



**Minutes of an electronic meeting of the UCP Academic Board  
held at 13:00 on Friday 10<sup>th</sup> October 2025.**

**Present**

Liz Knight (LK)	Chair and Academic Director UCP
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
Kat Beeton (KB)	HE Student Support Co-ordinator and Officer
Claire Bowes (CB)	Curriculum Leader - Psychosocial Studies
Fiona Henry	Curriculum Leader – Computing
Raghav Kovvuri	Curriculum Leader and staff governor– Digital Technology
James Wadsworth (JW)	Independent Member
Jo Dawkins (JD)	Independent Member
Naomi Haig (NH)	Open University Senior Quality and Partnership Manager (observer)
Kamila Agina (KA)	Minutes- Senior HE Business Administrator

**Students**

Cory Brooks	Student Officer and student governor
Freshtah Nabizadah	Level 4, English Literature
Will Raven	Level 4, Media Production
Hannah Chambers	Level 5, Primary Education
Helen Johns	Level 5, Digital Marketing
Myles Todd	Level 6 Sport and Exercise
Kenzie Howard	Level 4, Animal Management

**Apologies**

David O'Garr	Assistant Principal – Curriculum
Matt Shough	Assistant Principal- Quality
Dr Aristeidis Dadoukis	Independent member - Nottingham University
Sam Mackey	Curriculum Leader - Early Years and Education

**Non-Attendance – none**

**1 STANDING ITEMS**

- a. All were welcomed, and apologies were accepted.
- 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 23<sup>rd</sup> May 2025 were confirmed for electronic signature (**Action One**).
- d. Actions from the last meeting have been implemented as below:



	Action	Responsibility	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/LK	complete
Action three	A review of the student action plan and targets will be presented at the next Academic Board	Student Officer	On-going December 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	Complete
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	complete
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	Complete
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	On-going
Action Eight	Implement/refine a central compliments/ feedback system in preparation for 25/26.	DA/KB/ JL Academic Office and Student Support	Ongoing December review
Action Nine	Course Leaders are to review the Quality Assurance calendar before it is published by the Academic Office	Academic Office	Complete
Action Ten	Launch of the UCP Award and progression event/employability calendar to be published.	UCP Futures	On-going

#### e. Terms of Reference

The Terms of Reference (ToR) were presented to Academic Board. The ToR have already been approved by the University Centre Peterborough Council.



## 2 STUDENT REPRESENTATIVES' FEEDBACK

### Freshtah Nabizadah – Level 4, English Literature

The cohort requested clarification regarding the Family Halloween Event, specifically the age range of invited children and the activities planned.

An issue was also raised concerning the need for a quiet space to support a student with ADHD.

Feedback:

A range of games and activities were outlined, and it was confirmed that the event is suitable for children aged 3 and above.

Student Support advised that while a dedicated physical quiet space is not currently feasible, there are several strategies and techniques available to assist students in managing sensory or focus-related needs. Additionally, students were reminded of the Spectrum Life platform, which offers resources such as guided meditation and mental wellbeing support.

### Hannah Chambers – Level 6, Primary Education

The cohort reported that the course is progressing well and that students are satisfied with their experience.

Hannah raised a personal concern, noting that she contacted Student Support two weeks ago but had not yet received a response.

Feedback:

Hannah was advised to contact Kat Beeton (HE Student Support Co-ordinator and Officer) directly. This matter will be reviewed outside of the meeting to ensure appropriate follow-up.

### Myles Todd – Level 6, Sports and Exercise Science

The cohort reported being very happy with the course, particularly appreciating the balance between theoretical and practical learning.

### Will Raven – Level 4, Media

The cohort reported being satisfied and content with their course experience.

### Kenzie Howard-Jones- HND Animal Management

The cohort reported that all aspects of the course are progressing well.

## 3 STUDENT OFFICER / REPRESENTATIVES FEEDBACK

### Cory Brooks/Helen Johns

The Deputy Student Officer position has been filled by Helen Johns.

