BISHOP GROSSETESTE UNIVERSITY

SENATE

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 JULY 2023
2PM IN HARDY, SEMINAR ROOM 1

Members	Rev Canon Professor Peter Neil	Vice-Chancellor **(Chair)**
	Professor Scott Fleming	Deputy Vice-Chancellor
	Dr Stephanie Gilluly	Registrar and University Secretary
	Dr Robert Boast	Pro Vice-Chancellor (Students)
	Dr Nick Gee	Dean of Faculty
	Dr Sacha Mason	Academic Staff Member of University Council and Head of Programmes: Education, Health and Lifelong Learning
	Dr Caroline Horton	Professoriate/Reader Representative
	Dr Andrew Jackson	Head of Research & Knowledge Exchange
	Connor Short	Students' Union President, 2022/23
	Emily Allden	Students' Union Vice President, Education 2022/23
	Robyn Jackaman	Doctoral/Postgraduate Student Representative
	<u>Faculty Representation</u>	
	Dr Matt Dunn	Head of Programmes: Initial Teacher Education
	Dr Clare Wheat-Gooing	Member of Academic Staff from the Faculty
	Janet Atkinson	Member of Academic Staff from the Faculty
Minutes	Leanne Chancellor	Secretariat, Graduation & Governance Manager

The Chair thanked members for their attendance for the last Senate meeting of the academic year 2022/23.

1.   Apologies

1.1   Apologies were received from:
- Dr Jack Cunningham, Professoriate/Reader Representative.
- Stefan Fusenich, Member of Academic Staff from the Faculty.

2.   Minutes of Previous Meeting

2.1   <u>Senate – 17 May 2023</u>
The minutes of the Senate meeting held on 17 May 2023 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

3.   Matters Arising

3.1   <u>Action Table – 17 May 2023</u>
Senate RECEIVED an updated action table from the meeting on 17 May 2023 and NOTED the following:

3.1.1   <u>Access and Participation Plan Update to be a Standing Item on the Agenda (refers to minute 4.4)</u>
To be discussed under item 4 of the agenda.

3.2   <u>Any Other Matters</u>

3.2.1   <u>Update on Portfolio Review</u>
The Deputy Vice-Chancellor (DVC) confirmed that following approval from the Academic Assurance Committee (a committee of University Council) on 23 May 2023, a series of 'deep dives' into programmes was undertaken within June and July, to examine more carefully factors including the following:
- Factors explaining performance;
- Trajectory of performance;
- External environment;
- Co-dependencies;
- Esteem indicators;
- Links to pipeline from Foundation Year;
- Reputational risk; and
- Unintended consequences.

The DVC confirmed that all the 'deep dives' had been completed and a report would be completed to present to the next Academic Enhancement Committee (AEC) and Senate in the Autumn.   **SF**

3.2.2   <u>Suspension of the Criminology Programme until September 2024.</u>
The Chair noted that since the validation of Criminology this year, due to low numbers, a regrettable decision has been taken to suspend Criminology until September 2024.

The Chair noted that he had informed the new incoming Interim Vice-Chancellor and a Chair's Action was taken to suspend the programme for one year.

4.   Update on the Access and Participation Plan

4.1   The Pro Vice-Chancellor (Students) (PVC) provided members with an update on the Access & Participation Plan (APP).

4.2   The PVC reminded members that BGU will be expected to submit our APP in spring 2024 and the APP Committee was reviewing the steps to be taken to prepare for this submission. It was noted that the APP Committee last met in June 2023, and focused on the high-level data and the approach that we would take.

