
SENATE**MINUTES OF THE MEETING HELD ON WEDNESDAY 3 DECEMBER 2025
3PM IN THE EXECUTIVE MEETING ROOM**

Members	Stephan Bolton	Students' Union President, 2025/26
	Professor Claudia Capancioni	Professoriate Representative
	Dr Nick Gee	Provost and Chief Academic Officer
	Kymerley Gill	Students' Union Vice President, Education 2025/26
	Annalise Hyde Parker	Postgraduate Student Representative
	Professor Andrew Gower	Vice-Chancellor and CEO (Chair)
	Professor Caroline Horton	Professoriate Representative
	Professor Andrew Jackson	Executive Dean for Research & Knowledge Exchange
	Professor Janet Lord	Co-opted Member and Chief External Examiner
	Dr Claire Thomson	Executive Dean for Teaching, Learning & Student Success
	Samuel Weeks	Undergraduate Student Representative
	<u>Faculty Representation</u>	
	Dr Matt Dunn	Head of Programmes: Initial Teacher Education
	Thomasin Nicholds	Head of Programmes: Arts, Humanities and Social Sciences
Minutes	Leanne Chancellor	Head of the Vice-Chancellor's Office and Interim University Secretary

The Chair thanked members for their attendance for the first Senate meeting of the academic year 2025/26.

The Chair NOTED that Senate was the most senior academic committee of the University and reports directly to the University Council on matters of academic governance. University Council seeks assurance, through the Academic Assurance Committee (AAC), on the effectiveness of the academic leadership of the University advanced by Senate and its committees and sub-committees.

1. Apologies

1.1 Apologies were received from:

- Janet Atkinson, Member of Academic Staff from the Faculty.
- Stefan Fusenich, Member of Academic Staff from the Faculty.
- Jamila Hussain, Member of Academic Staff from the Faculty.

2. Minutes of Previous Meeting

2.1 Senate – 10 July 2025

The minutes of the Senate meeting held on 10 July 2025 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

3. Matters Arising

3.1 Senate RECEIVED the action table from the meeting on 10 July 2025, and progress against actions was either noted, due to be addressed through the agenda of the meeting or were closed.

3.2 Any Other Matters

3.2.1 There were no further matters raised.

4. Review Terms of Reference (ToR) and Membership for 2025/26

4.1 Members RECEIVED and NOTED the revised Senate membership and ToR for 2025/26.

4.2 Terms of Reference (ToR)

4.2.1 Senate REVIEWED the revised draft ToR, which had previously been circulated for feedback on 27 August 2025, and underwent one iteration of development. The ToR clarify the Senate's advisory and decision-making roles on academic matters, its relationship with the University Council, and its responsibility for academic leadership, governance and oversight.

4.3 Membership and Representation

4.3.1 Senate CONFIRMED its membership in accordance with the University's Articles of Association, enhanced by the co-option of the Chief External Examiner, Professor Janet Lord (JL), to provide external perspective.

4.3.2 It was NOTED that job title nomenclature would be updated as necessary aligning with the University's planned new Faculty structure.

4.4 Deputy Chair Role

4.4.1 Senate NOTED that the Deputy Chair position is designated to the Provost and Chief Academic Officer, Dr Nick Gee (NG), but members were invited to express interest in the role for future cycles, supporting a democratic approach to committee leadership.

4.5 Committee Structure and Work Programme

4.5.1 The Chair NOTED that a new University committee structure had begun to be implemented and asked the Head of the Vice-Chancellor's Office and Interim University Secretary, Leanne Chancellor (LC) to bring back the updated committee structure to the next Senate meeting for noting, so all members can see which committees report to Senate.

LC

4.5.2 Senate REVIEWED the work programme of Senate for the year, with suggestions to add items including the annual Research Degree Awarding Powers (RDAP) Report in March and a revisit of the National Student Survey (NSS) results in the summer term, ensuring alignment with key tasks.

