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SENATE

MINUTES OF THE MEETING HELD ON MONDAY 26 MARCH 2018  
AT 10AM IN JOHN TOMLINSON SUITE

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<b>Members</b>	Rev Canon Professor Peter Neil	Vice-Chancellor (Chair)
	Stephen Deville	Chief Operating Officer
	Dr Robert Boast	Executive Dean; Learning, Teaching and Student Engagement
	Rachel Harvey	Head of Planning and Data
	Josh Blanchard	Students' Union Vice President, Education
	Sian Hope-Johnson	PG representative
	Umar Zamman	Head of Human Resources and Organisational Development
	Dr Graham Basten	Head of School; Social Sciences
	Viv Kerridge	Member of Academic Staff; School of Humanities
	Dr Nick Gee	Head of School; Teacher Development
	Aimee Quickfall	Member of Academic Staff, School of Teacher Development
	Professor Chris Atkin	Professor of Higher Education; School of Teacher Development
	Dr Emma Pearson	Member of Academic Staff; School of Social Sciences
<b>Officer</b>	Stephanie Gilluly	Interim Registrar
<b>Minutes</b>	Kelly Fisher	Head of Quality and Regulatory Compliance

The Chair thanked members for their attendance and welcomed the Head of Human Resources and Organisational Development to his first meeting of Senate.

**1. Apologies**

**1.1** Apologies were RECEIVED from the following members:

- Graham Meeson, Acting Head of School; School of Humanities;
- Dr Andrew Jackson, Head of Research;
- Dr Sacha Mason, Academic Staff Member of University Council;
- Dr Craig Spence, Member of Academic Staff; School of Humanities;
- Shaun Thompson, Members of Academic Staff; School of Teacher Development;
- Gareth Hughes, Students' Union President;
- Shane Dangar, Students' Union Undergraduate Representative.

**1.2** The Chair noted the number of apologies for the meeting and expressed dissatisfaction at the level of regular non-attendance.

The Chair requested the Interim Registrar to provide a report on the attendance of all members to include details of number of sessions missed.

SG

## **2. Minutes of Previous Meeting**

- 2.1 The minutes of the Joint Meeting of University Council and Senate held on 22 November 2017 were confirmed as a fair and accurate record, and the Chair was authorised to sign them.
- 2.2 The minutes of the Senate meeting held on 13 December 2017 were CONFIRMED, subject to one minor amendment, as a fair and accurate record, and the Chair was authorised to sign them.

## **3. Matters Arising**

### **3.1 Action Table**

#### **3.1.1 BGU Apprenticeships – moving forwards**

Senate RECEIVED an updated action table and NOTED that the University's application to join the RoATP had been granted. The RoATP will be circulated to Senate following its 26 March 2018 meeting.

- 3.1.2 Senate NOTED that all other actions were either covered under substantive agenda items or had been actioned and closed.

### **3.2 Any other matters**

- 3.2.1 Senate RECEIVED and NOTED the Chair's Action for the approval of amendments to the Senate terms of reference and membership.

The Interim Registrar advised members that the Key Performance Indicators (KPI's) (*noted on page 3*) had been circulated for consultation following the previous meeting of Senate and no comments had been received. The KPI's would be honoured for a period of one year.

Senate NOTED the following membership changes:

- Deputy Vice Chancellor – Vacant
- Governance Officer – TBC
- Member of Academic Staff; School of Social Sciences – Dr Jenny Hamilton to replace Elizabeth Hopkins (retired)
- Academic Member of Staff; University Council – Dr Sacha Mason
- Chair; Diversity and Equality Committee – Umar Zamman (new)

The Chair thanked Elizabeth Hopkins for her long service both as a member of Senate and to the University.

Senate NOTED the amendments and RATIFIED the Chairs' Action.

- 3.2.2 Senate RECEIVED and NOTED the Chair's Action for the Conditions of Enrolment for Apprenticeships.

Senate NOTED the amendments and RATIFIED the Chairs' Action.

## **4. Office for Students (OfS) Presentation**

Senate RECEIVED a presentation from the University's The Executive Dean; Learning, Teaching and Student Engagement and the Interim Registrar outlining the nuances of

the OfS registration, and how the University planned to prepare for registration.

Senate NOTED the following:

- the University needs to be on the register by September 2019, to allow students to claim funding;
- to comply with OfS requirements, the University was amending the website to advise we are not currently on the register, targeting applicants for 2019 entry;
- OfS are applying a high minimum threshold to allow organisations on the register.