4.3   The PVC presented the current data dashboard that the Office for Students (OfS) has on BGU's APP:

OfS UG APP Dashboard	Mature	BAME	Known Disability	TUNDRAQ1 (POLAR)	IMD	Free School Meals	ABCs Q1
Access 2021/22	37% [England 29%]	6.4% ↑ [Target 2.5%]	30% ↑ [England 17%]	18.8% ↑ [England 12%]	Q1+Q2 38% [Target 39%]	19% ↑ [England 18%]	17% ↑ [England 7%]
Continuation 2020/21	88.3% ↓ Gap -2.3% ↑	NDA	83.6% ↓ Gap +4.8% ↑	82.1% ↓ Gap +8.4%	78.2% ↓ Gap +8.3% ↑	78.5% ↓ Gap +9.7% ↓	77.7% ↓ Gap +14.4% ↑
Completion 2019/20	90.1% ↓ Gap +2.5% ↑	NDA	92.5% ↑ Gap -1.3% ↑	89.9% ↑ Gap +6.3%	Q1 92.3% ↑ Gap -0.9% ↑	91.1% ↑ Gap +1.4% ↓	89.2% ↓ Gap +8.1%
Attainment 2020/21	63.8% ↓ Gap +0.4% ↓ Target <+5%	NDA Target <+2%	64.0% ↓ Gap +0.2% ↓ Target <+2%	67.7% ↓ Gap +11.8%	59.4% ↓ Gap +12.6% ↑ Target <+6%	48.1% ↓ Gap +18.4% ↑	NDA
Progression 2019/20	75.5% ↓ Gap -17.5% ↓ Target <+7%	NDA Target <+2%	54.9% ↓ Gap +16.7% ↑ Target <+7%	67.7% ↓ Gap +15.8%	57.3% ↑ Gap +10.3% ↓ Target <+7%	58.8% Gap +3.3%	55.8% ↑ Gap +26.5% ↓

4.4   The PVC noted the following priorities for the APP:

- 'Access' – close or better than target, even for BAME. Whilst it was important to continue to recruit under-represented groups, it was not a priority area for the new plan.
- 'Continuation' – was a priority theme across all APP groups to get absolute figure to 90+% and to reduce gaps for Tundra / POLAR indicators.
- 'Attainment' – were priority themes for BAME and Tundra / POLAR groups.
- 'Progression (Graduate Outcomes)' were priority themes for BAME, disability and Tundra/IMD.

4.5   It was noted that over the summer, the PVC would be consulting with the Data Team to discuss the preparation of data with more 'real time' data – exploring trends, e.g. cost of living impact. The PVC noted the imperative for more granular data splits by award and by subject and for intersections.

4.6   The PVC noted that from September 2023, specific intervention groups would be identified and assigned 'champions' from within the group, who would research TASO and review the approach with a series of evaluated projects.

4.7   In October 2023, the projects would be finalised with a clear process of change and evaluation. Then in November 2023 through to January 2024, work would commence on preparation of the submission, expected in Spring 2024.

5.   Research Excellence Framework (REF) 2028 Update

5.1   Members RECEIVED and NOTED the paper on the REF 2028 update prepared by the DVC.

5.2   The DVC noted that initial decisions on the next national research assessment exercise, REF2028, had been published and a consultation process had been launched – the deadline for responses was 6 October 2023.

5.3   The DVC noted that the proposed redesign was an attempt to create a more inclusive approach to the REF and to ensure that appropriate recognition was given to the people, cultures and environments that underpin research activities.

5.4   The DVC noted that the consultation had been discussed at the Research & Knowledge Exchange Committee (RKEC) at its meeting on 19 June 2023, when proposals were first published, and at AEC at its meeting on 28 June 2023. The following headlines were noted:

- As expected, there is a focus on People, Culture and Environment with 25% weighting.

- Engagement is now included with Impact with 25% weighting. Only one impact case study for a return of fewer than 20 FTEs.
- A lowering of the threshold for underpinning research for impact case studies.
- The minimum of one and maximum of five outputs have been removed.
- There will be no personal staff declaration process.
- There is an opportunity to report on Covid-19's impact on research.
- Other types of output can be celebrated.

5.5 The DVC noted that the 'mood in the sector' was that this was a kinder, gentler REF, and more inclusive for smaller providers.

5.6 The Head of Research & Knowledge Exchange (HoR&KE) noted that he would be meeting with all the REF co-ordinators during the Research Fortnight and would be exploring some of these themes and issues.

5.7 The HoR&KE noted he would be anticipating some concerns from staff to know if they were 'REF-able', as some members outputs could be included who do not hold a teaching/research contract.