LC

4.6 Senate was CONTENT to APPROVE the membership and ToR for 2025/26 and CONFIRMED that it was representative of the academic community.

5. To Note – Key Decisions from University Council

5.1 LC NOTED the following key items which were received at the University Council meeting

held on 26 November 2025:

- Received the Vice-Chancellor's Report
- Received the Students' Union Presidents Report
- Approved the Students' Union Name Change Resolution to Lincoln Bishop University Students' Union
- Approved the Prevent Accountability and Data Return

5.2 The Chair NOTED that it would be useful to share the Vice-Chancellor's Report with members once it has been received by University Council, as both a summary of matters of relevance arising from the external environment and recent development in alignment with the University's Strategic Plan 2025-30 (Strategy 2030)

6. Update on the Development of the Academic Portfolio

6.1 Members RECEIVED and NOTED the update report from NG on the development of the academic portfolio.

6.2 NG PROVIDED members with a brief update on the rationalisation of progress this academic year aligning with the University's Strategy 2030, which included:

- Drafting the academic portfolio innovation sub-strategy.
- Planning, consulting and preparing for the new academic structure -
Noting in particular:
 - The University transitioning from one Faculty with three portfolio areas to two Faculties — 'Education' and 'People & Society', designed to align academic provision with strategic goals and facilitating cross-collaboration.
- Initiating new portfolio developments -
Noting in particular:
 - Ongoing plans to expand into allied health and nursing, though delayed due to an unsuccessful capital funding bid. The University will proceed with internal investment and stakeholder engagement to determine the best approach and phasing.
- Developing new collaborative provision.
- Planning for Lifelong Learning Entitlement (LLE) implementation.
- Reviewing current provision for delivery optimisation opportunities.
Noting in particular:
 - The establishment of Centres of Excellence in health and business, with encouragement to define tangible outcomes for education and applied humanities, ensuring all areas are central to the University's strategic direction.

6.3 JL NOTED the challenges within the rapidly changing external context in health education, including NHS and regulatory shifts.

- NG described mechanisms such as stakeholder groups and monthly portfolio review meetings to ensure responsiveness and alignment with policy changes.

6.4 The Chair NOTED the Strategy 2030 which was published on the University's website and aligns to the priorities within the recent Post-16 Education and Skills White Paper: www.lincolnbishop.ac.uk/strategy2030

6.5 The Chair NOTED that an update on the portfolio development would be presented to the Academic Assurance Committee (AAC) at its meeting on 9 December 2025.

7. Strategy 2030 – Sub-Strategies

7.1 Members RECEIVED and REVIEWED three of the seven sub-strategies to the Strategy 2030, which have been through quite an extended journey with various iterations.

7.2 Academic Portfolio Innovation

7.2.1 NG presented the Sub-Strategy and NOTED that it focuses on building a coherent narrative around the academic portfolio, with emphasis on professional alignment and the Local Skills Needs, particularly in health, business, education, and applied humanities.

7.2.2 The Professoriate Representative, Professor Caroline Horton (CH) NOTED the awareness of strategic drivers for change within the NHS arising from the NHS Ten-Year Plan:

1. analogue to digital;
2. hospital to community; and
3. sickness to prevention.

7.3 Learning, Teaching and Student Success

7.3.1 The Executive Dean of Learning, Teaching and Student Success, Dr Claire Thomson (CT), presented this Sub-Strategy and HIGHLIGHTED that this was an ambitious document, mapping to the University's 2030 Goals. CT NOTED that the Sub-Strategy is about providing inspirational opportunities, transformative experiences and sustainability because that obviously is key for any institution and also emphasising digital infrastructure and graduate employability.