The focus for this academic year will be to promote pride in the University Centre Peterborough (UCP) and to encourage mature students into Higher Education.

The Student Council meetings schedule has been released and publicised via the student noticeboard, Student Hub and in SELT.



### Events

Concerns were raised regarding a recent event held at UCP. Feedback indicated that communication was a key issue; however, it was acknowledged during the meeting that factors beyond UCP's control were the main contributing issues.

It was also stated that outreach/event feedback needs to be provided to Marketing and AWAS and is distinct from the student experience/ Student Officer feedback within this report.

### Induction -feedback

Results from the recent satisfaction survey showed that 72% of respondents provided overwhelmingly positive feedback regarding UCP's induction process.

Student Officers wanted it noting that enrolment in Stamford coincided with graduation this year, which temporarily reduced staff availability during part of the day.

### Building issues and enrolment

There are ongoing operational challenges such as the delay in the student café opening, card entry and lift malfunctions, which have impacted the student body and their experience. Timetabling delays and changes, enrolment and pre-enrolment issues were also experienced.

Students were reassured that issues are being raised with MIS and other departments.

The student body advised that the efforts of staff to minimise disruption and maintain a positive learning environment have been recognised and appreciated.

## **4 STUDENT NUMBERS**

### Enrolment 2025/26:

Current enrolment stands at 450 students (excluding Web Development), with 233 continuing and 217 new entrants. The cohort includes 307 full-time and 70 part-time students. Deferrals, particularly in counselling courses, have increased. The reasons for this are currently being researched.

### Sector Trends & Conversion:

82% of applicants secured their first-choice institution, which is a 4.5% increase from last year, aided by UCAS allowing students to self-release during Clearing in August 2025. Preliminary analysis shows improved conversion rates, this was supported by enhanced communication, pre-arrival guidance, and offer processing.

### Course Highlights:

HNC Acting and Dance programmes have recruited 15 new learners. Teacher Training remains strong with 29 learners current and 5 learners pending enrolments. Community Coaching has 22 learners, supported by collaboration with college sports departments. Planning is underway for a January 2026 intake for business, engineering and possibly counselling.

## **5 STUDENT SUPPORT UPDATES**

The Student Support team have streamlined processes and implemented a holistic support model, which is improving student engagement, wellbeing, and academic performance. Challenges remain with system implementation, data accuracy and timeliness. Cross-departmental work is underway to enhance MIS functionality.

**ACTION Two – Align MIS functions with higher education requirements and deadlines.**



### Induction and Communication:

The 2025/26 induction was redesigned to deliver information in focused shorter segments, to reduce cognitive overload. The initial very positive feedback from students suggests this was very successful.

### Strategic Focus 2025/26:

Efforts will be focused on strengthening student experience, promoting belonging, amplifying underrepresented voices, and enhancing wellbeing initiatives. The latter will be achieved in part by the promotion of Spectrum Life. Timely feedback on student issues and suggestions will also be provided.

## 6 COURSE CLOSURES AND DEVELOPMENTS

### Foundation Degree in Primary Education (Open University Approved):

The identified modules in Level 5 have been revised to provide a broader, more relevant curriculum, support students across diverse educational contexts and aligning with current national benchmarks.

### HTQ Computing for England (Pearson Approved):

HTQ Computing for England is replacing the Digital Technologies HTQ, offering a clearer title and structure, helping to improve UCAS SEO and ultimately student recruitment.

### HNC/HND Acting and Dance (Pearson Approved):

The HNC/HND Pearson Acting and Dance has replaced the BA Acting for Stage and Screen OU validated degree. The decision was made following research conducted with Peterborough College students. A BA top-up will be revalidated for 27/28 for those wishing to progress to Level 6.

### Upcoming Validation Events:

BSc Forensics (23 October 2025) and MA Creative Writing (27 November 2025) validations are underway. The latter will be the first Masters programme delivered by UCP.