5.8 It was noted that submissions to REF2028 will be made in late 2027 and outcomes would be announced in December 2028.

6. Partnership Strategy Update

6.1 Members RECEIVED and NOTED the draft BGU's Partnership Strategy 2023-25.

6.2 The DVC noted that a Partnership Strategy had been requested by University Council and this strategy is intended to see out the current University Strategy until 2025, so it was a two-year horizon.

6.3 The DVC noted that the purpose of BGU's Partnership Strategy was to set out the ambition and direction of travel for further development and enhancement of this significant element of core business for the remainder of the current planning period.

6.4 The Chair noted that the Partnership Strategy had been presented to the University Executive Group (UEG), University Council's Strategic Oversight Group (SOG) and AEC, and was now seeking recommendation from Senate for approval.

6.5 Senate was CONTENT to APPROVE the draft BGU Partnership Strategy 2023-25.

7. To Note – Key Decisions from University Council

7.1 The Academic Staff Member of University Council, noted the following key items were received at the University Council meeting held on 7 June 2023:

- Council received a presentation from DataHE on the market analysis for BGU;
- Council received their mandatory training on Prevent & Safeguarding;
- Council received the Quarter 3 Financial Outturn and Financial Forecasts for 2023/24;
- Council received the Students' Union President's Report which included further information on their work on the cost of living;
- Council approved the following policies:

- o Safeguarding Children and At-Risk Adults Policy
- o Tuition Fee & Student Debt Policy 2023/24 and 2024/25
- o Freedom of Policy
- Council also approved the two new member appointments onto University Council and a Co-opt member to the Audit Committee:
  - o Elyse Olsen
  - o Elise Temple
  - o Lisa Smith

7.2   The Academic Staff Member of University Council also noted the Council members were invited to the Strategic Oversight Group (SOG) meeting on 17 July 2023 to discuss BGU's Partnerships and the risk and financial profiles – and it was noted that SOG were pleased with the rigour with which BGU goes about selecting partnerships.

8.   To Approve the Following Proposed Programme Suspensions

8.1   Members RECEIVED and NOTED the proposal forms to **suspend** the following programmes:

- FdA Childhood, Youth & Families in Practice and the BA (Hons) Childhood, Youth & Families in Practice *(for one year to September 2024)*

8.2   Senate APPROVED the SUSPENSION of the FdA Childhood, Youth & Families in Practice and the BA (Hons) Childhood, Youth & Families in Practice programmes.

9.   Workload Allocation Policy – Approval

9.1   Members RECEIVED and NOTED the draft Work Allocation Policy and guidance document.

9.2   The DVC noted that during 2022/23 there had been an extensive piece of work to deliver a revised Workload Allocation Model (WAM). Collaboration between BGU's senior leaders and branch officers from UCU had resulted in an agreed set of arrangements to ensure properly informed business planning is matched by fair, reasonable and proportionate workforce management, with a key emphasis on staff wellbeing. The DVC noted that the Workload Allocation Policy was the product of that work.

9.3   The DVC noted that the current financial position for BGU limits the scope of what is achievable in the very short-term, but there is a strong shared commitment to addressing as much as possible as quickly as possible. It was noted that in spite of the unequivocal statement of the position regarding the University's financial position (i.e. no addition to the cost base), there was a risk that the implementation of the WAM would create unrest if it revealed colleagues working or being expected to work beyond capacity.

9.4   The DVC reiterated that throughout the conversations with Heads of Programmes, Programme Leaders and UCU Representatives, it has been made clear and understood that the cost base for the staffing cannot increase in the current climate, so although the new Workload Allocation Model might indicate there are 'pinch points' in areas where we are under resourced, BGU cannot afford to spend money the institution has not got.

9.5   The DVC noted that the policy was a direction of travel and set out broad principles and the fundamentals are in the guidance documents, where hourage is more precisely allocated. It was noted that the importance of the guidance document was that it was

organic – we are finding out and testing what works and was does not work and it will be modified over time.

9.6   The DVC noted that the Dean of Faculty and the Faculty Executive were currently working on preliminary Workload Allocations and there will be a standardised meeting on 28 July 2023, to hopefully address any areas of concern.