7.3.2 Members SUGGESTED a stronger emphasis on digital skills needed to be addressed in the final revision.

- The Chair NOTED that there was also a separate sub-strategy on Digital Transformation within the Strategy 2030 with a Transformation Roadmap

7.4 Research and Knowledge Exchange

7.4.1 The Executive Dean for Research and Knowledge Exchange, Professor Andrew Jackson (AJ) presented this sub strategy and NOTED that he had benchmarked against six peer institutions to create this sub strategy and the importance of strategic development in research, with attention to sector trends and the evolving Research Excellence Framework (REF) landscape.

7.5 Senate was CONTENT to give their ENDORSEMENT for the three sub-strategies to go to the next stage of review at AAC at its meeting on 9 December, before being presented to University Council at its meeting on 19 December 2025 for approval.

8. Access and Participation Plan (APP) Progress Update

8.1 Members RECEIVED and NOTED the November 2025 Access and Participation Plan (APP) summary update from CT.

8.2 CT REMINDED members that the current APP was approved by the OfS in September 2025 as one of the conditions for OfS registration for a Higher Education provider charging the higher fee.

8.3 CT PROVIDED members with an update on the APP, HIGHLIGHTING the following:

- Progress on Key Performance Indicators (KPIs) and demographics, NOTING that the University exceeded its target for IMDQ1 and IMDQ2 student intake, largely

due to Clearing, but noted a decrease in male student enrolment and the importance of foundation year continuation.

- Impact of Clearing on student demographics, and ongoing monitoring by the Access and Participation Sub Committee.
- Continuation rates and attainment are closely monitored, with particular attention to transitions from Foundation to Undergraduate levels and the need to recruit more male students.

8.4 JL SUGGESTED reviewing UCAS recruitment rates for further insight and discussed the potential impact of degree classification algorithm changes.

- CT CONFIRMED that the current degree classification algorithm has been reviewed and is compliant with recent guidance, with the current and continuing algorithm reported in the Degree Outcome Statement, which will be presented in item 11 of this meeting.

8.5 The Chair NOTED that the APP update would also be presented to the AAC at its meeting on 9 December and it would be useful to clarify the definition of the “gap” referenced in the continuation targets within the APP update.

9. **National Student Survey (NSS), Lincoln Bishop University Student Satisfaction Survey (LBUSSS) and Graduate Outcomes Reports**

9.1 Members RECEIVED and NOTED the NSS, LBUSSS and Graduate Outcomes Report presented by CT.

9.2 CT HIGHLIGHTED the following from the summary report:

- Strong performance in the NSS and LBUSSS with the University achieving high rankings in the survey completion rates, with data used to identify strengths and areas for improvement.
- Graduate Outcome employment rates were strong, particularly in education, though the definition of ‘highly skilled employment’ varies by sector and was under review.

9.3 CT NOTED that survey and outcome data are reviewed quarterly with Programme Leaders and inform action plans, which are monitored by the Student Journey and Experience Sub Committee. It was NOTED that any recommendations would be included within subject level / department Annual Monitoring Reports (AMRs) and the final Annual Health of the Institution Report.

9.4 The Chair NOTED that the NSS, LBUSSS and Graduate Outcomes Report would be presented to AAC at its meeting on 9 December.

10. **B3 Outcomes Report**

10.1 Members RECEIVED and NOTED the B3 Student Outcomes Dashboard Summary Report, which was updated in August 2025.

10.2 CT NOTED that the Office for Students (OfS) Condition B3 focuses on ensuring that Higher Education providers in England deliver positive student outcomes at or above the required thresholds. It was NOTED that Condition B3 requires Higher Education providers to demonstrate that students:

- Continue with their studies,

- Complete their courses successfully, and
- Progress into professional employment or further study.

10.3 CT NOTED that to meet this condition of registration, providers must show that their performance meets or exceeds numerical thresholds set by the OfS for these outcomes.

10.4 CT PRESENTED the B3 Report and DISCUSSED with members the overview of the data dashboard and areas of concern for the three areas; 'continuation', 'completion' and 'progression'.