### Scheduled Revalidations 2025/26:

Programmes included for the scheduled revalidation are Psychosocial Studies/Sociology, Business and Pathways, Management Accounting, Counselling (Top-Up), and Criminology. A joint honours/combined degree route with the Open University is under consideration. Details will be shared at the Academic Board meeting on 5<sup>th</sup> December 2025.

**ACTION Three – provide the Academic Board with the outcome of the validation events at the next meeting.**

## 7 POLICY UPDATES, APPROVALS and ToRs

### UCP-ASS004 Higher Education Academic Integrity Policy

All references to Anglia Ruskin University (ARU) have been removed, and Lincoln Bishop University has replaced the previous name, Bishop Grosseteste University (BGU).

Version History: Students must maintain an online version history of their assignments (e.g., via OneDrive or Google Docs) and submit a declaration confirming it is available upon request. This enhances transparency and supports verification of authorship.



Artificial Intelligence (AI): A new appendix has been added which defines permitted and prohibited uses of generative AI, including guidance on referencing authorised tools and penalties for unauthorised use. A trial “two-lane” model has been introduced for Level 5, Semester 2 modules.

**The Academic Integrity Policy was approved by the Academic Board subject to an update to version history and Word documents.**

#### UCP-Ass006 Higher Education Extensions and Extenuating Circumstances Policy and Procedures

The Higher Education Extensions and Extenuating Circumstances (EC) policy has been consolidated into a single, streamlined framework to simplify processes and provide clearer guidance for students. Short-term extensions are available for up to five days (maximum ten), while long-term extensions cover 10–30 days and require supporting evidence similar to Extenuating Circumstances.

Student Support can approve long-term extensions, while ECs continue to be reviewed by the EC Panel with updated post-exam board deadlines.

**The Extension and Extenuating Circumstances Policy was approved by the Academic Board.**

#### Academic Committee Structure ToRs

The academic committee structure reporting to the Academic Board has recently been updated, with membership revised where appropriate due to role and responsibility change. The format now incorporates additional Office for Students (OfS) conditions, and various process improvements have been implemented. Terminology has also been aligned with OfS and validating partner language to ensure consistency.

**The Academic Committee structure was approved by the Academic Board.**

## 8 OfS STUDENT OUTCOMES

The OfS has placed student outcomes at the centre of its regulatory framework, captured under Condition B3, which sets minimum expectations for continuation, completion, and progression. Failure to meet these thresholds may trigger regulatory action. UCP’s student outcomes (published in August 2025) are all above threshold levels. In some instances, such as progression UCP’s data is 16-20 % above the threshold.

Student outcomes have regulatory implications, including potential OfS interventions such as student number controls, public reporting, or restrictions on degree-awarding powers. Managing data, benchmarks, quality assurance, and alignment with OfS expectations is increasingly important.

UCP is participating in the TEF consultation, which closes on the 11<sup>th</sup> December 2025. UCP’s ambition is to achieve TEF Gold. This will support access to enhanced funding and recognition.



## 9 APPROVAL OF THE OPEN UNIVERSITY INSTITUTIONAL SUBMISSION (IPM)

### Annual Institutional Summary 2024–25:

The detail and analysis within the IPM were praised and the Academic Board recognised that UCP had maintained robust quality assurance and enhancement across all OU-validated programmes. The retention rate of 94% and improved graduate employability were also identified as good practice. The curriculum has been streamlined to meet regional skill needs, and the Degree Apprenticeship portfolio validated in 2025–26 provided further evidence of this. Policies have been updated to clarify AI use and support personalised learning through revised Individual Learning Plans (ILPs).

Immediate corrective measures were implemented in response to an error identified during the Forensic Investigation summer awards board.

UCP's focus in 25/26 will be the continual improvement of course management, embedding the new assessment strategy and enhancing staff CPD.

**The OU IPM was approved by the Academic Board subject to the action below.**

**Action Four - Update the OU IPM to include information on E6 and update UCP's Lifelong Learning Entitlement (LLE) accreditation status.**

## 10 NATIONAL STUDENT SURVEY (NSS) AND QUALITY IMPROVEMENT PLAN

The 2024–25, NSS results declined compared to the previous year, with some areas falling below national benchmarks.

