the year, with feedback to be provided to the Academic Board meeting on 10th October 2025.

Procedures and policies may require adaptation based on this feedback.



8 ACCESS AND PARTICIPATION PLAN 2025-2029

Based on the data analysis, eight risks have been identified, which have been mapped to the Equality of Opportunity Risk Register (EORR), and measurable targets to be achieved by 2030.

Key Targets for achievement by 2030

The aim is to increase the enrolment rate of students eligible for Free School Meals (FSM) to 18%, alongside increasing the enrolment of Asian and Black students through disaggregated targets. Continuation targets are to increase the full-time male continuation rate to 87% and address ethnicity gaps with disaggregated targets. There is a focus on increasing the full-time male attainment rate to 80%, the progression aim is to increase the rate for young students to 72%, and the completion target is to improve the rate for male students to 85% while increasing BAME completion to 80%.

Student Engagement and Feedback

Student consultation forms a crucial part of the APP development and implementation. A meeting with the Student Council to discuss the plan and proposed interventions has taken place. Students will be involved in monitoring progress, acting as ambassadors, and contributing to evaluation through the Student Council, officers, ambassadors, and course representatives. Feedback collected has covered a range of themes relevant to potential intervention strategies, including Marketing and Information, Advice, and Guidance (IAG), Financial support, Contextual admissions, Knowledge/skill development, Subject tasters, Staff development, Personal/pastoral support, Teaching/learning, Mentoring, and Academic support.

Governance and Strategic Alignment

The Access and Participation Plan (APP) will be presented to the UCP Council/governors on 26 June for approval. The Chair of the UCP Council, who is recognised as an expert in this area, will also undertake a review of the plan. The relevance of student belonging, identified as a new area of research, is considered pertinent to this work and UCP's broader Student Engagement Strategy.

The Academic Board recommend UCP continues with the identified targeted groups and proposed interventions.

Action Five- The additional student feedback (item 2) will be incorporated into the plan as part of the student consultation.

9 DEGREE APPRENTICESHIPS validation outcome

Three Degree Apprenticeships were successfully validated: Digital User Experience (UX), Digital Marketer, and Creative Digital Design Professional. On 1st May, the decision was made to postpone the validation of the Serious and Complex Crime Degree Apprenticeship as IfATE had suspended recruitment due to delivery /academic issues. The next strategic focus will be marketing the Degree Apprenticeships and building employer relationships.

The University Centre Peterborough's (UCP) first Office for Students (OfS) monitoring return was submitted on 17th March 2025 and was approved. Issues relating to delayed standards.



10 ARU TEACH-OUT

The Board has been advised; the teach-out period was successfully completed in February, which occurred ahead of the initially anticipated December 2025 deadline. Key requirements concerning the closure have been addressed; specifically, ensuring that students have received their grades and the risk register supplied by ARU is complete. As part of this process, departments must store relevant information for six years. The contract is in the final stages of dissolving and is currently being managed by the legal team.

A comprehensive review must take place, and all references to ARU across various institutional documents, including Charters, procedures, documentation, policies, and terms of reference, must be removed.

Action Six – A policy and process/ documentation review will be undertaken during the summer, and references to ARU will be removed.

11 SEMESTER 2 STUDENTS' SURVEY RESULTS

Overall Satisfaction and Response Management

The data indicates UCP is on target for the expected aggregate student satisfaction score for semester two. When compared to previous data, the part-time scores were lower at 3.9, and the Open University scores slightly rose to 3.9. Response rates vary significantly across individual courses and have impacted the results.

Specific Performance and Feedback Areas

The data gathered shows, Criminology, History, Psychosocial Studies, Sociology, and FD Education scored 4 or above for all questions. The Forensic Investigations course showed an increase of 0.5% from last year. The internal Student Experience Survey need to be reviewed alongside findings from the evaluations and research undertaken by Student Officers.

Future Priorities and Data Utilisation

Key priorities identified include improvement in response rates and addressing the clarity of marking criteria. Another priority is to continue communicating through 'You said we did' initiatives at the course level.

Action Seven – Cory Brook (Student Officer) and Nick Reinis-Keightley (HE Manager - Arts/Social Science and Student Support) to meet to discuss the student experience survey results with the aim of tailoring approaches in student engagement and increasing student satisfaction.

12 COMPLAINTS, COMPLIMENTS AND POSITIVE COMMENTS

Complaints

This academic year, one formal complaint has been received and one is currently under investigation. No cases have been escalated to the Office of the Independent Adjudicator for Higher Education (OIA).

Compliments

The institution has received numerous compliments throughout the year. These positive remarks cover areas such as: teaching and learning, academic and pastoral support, extra-curricular opportunities, and Student Support services. Actions are planned to



enhance both the collection and promotion of compliments, with consideration given to feedback currently available from centralised systems.

Action Eight – Academic Office, Student Support, and Jemma Leggetter (Customer Service and Student Finance Manager) to decide upon a central Compliment/feedback system and reporting process.