The key documents for registration are:

- Access and Participation Plan

The Access and Participation Plan to be undertaken by the Executive Dean; Learning, Teaching and Student Engagement and the Head of Student Support, with a gap analysis being undertaken between the University's previous OFFA statement and the requirements of OfS to identify any 'new' targets.

The OfS will review the Access and Participation plan late 2018 and issue further guidance/advice for the 2020 plan.

- Consumer Protection Law

The Interim Registrar advised members that the HE guidance document on CMA has been used as part of our self-assessment on our compliance with Consumer Protection Law. The Director of Marketing, Recruitment and Communications will lead on this piece of work.

- Student Protection Plan

The Interim Register advised members that the original version of the Student Protection Plan scheduled to be presented had been withdrawn from the agenda, due to a change in the guidance issued by the OfS.

The new guidance indicated that BGU would be required to risk assessed itself as an institution and mitigate against potential risk.

- Management and Governance

Members were informed that within the self-assessment document for management and governance, there is a need to state that the role of University Council is to ensure good academic governance, along with details of how University Council and Senate work together.

Senate NOTED that the documents were still in development. Draft documents would be submitted to an extraordinary meeting of Senate scheduled for 8 May 2018. The documents would be finalised on 14 May 2018, ready for sign off by the Chairs of Senate and University Council on 18 May 2018. The documents will then be submitted to the OfS.

SG

## 5 GDPR

### 5.1 Standard Phrasing

The Interim Registrar provided an update on the institutions readiness for changes to legislation. Senate was advised that the University needs to make changes and adopt

a Data Protection Policy. The drafting of the policy is being left as late as possible to tie in with the passing of the Data Protection Bill 2018.

The Interim Registrar advised Senate that a number of current University policies and procedures cited the Data Protection Act 1998. In order to ensure that these are correct with regards referencing, the Interim Registrar asked Senate to consider and agree a standard phrase for inclusion in all policies and procedures that cross-reference the Data Protection Act 1998.

‘This policy complies with all relevant Data Protection legislation from 2008 revisions onwards, as per current law within the UK and International requirements’.

Senate was content to APPROVE the standard phrasing for inclusion in all policies and procedures cross-referencing the Data Protection Act 1998.

## 5.2 Data Breach Policy

Senate RECEIVED and NOTED the Data Breach Policy, presented by the Interim Registrar.

Senate noted that:

- the policy had been revised to incorporate updated legislation;
  - the breach process owner had changed from IT to Governance;
  - an incident reporting form had been incorporated;
  - roles and responsibilities had been clearly defined in relation to the implementation of the policy;
  - notification times for breach reporting had been tightened to 72 hours;
  - staff had received training on GDPR via an online e-learning platform.
- Updates will be provided through continual use of regulatory roadshows and development training.

Senate was content to APPROVE the Data Breach Policy.

## 5.3 Privacy Policy

Senate RECEIVED and NOTED the Privacy Policy, presented by the Interim Registrar.

Senate CONSIDERED and was content to APPROVE the policy, subject to one amendment being made concerning age – (*Section 8, Line 1 be amended to read ‘if you are under 18’*).

KF

## 6. **Academic Health of the Institution Report**

6.1 The Executive Dean; Learning, Teaching and Student Engagement advised members that following the Deputy Vice Chancellor’s resignation, he would be working on finalising the Academic Health of the Institution Report.

The final version would be presented to Senate at its meeting in July 2018.

RB

## **7. TEF Subject Level Update**

- 7.1 Senate RECEIVED a verbal update from the Executive Dean; Learning, Teaching and Student Engagement, confirming that the subject pilot submission reports for both Model A and Model B had been submitted.

Senate NOTED that the BGU was one of only 12 institutions to have provided submissions for both models and that issues BGU had identified were consistent with those reported by other HEI's.

Senate NOTED the following key dates:

- Costing Exercise to be submitted 4<sup>th</sup> April 2018
- Formal Survey to be completed 9<sup>th</sup> April 2018
- Consultation on TEF 21<sup>st</sup> May 2018
- Confidential Indicative grades to be issues 29<sup>th</sup> May 2018

The Chair and the Executive Dean; Learning, Teaching and Student Engagement thanked both the TESOF Steering Groups and the authors of the Model A and Model B submissions for their hard work.

## **8. Student Contention Report 2016/17**

- 8.1 The Head of Quality and Regulatory Compliance updated members on the Contention Report for 2016/17, noting its progress through AEC and the amendments made as a result.