In response, UCP has implemented a Quality Improvement Plan (QIP). The plan includes monitoring internal surveys to inform NSS preparation, achieving a minimum 80% response rate, conducting learning walks, strengthening academic support with a dedicated lead, enhancing Canvas audits and feedback processes, and improving communication with students via a 'you said, we did' approach. Initiatives also focus on maximising engagement with immersive suites and student forums to enrich learning experiences. Progress is being tracked using RAG ratings, with updates reported to SELT and Academic Board, ensuring a coordinated, institution-wide effort to maintain high academic standards and an excellent student experience.

**The NSS Quality Improvement Plan (QIP) was approved by the Academic Board.**

The 2024–25 NSS included voluntary questions on sexual harassment and misconduct (E6). Most respondents reported feeling confident or very confident in knowing how to report incidents. UCP continues to reinforce policies and guidance through mandatory tutorials, campus signage, and safeguarding measures to ensure ongoing support for student wellbeing.

## 11 UPDATES ON TEACHING, SCHOLARSHIP AND STAFF DEVELOPMENT- PEER REVIEW

UCP held staff conferences in July and September focusing on strategic impact, practical enhancements, and the student experience. Staff collectively agreed UCP's approach to Artificial Intelligence (AI), OU revalidation priorities, and contributed to the NSS QIP.

Peer reviews for teaching staff have been revised and will now be completed in Semester One, with a deadline of 28<sup>th</sup> November. These reviews are intended to assess the wider



teaching and learning experience, identify areas of good practice, and inform professional development.

In addition to peer reviews and learner forums, a new initiative, “HE Managers Walk-Ins,” will be introduced. These classroom visits allow HE Managers to observe teaching practices for a short period, helping to highlight strengths and areas where additional support may be needed. This measure is intended to enhance quality assurance and teaching development without causing disruption or concern for students and staff.

## 12 UPDATES ON OTHER COMMITTEES

No request was made to review the minutes of other committees.

## ACTION TABLE

See referenced minute for full details.	Action	Resp.	Date
Action One	The last minutes were confirmed for signature.	Chair (LK)	
Action Two	Align MIS functions with higher education requirements and deadlines.	UCP Management Team and MIS Director	24/11/25
Action Three	Provide the Academic Board with the outcome of two validation events at the next meeting.	Academic Office and HE Manager	5/12/25
Action Four	Update the OU IPM to include information on E6 and update UCP's LLE status.	Academic Office	14/10/25
Action Five	Identify areas that would improve OU partner experience. Subject staff sitting on OU partner validation panels was one area proposed.	Academic Office	5/12/25
Previous actions brought forward			
Action Four	A review of the student action plan and targets will be presented at the next Academic Board	Student Officer	17/11/25
Action Five	Plans for the enhancement of student experience will be provided along with the new 2025-2029 Student Engagement Strategy.	NRK HE Manager / Student Officer / Student Council	17/11/25
Action Six	Implement/refine a central compliments/feedback system in preparation for 25/26.	DA/KB/ JL Academic Office and Student Support	17/11/25
Action Seven	An update on the impact and launch of the UCP Award and the progression event/employability calendar to be provided at the December Academic Board.	UCP Futures/ JL	17/11/25

**POLICY APPROVAL**

<b>Policy</b>	<b>Amendments</b>	<b>Outcome</b>
UCP-ASS004 Higher Education Academic Integrity Policy	Include word document	Approved
UCP-Ass006 Higher Education Extensions and Extenuating Circumstances Policy and Procedures		Approved
Academic Committee Structure TOR		Approved

Quality Assurance Returns and Action Plans	Amendments	Outcome
Quality Improvement Plan (QIP)		Approved
OU IPM 24/25	Update the OU IPM to include information on E6 and update UCP's LLE status.	Approved

**13 DATE & TIME OF THE NEXT MEETING**5<sup>th</sup> December 202527<sup>th</sup> February 2026