
SENATE

**MINUTES OF THE MEETING HELD ON WEDNESDAY 19 MARCH 2025
2PM IN THE EXECUTIVE MEETING ROOM**

Members	<p>Dr Nick Gee</p> <p>Tom Dannatt</p> <p>Dr Claire Thomson</p> <p>Dr Sacha Mason</p> <p>Professor Jack Cunningham</p> <p>Professor Caroline Horton</p> <p>Max Gordon</p> <p>Kymerley Gill</p> <p>MJ Sykes</p> <p><u>Faculty Representation</u></p> <p>Dr Matt Dunn</p> <p>Dr Clare Wheat-Gooing</p> <p>Janet Atkinson</p> <p>Stefan Fusenich</p>	<p>Executive Dean of Faculty (Interim Chair)</p> <p>Deputy Vice Chancellor (Operations)</p> <p>Executive Dean for Teaching, Learning & Student Success</p> <p>Academic Staff Member of University Council and Head of Programmes: Education, Health and Lifelong Learning</p> <p>Professoriate/Reader Representative (Professor of Ecclesiastical History)</p> <p>Professoriate/Reader Representative (Professor of Sleep and Cognition)</p> <p>Students' Union President, 2024/25</p> <p>Students' Union Vice President, Education 2024/25</p> <p>Undergraduate Student Representative</p> <p>Head of Programmes: Initial Teacher Education</p> <p>Member of Academic Staff from the Faculty</p> <p>Member of Academic Staff from the Faculty</p> <p>Member of Academic Staff from the Faculty</p>
Minutes	Leanne Chancellor	Head of the Vice-Chancellor's Office

The Interim Chair thanked members for their attendance for the second Senate meeting of the academic year 2024/25.

1. Apologies

1.1 Apologies were received from:

- Professor Andrew Jackson, Executive Dean for Research & Knowledge Exchange.

2. Minutes of Previous Meeting

2.1 Senate – 27 November 2024

The minutes of the Senate meeting held on 27 November 2024 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

3. Matters Arising

3.1 Senate NOTED that there were no matters arising or actions outstanding from the meeting on 27 November 2024.

3.2 Any Other Matters

3.2.1 Programme Suspensions:

3.2.1i Members RECEIVED and NOTED the proposal forms to suspend the following programmes until Sept 2026 intake:

- BA (Hons) Professional Practice in SEND (DL).
- BA (Hons) Childhood, Youth & Families in Practice (Youth Worker Apprenticeship)
- BA (Hons) Childhood, Youth and Families in Practice (Youth Work with JNC)

3.2.1ii Senate APPROVED and SUPPORTED the SUSPENSIONS of the above three programmes due to insufficient or no recruitment.

4. To Note – Key Decisions from University Council

4.1 The Academic Staff Member of University Council, noted the following key items were received at:

- 4.1.1
- the University Council meeting held on 18 December 2024:
 - Council received an update on the Critical Path 2.
 - Council reviewed the Office for Student's Financial Workbook and commentary and delegated final completion and submission to the Deputy Vice-Chancellor.
 - Council received an update in the accommodation plan for 2025/2026.
 - Council received an update on the portfolio review .
 - Council received an update on Partnerships.

5. Review the Annual Health of the Institution Report, including

- **Degree Outcome Statement**
- **Research Integrity Statement**

5.1 Members RECEIVED and NOTED the draft version of the Annual Health of the Institution Report (AHIR) 2023/24, the Degree Outcomes Statement (DOS) and the Research Integrity Statement.

5.2 The Interim Chair NOTED that the AHIR had been reduced in size. Previous reiterations of the AHIR included all of the reports within the institution (which have been approved and received through the deliberative committee structure), but this version has embedded in it the relevant links to reports for efficiency.

5.3 The Executive Dean of Teaching, Learning & Student Success (ExDLTSS) NOTED that academic health (including quality and standards) represents a significant risk to the University's registration with the Office for Students (OfS) if not monitored and managed with rigour. It was NOTED that the detailed commentary in the AHIR provides reassurance to our University Council colleagues about that risk.