13 QUALITY ASSURANCE CALENDAR

Calendar Content and Key Deadlines

The Quality Assurance Calendar incorporates a range of key deadlines, processes essential for academic operations, dates for assessment submission, peer reviews, teaching observations, module audits, marking and moderation processes, and monitoring activities.

Specific dates concerning 2025/26 curriculum changes are scheduled for confirmation in September 2025. Open University course revision deadlines will be added to the calendar once they are provided.

Action Nine - Course Leaders to review the Quality Assurance calendar before disseminating.

14 UPDATES ON TEACHING, SCHOLARSHIP AND STAFF DEVELOPMENT- PEER REVIEW

Peer Observation Implementation and Outcomes

During the academic year, a total of thirty-seven staff members participated in the peer observation process. Data collected through forms revealed that fifty-seven per cent of participants focused their observations on UKPSF Area A, which includes teaching activities such as generic assessment. Currently, peer observations occur over two windows; this will transition to a single observation window in the first semester moving forward. It has been formally confirmed that participation in these peer reviews is mandatory for all lecturers.

Professional Development and Mandatory Participation

The peer observation process identifies potential areas for future Continuing Professional Development (CPD) exploration, including strategies for enhancing student engagement and participation through active learning, fostering more inclusive and supportive learning environments (potentially linking to the APP), and leveraging technology-enhanced learning, such as digital tools and AI.

Peer review training sessions will be conducted in September prior to the 25/26 rollout.

15 UPDATES ON THE IMPLEMENTATION OF POTENTIALLY

System Purpose and Current Status

UCP Futures' new system, 'Potentially', will be used to track students' employability journeys, assess skills, support the development of graduate attributes, and offer tailored assistance. The system currently incorporates a skills journey component, allows for the management of CVs, and provides information on job opportunities.



Implementation Progress and Uptake

Following the initial rollout, 284 students logged into the system, with 112 completing full progression plans. During the initial skills audits conducted with students, issues were identified and addressed accordingly.

Plans are in place to further develop the Potentially system over the summer with the aim of integrating the UCP Award and training academic staff. The aim is to complement existing curriculum delivery on graduate skills and not duplicate them.

Employability Initiatives and Linkages

Efforts are being made to promote the calendar of progression events for 25/26 earlier to increase student and staff engagement. Student focus groups and feedback is being used to further enhance the employability support UCP provides. An important focus is career sustainability, addressing the challenge of students retaining jobs after university and helping them understand that many roles require ongoing personal and professional development.

16 UPDATES ON OTHER COMMITTEES

No request was made to review

17 AOB

No requests were made.

ACTION TABLE

See referenced minute for full details.	Action	Resp.	Date
Action One	The last minutes were confirmed for signature.	Chair (LK)	23.05.25
Action Two	The Academic Director and Peter Wright (HE Manager, Science and Technology- Resource) will address issues raised during the meeting and respond to student feedback.	HE Manager /PW / AD LK	11 June 2025
Action three	Action three- A review of the student action plan and targets will be presented at the next Academic Board	Student Officer	10 October 2025
Action Four	Report on the outcome of the EC process review and update on staff training undertaken to be provided at the October Academic Board.	Student Support	10 October 2025
Action Five	Action Five- The additional student feedback (item 2) will be incorporated into the APP plan as part of the student consultation.	HE Manager D. Lee	18 June 2025
Action Six	A policy and process/ documentation review will be undertaken during the summer, and references to ARU will be removed following teach-out.	Academic Office	4 August 2025



Action Seven	Meet to discuss the student experience survey results with the aim of tailoring approaches in 25/26 student engagement and increasing student satisfaction.	Student Officer/ NRK	9 July 2025
Action Eight	Implement/refine a central compliments/ feedback system in preparation for 25/26.	DA/KB/ JL Academic Office and Student Support	9 July 2025
Action Nine	Course Leaders are to review the Quality Assurance calendar before it is published by the Academic Office	Academic Office	10 June 2025
Action Ten	Launch of the UCP Award and progression event/employability calendar to be published.	UCP Futures	1 st September 2025

POLICY APPROVAL

Policy	Amendments	Outcome
UCP-COMM001 higher Education Student Complaints Policy		Approved
UCP-ASS001 Higher Education (Non-Examination) Assessment Policy	Chair's approval to respond to any further feedback from awarding bodies prior to 1st August.	Approved

MEETING APPROVALS

	Action being taken
3 STUDENT OFFICER / REPRESENTATIVES FEEDBACK	<ul style="list-style-type: none"> An alternative approach to electing Student Representatives. Minutes moving to bullet-pointed actions
4 STUDENT NUMBERS AND CURRICULUM	<ul style="list-style-type: none"> History and Archaeology course closure and removal from offer.

18 DATE & TIME OF THE NEXT MEETING

10th October 2025
 5th December 2025
 22nd February 2025