Senate NOTED the disproportionate numbers relating to students with disabilities. The Head of Quality and Regulatory Compliance confirmed that actions were in place to mitigate against the summary areas noted.

To note: numbers were relatively small in comparison to the sector, although higher numbers of academic misconducts in Level 6 were noted and advice and guidance supplied to assist students to understand.

Senate RECEIVED, NOTED and APPROVED the Student Contention Report 2016/17.

## **9. Data Capability Programme Update**

Senate RECIEVED and NOTED an update on the Data Capability Programme from the Head of Planning and Data.

Senate NOTED the following:

- Monitoring focussed on three main areas: General Data Protection Regulations (GDPR), Student Record System (SRS) and Data Futures;
- Institution risk was highlighted in respect of the SRS and members were informed that an issue existed with the provider of the system. The system provider had been tasked with providing an action plan detailing how they would get the Institution's system back on track. The SRS system must be right to allow for incorporation in Data Futures. The concern had been reported to FE&GP and University Council.

The Chair thanked the Head of Planning and Data for the update.

## **10. Academic Enhancement Committee approved policies and codes of practice**

- 10.1 Senate RECEIVED, ENDORSED and APPROVED the following policies, presented by the

Head of Quality and Regulatory Compliance:

- (i) Code of Practice for Students with Access Needs
- (ii) Student Maternity, Paternity, Secondary Carer and Adoption Leave Policy
- (iii) Regulations relating to Certificate/Post Graduate Diploma in Education

## **11. Further Policies, Regulations and Codes of Practice**

11.1 Senate RECEIVED and APPROVED the following policy, presented by the Interim Registrar:

- (i) Student Transport, Accommodation and Subsistence Policy

Senate NOTED that consultation had been undertaken with the Schools and the Quality Assurance Committee.

## **12. Records of Decisions approved by Academic Enhancement Committee**

12.1 Senate RECEIVED and NOTED the following Records of Decisions approved by AEC, from the Head of Quality and Regulatory Compliance in her capacity as AEC Officer:

- (i) Postgraduate Certificate in Primary Mathematics
- (ii) MA in Mathematics Education
- (iii) BA (Hons) TESOL and Linguistics

## **13. Institutional Returns**

### **13.1 Annual Assurance Return outcome**

Senate RECEIVED and NOTED an update from the Chair following the submission of the University's Annual Assurance Return in December 2017.

The Chair advised Senate that the outcome, noted in the HEFCE Annual Letter, stated 'BGU is not at higher risk'.

## **14. Sector Updates**

14.1 The sector updates were included and discussed in agenda item 4.

## **15. Minutes of the meetings of the subcommittees of Senate**

Senate RECEIVED and NOTED the following minutes:

- 15.1 (i) Academic Enhancement Committee, 14 February 2018;
- 15.2 (ii) Stakeholder Engagement Committee, 13 February 2018;
- 15.3 (iii) Diversity and Equality Committee, 30 November 2017.
  - Senate NOTED the proposed changes to the Terms of Reference;
  - Senate NOTED the Chair of the Diversity and Equality Committee's intention, reflecting the Committee's widening scope, to change the name to People and Inclusion Committee and to make amendments to the committee Membership;
  - Senate AGREED the proposed changes subject to ratification at the next meeting of the Diversity and Equality Committee.

UZ

## **16. Key issues from University Council**

16.1 In the absence of the Academic Staff Member for University Council, it was agreed that an update on key issues from the University Council would come to the next meeting.



**17. Report from Honorary Graduates Subgroup**

- 17.1 Senate RECEIVED and APPROVED the Chairs Action to recommend two honorary doctorates and an honorary fellowship to the Governance and Nominations Committee, which was recommended from the Honorary Awards Subgroup.
- 17.2 Senate RECEIVED and NOTED an update on the progress from the Chair of Senate, in the absence of the Chair of the Honorary Award Subgroup, and highlighted the following:
- concerns regarding honorary graduates being rejected following initial recommendations from both Senate and the Governance and Nominations Committee;
  - a review of the processes and procedures relating to nominations for Honorary Graduates, together with the establishment of an intermediary award to be undertaken.


Senate referred the matter back to the Chair of University Council for clarification.

**Chair**

**18. Dates future meeting(s)**

- 18.1 Senate NOTED the following meeting dates:
- Wednesday 20 June 2018 at 2pm in Hardy Seminar Room 1
  - Friday 27 July 2018 at 2pm in Hardy Seminar Room 1

Signed by the Chair:

  
Revd Canon Professor Peter Neil

20.6.18  
Date