- 5.4 The ExDLTSS NOTED that the AHIR related to the 2023/24 academic year and was an assurance report of the BGU's continued safeguarding of the standards of its awards and the enhancement of the quality of the student learning experience.
- 5.5 The ExDLTSS NOTED that the AHIR was based on a critical review of performance across the academic portfolio and a culmination of an extensive programme of monitoring and review across the academic delivery departments and professional services departments, that support the students' experiences and is presented as a series of responses to the OfS' B Conditions of Registration.
- 5.6 The Interim Chair NOTED that this document would be presented to University Council's Academic Assurance Committee (AAC) for approval on 20 March 2025.
- 5.7 Members AGREED that this reduced reiteration of the AHIR was more accessible, simpler to read and more engaging. This version of the AHIR had members support moving forward.
- 5.8 Degree Outcomes Statement:
- 5.8.1 The ExDLTSS NOTED that the Degree Outcomes Statement related to the 2023/24 academic year and ensures clear and transparent communication in relation to the University's degree outcomes.
- 5.8.2 The ExDLTSS NOTED that the Degree Outcomes Statement applied to all undergraduate (Level 6) awards over the last five years and indicates that there is no indication of 'grade inflation'.
- 5.8.3 The Interim Chair NOTED that the 2023/24 academic year had been incredibly successful in terms of academic health, including the National Student Survey (NSS), BGU Student Satisfaction Survey (BGUSSS), OFSTED inspections and Graduate Outcomes data, especially when considering the amount of internal change within the institution from the change of Vice-Chancellor, the internal restructure and implementation of the Critical Path.
- 5.8.4 The Interim Chair THANKED all colleagues involved in those significant successes.
- 5.9 Research Integrity Statement:
- 5.9.1 The Professor of Sleep and Cognition (on behalf of the Executive Dean for Research & Knowledge Exchange) NOTED that the annual Research Integrity Statement provided an overview of governance and activity supporting research integrity across the institution. The Concordat to Support Research Integrity stipulates that research institutions should publicise a high-level statement each year to report on relevant governance, support and development of research integrity, and to report on any research misconduct.
- 5.9.2 It was CONFIRMED BGU had no cases of such misconduct to report over the 2023-24 annual cycle.
- 5.10 Members were CONTENT to RECOMMEND the AHIR, DOS and Research Integrity Statement to University Council's AAC for approval at their meeting on 20 March 2025.
- 5.11 The Interim Chair and the ExDLTSS THANKED all colleagues who were involved in putting together the AHIR, DOS and the Research Integrity Statement.

6. Policies for Approval

(As recommended for Senate approval by the Academic Enhancement Committee)

6.1 Members RECEIVED and NOTED the following policy, which has had minor modifications to trainee contributions towards university arranged transport but also covered amendments and clarity towards passenger and driver responsibilities when car sharing at the request of the Health and Social Care Team:

- Student Transport, Accommodation and Subsistence Policy.

6.2 The Interim Chair NOTED that consultation with regards to the amendments had been shared with Student Advice, Students' Union, and the policy had also been presented to the Faculty Executive Group (FEG), the ITE Leadership Group and the Academic Enhancement Committee.

6.3 The Undergraduate Student Representative (USR) raised concerns that some students were having regarding drivers offering to take passengers but not receiving a fair share of a contribution.

- Members NOTED that this was not a policy issue, but perhaps a communication / professional conduct issue.
- The Head of Programmes: ITE NOTED that he was content to speak further to the USR to understand further the issues.
- It was NOTED however, that a driver signs a form to state that they are content to take passengers.

6.4 Members were CONTENT to RECOMMEND the Student Transport, Accommodation and Subsistence Policy

7. Update and Overview of Partnerships

7.1 Members RECEIVED and NOTED the Partnerships Quarterly Monitoring Report from the Director of Business & Community Engagement (DoBCE), which provided an overview of partnerships with The Language Gallery (TLG), Grantham College, ICON College of Technology & Management (ICON), Lincoln College and Inspire Education Group (IEG) (University Centre Peterborough/Stamford College), with a focus on governance, operations, student and financial data.

7.2 The DoBCE NOTED that regular Operation Meetings, Strategic Meetings and Programme Committee Meetings have been scheduled and are all ongoing for Partner institutions.

7.3 The DoBCE provided members with a brief overview of each Partner and HIGHLIGHTED from her report:

- Governance and operations.
- Recruitment process.
- Student data.
- Registration confirmation.
- Attendance confirmation.
- Withdrawals.
- Marking.
- Teaching staff.
- Finance.
- Student and staff complaints.
- Bursaries
- Student voice.

- Prevent
- Current developments.
- Current key issues.

7.4 Members RAISED the following question:

- Would BGU be keen to look for small partnerships/consortiums who are looking for a collaborative provider to validate one or two courses?
 - The Interim Chair NOTED that any kind of arrangement that included franchising ITE would probably not be considered offering to a third party, due to the Ofsted nature, the institutional heritage and our association to ITE being critical to the university's existence.
 - The Interim Chair NOTED that FEG would be happy to consider and discuss any arrangement, to understand what it was the potential partner was looking for before taking it forward and considering capacity issues and risks.
 - The Deputy Vice-Chancellor NOTED that also considered around capacity would be income – would it bring in enough income to support resources.
- Could Research Ethics be included in the new partnership agendas, so discussions could get started around this area.

7.5 The Interim Chair thanked the DoBCE for her update and presentation.

8. Update on Timetabling

8.1 The Director of Corporate Information Systems, Strategy & Performance (DoCISSP) provided members with an update on the new approach to timetabling.

8.2 The DoCISSP presented a high-level process chart outlining key milestones in the timetabling planning cycle and detailing this year's process change aimed at rolling over the timetable with minimal change.