10.5 CT HIGHLIGHTED the five strategic recommendations from the B3 Report:

1. Review of historic withdrawals from part-time PGCE cohorts to establish if trends continuing and, if so, can they be mitigated.
2. Review of non-UK students' continuation rates and withdrawal reasons to establish possible mitigations.
3. Start to track Asian, Black, Mixed & Other (ABMO) continuation rates ahead of the APP proposed date (currently year 3 of plan) to establish if there are trends in terms of withdrawal reasons, level, mode or subject.
4. As part of the quarterly Head of Programme/ data meetings, introduce a standing agenda item to look at continuation on first-degree with foundation year.
5. Investigate the extent to which partnership activity has impacted both the business and management and first-degree with integrated foundation year continuation rates.

10.6 The Chair NOTED with regards to strategic recommendation '5', it would be useful to rework the language in the B3 Outcomes Report to demonstrate strategic commitment to ensuring academic success of partnership provision is comparable to direct delivery. It was NOTED that comparability could be progressed through an evaluation of risk and resulting actions.

10.7 The Chair NOTED that the B3 Outcomes Report would be presented to AAC at its meeting on 9 December.

11. Degree Outcome Statement

11.1 Members RECEIVED and NOTED the draft Degree Outcome Statement, which was presented by CT.

11.2 CT NOTED that the Degree Outcome Statement details the updated classification algorithm, which now excludes Level 4 from the degree classification and reduces the uplift threshold from 3% to 2%, following sector guidance and internal modelling. CT also confirmed the alignment with the OfS guidance on degree classification algorithms.

11.3 JL PROVIDED external assurance and CONFIRMED the robustness of the modelling and the University's ability to defend its practices under OfS guidance.

11.4 Senate was CONTENT to APPROVE the Degree Outcome Statement, and it would be presented to AAC at its meeting on 9 December to provide assurance.

12. Research Integrity Statement

12.1 Members RECEIVED and NOTED the draft annual Research Integrity Statement 2025,

CT

which was presented by CH and had been reviewed by the Research Ethics Committee and the Research and Knowledge Exchange Committee.

12.2 CH confirmed strong and robust research governance through the research ethics process, with no reported cases of misconduct and ongoing policy refinements and updates, including guidance on AI use in research.

12.3 AJ NOTED that recent research policy updates address the use of AI in research, prohibiting student use but allowing staff to use AI for methodological support and grant writing, in line with external strategic drivers.

12.4 Senate was CONTENT to APPROVE the annual Research Integrity Statement, and it would be presented to AAC at its meeting on 9 December to provide assurance.

13. Faculty Annual Monitoring Review (AMR) Summary

13.1 Members RECEIVED and NOTED the Faculty AMR Overview Reports from the three portfolio areas of 'Education, Health and Lifelong Learning', 'Initial Teacher Education', and Arts, Humanities & Social Sciences.

13.2 NG SUMMERISED and DISCUSSED the Faculty AMR Overview Summary Report, highlighting achievements, the monitoring process, areas for improvement, and the need for systematic tracking of action plans, especially regarding continuation rates and Ofsted recommendations.

13.3 NG HIGHLIGHTED the following key areas:

- Annual monitoring process: the summary distils extensive programme-level reports, noting strong faculty performance despite leadership transitions, and identifies areas such as continuation rates in foundation years and specific courses needing action plans.
- Data and action plan tracking: there was a call for more robust, systematic tracking of action plans and outcomes, with suggestions to improve dashboard reporting and ensure subject-level actions are centrally acknowledged and monitored.
- Ofsted and mentoring actions: action plans were in place to address the Ofsted recommendations on mentoring and EAL provision that arose, with regular reviews and evidence of progress being systematically documented.

13.4 JL NOTED that she thought the Overview Summary Report was extremely useful and NOTED that she thought it was extremely important that the AMR actions are included in individual appraisals and PDRs and noted that the institutional actions would presumably be picked up within the Annual Health of the Institution Report.

