

Council

Strategy Meeting Notes

Date of meeting: **Tuesday, 13 February 2018**

Duration of meeting: **4:00pm to 6:00pm**

Location: **G5.05, Gateway Building, High Wycombe Campus**

Attendance

Name	Role	Category of membership
Michael Hipkins	Chair	Independent
Jenny Newton	Deputy	Independent
Rebecca Bunting		Vice-Chancellor
Joanna Boardman		Elected PSE
Maggie James		Independent
Irene Kirkman		Independent
Lise Llewellyn		Independent
Ken McCrea		Co-opted
Tim Marshall		Co-opted
Anthony Murphy		Independent
Ben Parmar		Students' Union President
Cheryl Pitt		Elected Academic
Susan Rosser		Independent
Bob Shennan		Independent
John Smith		Independent
Sue West		Senate Nomination
Phil Wood		Senate Nomination

Officers

Name	Role	Category of membership
Ellie Smith	Secretary	Clerk to the Council
Marcus Wood	Minute Secretary	

In attendance

Name	Role
Nick Braisby	Deputy Vice-Chancellor
Sean Mackney	Pro Vice-Chancellor

Rod Mercer	Director of Finance
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Apologies

Name	Role	Category of membership
Gurdeep Chadha		Independent
Anna Crabtree		Independent
Baljit Dhillon		Independent
Maggie James		Independent

Notes

1. Welcome

The Chair welcomed members to the meeting

2. Chair and Deputy Chair Election Plan - Update

Members were provided an update on the timescales and details of the forthcoming elections for Chair and Deputy Chair of Council.

- Only Independent or Co-opted members were eligible to stand although all members could propose and second nominations
- Members should check that potential nominees were happy for their name to go forward before submitting a nomination
- The Chair and Deputy Chair would be elected in sequence to ensure that any member unsuccessful for the position of Chair could be considered for the Deputy
- Details of the election for Chair would be circulated to members w/c 19 February. Nominations should be received by 2 March
- Voting would be conducted electronically and the ballot would close on 5 March

3. Office for Students - Update

The Vice-Chancellor gave a verbal update.

- The process for applying to be on the OfS Register of Providers would be announced 25 February
- Entry to the register was voluntary, but was necessary for continued funding of student loans applications
- Criteria for acceptance would require some work by the University, including at a minimum the agreement of a Freedom of Speech policy. A Task & Finish Group would be established to ensure readiness

The Chair reminded members that the OfS' mission was to lower barriers for entry to the HE sector and competition would be a key driving force. Applications for Degree Awarding Powers and University title would also be streamlined and would have implications for partner activities.

4. Academic Structure (Presentation)

This item was considered under Reserved Business.

5. Teaching Excellence Framework (TEF) (Presentation)

The Deputy Vice-Chancellor gave an overview of the University's TEF position and shared the recent TEF Submission in the latest round of applications.

- Data demonstrated the University's strengths in teaching as seen through the added value for students:
 - Students at Bucks were taught by qualified academic staff rather than by research students as seen in other HE providers
 - Central and academic support for students was rated highly, but it was a challenge to convey such a message through the TEF metric
- Highly skilled ('graduate') employment metrics remain challenging. A PGCert in Business Leadership has recently been launched to support graduating students from 2017 who have yet to secure full-time employment. A Vice-Chancellor's Scholarship has been launched to provide a fee waiver for alumni.
 - The highly skilled metric also ignores graduates who find low-paid / unpaid opportunities in the creative industries sectors which is a successful career path for such disciplines
 - Analysis of Bucks' student attainment statistics against the UCAS entry tariff demonstrate that a Bucks qualification gives a boost of 60 tariff points
 - Concerns continue to be raised about the appropriateness of such metrics but the University's formal TEF submission has downplayed these
- Teaching quality through the TEF is measured exclusively through the NSS results. Internally the University reassures itself with regard to teaching excellence by a process of peer observation
- The UK Engagement Survey is beginning to be used to evaluate levels of student engagement and its impact; however, no agreed methodology or metric has been approved

A copy of the presentation was saved with the minutes. The outcome of the exercise would be known in June.

6. Transformation Programme Summary (Presentation)

The Pro Vice-Chancellor provided an update on the Transformation Programme and shared the latest dashboard of data. A copy of the presentation was saved with the notes.

- Slippage to the TP timescales was a cause for concern and was being actively monitored.
- Apprenticeship activity had been slower than anticipated due to initial employer reluctance regarding the costs involved and some mixed messages in the sector:
 - The Apprenticeship Hub are working closely with development teams to provide accurate costings to establish where the margins lie
 - Resources have been put into academic development teams to support rapid development of apprenticeship programmes
 - It is hoped that projections will be outperformed in 2018-19
- Finance colleagues are working closely with each area to provide an accurate forecast for the March meeting of Resources committee. The Student Number Planning Team and the Apprenticeship Hub are also helping to inform projections.

- The Education Partnerships team in Academic Registry has been expanded to accelerate the growth in partnership development activity:
 - Partnership contracts are building in additional staffing options to ensure activities can continue to be resourced
 - A Partnerships Board has been created to manage the Partnership Risk Register
 - New partnerships are anticipated significantly to contribute to the overall financial position

7. General Data Protection Regulations (GDPR) (Paper)

The Deputy Vice-Chancellor introduced the paper which outlined changes to data protection regulations, including new requirements to record data processing activities and the need to opt-in to allow personal data to be processed.

- There will be substantial fines for violating GDPR (up to 4% of turnover)
- Data breaches will need to be reported within 72 hours
- The University is examining the extent to which students can limit access to their data, e.g. for attendance monitoring purposes.
- GDPR responsibilities are widespread and include Council members themselves
- A Compliance Action Plan has been prepared which focuses on critical activities, including redrafting the University's Data Protection policy, the creation of an asset register and the review of Terms and Conditions of Admission for students

It was agreed that a further report will be presented to Council at its June meeting once GDPR has come online.

Signed: _____ Date: _____
Michael Hipkins (Chair of Council)

Drafted (Minute Secretary):	16-Feb-2018
Checked (Clerk to the Council):	21-Feb-2018
Checked (Vice-Chancellor):	28-Feb-2018
Confirmed for circulation (Chair):	1-Mar-2018