8.3 The DoCISSP HIGHLIGHTED the following from his process chart:

- The goal is to limit changes to 20% where possible, ensuring a more efficient timetable delivery so that strategic changes, such as room and estate utilisation, can be prioritised. This information has been communicated to Programme Leader's (PLs) via email.
- Stream 1 focuses on academic timetables, with Timetable templates provided to PLs on 14 February 2025, with a completion deadline of 14 March 2025 – some PLs have experienced issues with lecturer allocation, but support from Heads of Programmes (HoP) should help meet the target date. The publication of the Workload Allocation Model (WAM) post-process is also impacting development. In addition, PGCE programmes will follow their own timeline for completion as per regulations, to be confirmed with timetabling. Discussions have begun regarding new UG Core/Pathway modules.
- Draft Timetables will be provided to PLs by 22 May 2025 for sign-off by 13 June 2025, allowing provisional timetables to be shared with students on the 14 June 2025. This helps students organise transport, caring responsibilities, and work more effectively.
- Stream 2 focuses on non-academic requirements, requests for non-academic activities requiring rooms have already been distributed and align with the development of the draft timetable in May.
- L5 and L6 students will be allocated to CELCAT between March and May.

- Regarding access, it was confirmed that the Learning, Teaching and Social Spaces Group (LTSS) had met, and a project is underway to catalogue accessible rooms in CELCAT based on the Head of Student Success' work. In addition, a full audit of teaching spaces will be done to create a single depository outlining a teaching spaces accessibility, resources, IT and spacing. This audit will provide the foundations for future capital investment proposals.
- L4 students will automatically be assigned accessible rooms. It was highlighted that the issue of accessible rooms and estate suitability is cross-departmental, requiring engagement and support from Timetabling, Faculty, Estates, and IT. The Timetabling Department alone cannot resolve these issues.

8.4 Members RAISED the following comments:

- NOTED how this new approach would bring efficiencies, better utilisation of the estate and a better student experience.
- NOTED how better the service around amendments to rooms with the new centralised email.
- REMINDER to include the Primary Teaching Studies (PTS) within the planning.

8.5 The Interim Chair THANKED the DoCISSP and his team for all the work being undertaken to make the timetabling system simpler for staff and students – it was welcomed.

9. To Note: OfS Approval Letter for BGU's Access & Participation Plan (APP)

9.1 Members RECEIVED and NOTED the letter from the OfS dated 15 January 2025, confirming their decision to approve BGU's APP 2025/26 and the four-year plan for 2025/29.

9.2 The ExDTLSS REMINDED members that the APP is driven by the OfS and was a key piece of our regulatory compliance. The APP is required as part of our institution's registration to be able to charge the higher fee level.

9.3 The ExDTLSS NOTED that BGU's approved APP would now be published on the website.

10. Approval from Senate to take Chair's Action the Record of Decision for Birmingham Academy, Singapore

10.1 The Interim Chair NOTED that the Institutional Approval Event for Birmingham Academy, Singapore had taken place on 15 January 2025.

10.2 It was NOTED that there were a couple of Conditions to be fulfilled before signing off the Record of Decision (RoD) by the Deputy Vice-Chancellor (Operations), who was Chair of the event.

10.3 The Interim Chair ASKED members whether they would be content for him to sign off the RoD via Chair's Action when completed and received.

10.4 Members were CONTENT for the Interim Chair to sign off the RoD on behalf of Senate via Chair's Action.

11. To Note: Senate Chair's Actions Since the Last Meeting

11.1 Chair's Actions:

11.1.1 Members NOTED and ACKNOWLEDGED the following Chair's Actions that had been taken outside of the meeting:

- Approval of the RoD arising from the Desktop Review Event considering a single January 2025 intake for Nepalese students for three of the Business programmes (18.12.24).
- Approval of three Codes of Practices for Academic Appeals, Support for Study and Extenuating Circumstance (25.01.25)

12. To Note: Research Documents:

- **REF2029 Implementation Plan (Interim Report 2)**
- **RDAP Strategy Progress Report – January 2025**

12.1 Members RECEIVED and NOTED the REF2029 Implementation Plan (Interim Report 2) and the RDAP Strategy Progress Report, January 2025.

13. Minutes of Meetings of Subcommittees of Senate

13.1 Academic Enhancement Committees held on 5 March 2025

Senate RECEIVED and NOTED the minutes from the Academic Enhancement Committee meetings held on 5 March 2025.

13.2 People and Inclusion Committee held on 27 February 2025

Senate NOTED that a meeting of the People and Inclusion Committee held on 27 February 2025.

13.3 Access and Participation Committee

It was NOTED that the Access and Participation Committee had not met since the last meeting of Senate.

13.4 Research and Knowledge Exchange Committee held on 3 February 2025

Senate NOTED that a meeting of the Research and Knowledge Exchange Committee held on 3 February 2025.

13.5 Safeguarding and Prevent Committee held on 5 March 2025

Senate NOTED that a meeting of the Safeguarding and Prevent Committee held on 5 March 2025.

14. Any Other Business

14.1 There was no further business to discuss.

15. Dates of Next Meeting

15.1

- Wednesday 25 June 2025

Signed by the Chair:



Professor Andrew Gower

____10 July 2025____

Date