13.5 The Chair NOTED that the Faculty AMR Overview Summary Report would be presented to AAC at its meeting on 9 December for information and assurance on the monitoring process.

14. Student Contention Report

14.1 Members RECEIVED and NOTED the Student Contention Executive Summary Report prepared by the Safeguarding, Contention and Projects Officer, Connor Short, which refers to the academic year 2024-25 (01/09/24 – 01/09/25) and captures data collected in

relation to reported student contention issues, such as complaints, disciplinaries, and academic misconduct.

14.2 CT HIGHLIGHTED effective resolution of complaints without escalation to the Office of the Independent Adjudicator (OIA) and described the University's strengthened reporting process which ensures most complaints are resolved internally, with the Students' Union playing a key advocacy role.

14.3 CT NOTED the recent visit to the University by the OIA Outreach Team on 13 November 2025, to share with the OIA the University's effective practice. The OIA visit provided positive feedback as well as suggestions for further improvement and resource support.

14.4 The Chair NOTED that the Student Contention Report would be presented to AAC at its meeting on 9 December for information and assurance on the University's complaints, disciplinaries and academic misconduct processes.

15. Record of Decision (RoD) – Approval

15.1 Members RECEIVED and NOTED the RoD relating to the Programme Approval of Grantham College to deliver the below L6 top-up programmes from September 2026:

- BA (Hons) Education in Practice
- BA (Hons) Early Childhood Education in Practice / BA (Hons)
- Early Childhood Education in Practice (Graduate Practitioner)

15.2 Senate was CONTENT to APPROVE the RoD for Grantham College to deliver the above three L6 top-up programmes.

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

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

- RoD Approval for Morley College London and London East Teacher Training Alliance (LETTA) (19.09.25)
- LETTA Programme Approvals (10.10.25)
- Morley College London Programme Approvals (06.11.25)

17. Minutes of Meetings of Subcommittees of Senate

17.1 Academic Regulations Committee

It was NOTED that the Academic Regulations Committee meeting was scheduled for 3 December 2025.

17.2 Academic Quality and Standards Committee held on 22 October 2025

Senate RECEIVED and NOTED the minutes from the Academic Quality and Standards Committee held on 22 October 2025.

17.3 Student Opportunities and Experience Committee

It was NOTED that the Student Opportunities and Experience Committee had not yet met, and a date was due to be scheduled by the Head of Student Success (Committee Chair).

- 17.4 Academic Partnerships Committee
It was NOTED that the Academic Partnerships Committee meeting was scheduled for 12 February 2026.
- 17.5 Research and Knowledge Exchange Committee held on 1 October 2025
Senate RECEIVED and NOTED the minutes from the Research and Knowledge Exchange Committee held on 1 October 2025.
- 17.6 Equality, Diversity and Inclusion Committee
It was NOTED that the Equality, Diversity and Inclusion Committee had not yet met and a date was due to be scheduled by the Head of Student Success (Committee Chair).

18. Any Other Business

- 18.1 To Note the Call for Honorary Doctorate and Fellowship Awards – for Graduation 2026
LC INFORMED members that the call for recommendations for Honorary Doctorates and Fellowships Awards for 2025/26 would shortly be announced on the Staff Portal with the deadline for nominations being 14 February 2026.

19. Agenda Items for Next Meeting

- 19.1
 - Codes of Practice following review by the Academic Regulations Committee.
- 19.2 It was AGREED to adopt a risk-based approach to the review of Academic Regulations, with JL offering to support this process.
- 19.3 It was NOTED that future meetings of Senate will need to include consideration and, if appropriate, approval of academic regulations.

20. Dates of Next Meeting

- 20.1
 - Wednesday 11 March 2026

The Chair gave thanks to Senate for their attendance and discussion.

Signed by the Chair: 

Professor Andrew Gower

Date

11 March 2026

AG/CT/JL