9.7   The Dean of Faculty noted that the process of the WAM implementation was currently being organised by the Heads of Programmes and Programme Leaders and any concerns would be raised at the meeting on 28 July 2023 – it was noted that HR and Finance would be present at this meeting.

9.8   The Dean of Faculty noted that when the Workload Allocation Policy is implemented there will be enhanced clarity for Hourly Paid Lecturers and fractional post-holders about the reasonable expectations of their roles.

9.9   The HoR&KE noted that the outcome of the REF2028 consultation will be the Guidance on Submissions (GoS). Following publication of the GoS, BGU will draft its REF2028 Code of Practice. Supplementary guidance to inform workload allocation may then be required.

9.10   The Head of Programmes for Initial Teacher Education noted that it had been good to keep the flexibility of the previous WAM, whilst having clear and transparent guidance as to the baseline indicative number of hours with the flexibility.

9.11   The Chair gave thanks to the DVC, the Director of People & Infrastructure, the Dean of Faculty and Faculty Executive in their involvement in getting the WAM to this stage, which will now be monitored.

9.12   Senate was CONTENT to APPROVE the Workload Allocation Policy.

10.   Academic Enhancement Committee Approved Policies, Regulations and Codes of Practice

10.1   Senate RECEIVED, ENDORSED and APPROVED the following policies, which had been recommended and endorsed by AEC:

- Minor changes to the Regulations.
- Code of Practice for DBS Checks for Applicants & Students.

10.2   It was NOTED that the Code of Practice for Academic Misconduct would not be presented to Senate at this meeting, as further work was required on it.

11.   Records of Decisions

11.1   University Validation – BA (Hons) Psychology and Business & BA (Hons) Psychology and Business with Foundation Stage
Senate RECEIVED and NOTED the Record of Decision for the University Validation for BA (Hons) Psychology and Business & BA (Hons) Psychology and Business with Foundation Stage

11.2   University Validation - MSc International Business
Senate RECEIVED and NOTED the University Validation for MSc International Business.

11.3 University Validation - BA (Hons) Childhood, Youth & Community Studies and BA (Hons) Childhood, Youth & Community Studies with Foundation Year
Senate RECEIVED and NOTED the University Validation for BA (Hons) Childhood, Youth & Community Studies and BA (Hons) Childhood, Youth & Community Studies with Foundation Year.

11.4 Desktop Validation - Assessment Only Route to QTS
Senate RECEIVED and NOTED the Desktop Validation for the Assessment Only Route to QTS.

11.5 University Validation - MSc International Business (ICON College)
Senate RECEIVED and NOTED the University Validation for MSc International Business (ICON College).

11.6 University Validation and Desktop Validation – BA (Hons) Music and SENDI / BA (Hons) Music and SENDI with Foundation Year
Senate RECEIVED and NOTED the University Validation and Desktop Validation for BA (Hons) Music and SENDI / BA (Hons) Music and SENDI with Foundation Year.

11.7 University Validation for the TESOL Joints:
- BA (Hons) Education Studies & TESOL / BA (Hons) Education Studies & TESOL with Foundation Year
- BA (Hons) English Literature and TESOL / BA (Hons) English Literature and TESOL with Foundation Year

Senate RECEIVED and NOTED the University Validation for the TESOL Joints listed above.

11.8 University Validation – International Postgraduate Certification in Education (iPGCE)
Senate RECEIVED and NOTED the University Validation for iPGCE.

11.9 University Validation and Desktop Validation – MA Education
Senate RECEIVED and NOTED the University Validation and Desktop Validation for MA Education.

11.10 Desktop Validation – BA (Hons) Primary Education with QTS
It was NOTED this desktop validation was not ready to be presented but would be Chair's Actioned after Senate

Chair

11.11 Credit Framework Review for the Maths Joints:
- BA (Hons) Education Studies & Mathematics / BA (Hons) Education Studies & Mathematics with Foundation Year
- BA (Hons) Sport & Mathematics / BA (Hons) Sport & Mathematics with Foundation Year

Senate RECEIVED and NOTED the Credit Framework Review for the Maths Joints listed above.

11.12 Desktop Review (Credit Framework Alignment) – BA (Hons) Business, Leadership & Management (CDMA)
Senate RECEIVED and NOTED the Desktop Review for the BA (Hons) Business, Leadership & Management (CDMA).

11.13 <u>Revalidation – Postgraduate Certificate in Special Educational Needs Co-ordination with the National Award for Special Educational Needs Co-ordination</u>
Senate RECEIVED and NOTED the revalidation for Postgraduate Certificate in Special Educational Needs Co-ordination with the National Award for Special Educational Needs Co-ordination.

11.14 <u>University Validation – PGCE Primary with recommendation for QTS (part-time)</u>
It was NOTED this university validation was not ready to be presented but would be Chair's Actioned after Senate.   **Chair**

11.15 <u>Institutional Approval - The Language Gallery</u>
It was NOTED this institutional approval was not ready to be presented but would be Chair's Actioned after Senate.   **Chair**

11.16 Both the Chair and the DVC gave thanks to everyone involved in the above validations – there had been an enormous amount of work completed to get them all to this stage.

12. To Note Senate Chair's Actions – to be taken over the summer and to be noted at Senate in October 2023

12.1 Members noted that the following Chair's Actions would be taken over the summer and noted at the next Senate meeting in October 2023:

- Cert HE Business and Leadership (*The Language Gallery – validation and programme approval provisionally scheduled for 25 July 2023*)
- MetaGedu Apprenticeships Limited (Institutional Approval)
- MA Education Studies (*ICON College of Management currently writing the programme, validation and programme approval events to take place over summer and early September 2023*)   **Chair**

13. Minutes of Meetings of Subcommittees of Senate

13.1 <u>Academic Enhancement Committee held on 28 June 2023</u>
Senate RECEIVED and NOTED the minutes from the Academic Enhancement Committee meeting held on 28 June 2023.

The DVC highlighted the discussions in the minutes regarding:
- The UKVI Compliance update.
- Key Issues regarding the Competition and Markets Authority (CMA).

13.2 <u>People and Inclusion Committee held on 6 June 2023</u>
Senate RECEIVED and NOTED the minutes from the People and Inclusion Committee meeting held on 6 June 2023.

13.3 <u>Access and Participation Committee held on 22 June 2023</u>
It was noted that the minutes from the Access and Participation Committee were not ready to be presented from its meeting on 22 June 2023.

14. Any Other Business

14.1 <u>Farewell to the Chair, Rev'd Canon Professor Peter Neil</u>
At this point of the meeting, the DVC gave thanks to the Vice-Chancellor for all his work

and support he has given to BGU over his ten years' service, and highlighted just a handful of thoughts and achievements:

- 11th Principal/Vice-Chancellor of the institution.
- TEF Gold.
- The growth of research and knowledge exchange in 10 years.
- Hitting the threshold the doctoral conferrals to be able to apply for Research Degree Awarding Powers.
- The international offer has grown.
- Diversified the portfolio.
- Launched apprenticeships and the Foundation Year programmes.
- The growth of Collaborative Partners.
- Developed LORIC through two rounds of EU external funding.
- Awarding winning addition to the estate – Constance Stewart Hall.
- BGU is the consortium hub for LinCHigher.
- Impressive overall student satisfaction with Library Services.
- Re-accreditation of Initial Teacher Education & Training.
- WhatUni BGU winner for Student Support, Halls & Accommodation and third for Career Prospects.

The DVC, on behalf of Senate and the University community, thanked the Vice-Chancellor and expressed our immense debt of gratitude for his service and wished the Vice-Chancellor a healthy and happy retirement.

The Vice-Chancellor expressed his thanks to everyone – it was the students and staff who makes BGU what it is – a very special place.

15. **Dates of Next Meeting**

15.1
- Wednesday 18 October 2023

The Chair gave thanks to Senate for their attendance and wished members a very relaxing summer break.

Signed by the Chair: _____   _____

                                    Professor Karen Stanton   Date