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SENATE

MINUTES OF THE MEETING HELD ON WEDNESDAY 20 JUNE 2018  
AT 2PM IN HARDY SEMINAR ROOM 1

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<b>Members</b>	Rev Canon Professor Peter Neil	Vice-Chancellor (Chair)
	Stephen Deville	Chief Operating Officer
	Professor Scott Fleming	Executive Dean: Research, Knowledge Exchange and External Engagement
	Dr Robert Boast	Executive Dean: Learning, Teaching and Student Engagement
	Rachel Harvey	Director of Strategy and Planning
	Umar Zamman	Director of People and Organisational Development
	Gareth Hughes	Students' Union President
	Josh Blanchard	Students' Union Vice President, Education
	Kelly Fisher	Head of Quality and Regulatory Compliance
	Dr Andrew Jackson	Head of Research
	Dr Nick Gee	Head of School: Teacher Development
	Professor Chris Atkin	Professor of Higher Education: School of Teacher Development
	Graham Meeson	Acting Head of School: Humanities
	Viv Kerridge	Member of Academic Staff, School of Humanities
	Dr Craig Spence	Member of Academic Staff, School of Humanities
	Dr Emma Pearson	Member of Academic Staff, School of Social Sciences
	Dr Graham Basten	Head of School: Social Sciences <i>(late arrival due to Exam Board)</i>
	Jennifer Hamilton	Member of Academic Staff, School of Social Sciences <i>(late arrival due to Exam Board)</i>
<b>Officer</b>	Stephanie Gilluly	Interim Registrar
<b>Minutes</b>	Leanne Chancellor	Executive Assistant to University Council and Deputy Vice Chancellor's Office

The Chair thanked members for their attendance and welcomed the Executive Dean; Research, Knowledge Exchange and External Engagement to his first meeting of Senate.

The Chair noted the number of apologies for the meeting and reiterated again, the importance of attendance at Senate, since it is the highest University executive committee which reports directly to University Council.

**1. Apologies**

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

- Dr Sacha Mason, Academic Staff Member of University Council;

- Aimee Quickfall; Member of Academic Staff, School of Teacher Development;
- Shaun Thompson, Members of Academic Staff, School of Teacher Development;
- Shane Dangar, Students' Union Undergraduate Representative;
- Sian Hope-Johnson, Students' Union Postgraduate Representative.

## **2. Minutes of Previous Meetings**

### **2.1 26 March 2018**

The minutes of the Senate meeting held on 26 March 2018 were CONFIRMED as a fair and accurate record, subject to one minor amendment, and the Chair was authorised to sign them.

### **2.2 8 May 2018 – Extra-ordinary Meeting**

The minutes of the Extra-ordinary Senate meeting held on 8 May 2018 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

## **3. Matters Arising**

### **3.1 Action Table**

#### **3.1.1 Academic Health of the Institution Report (minute 1.2 refers)**

Senate RECEIVED a tabled updated action table and NOTED that:

- The Executive Dean: Learning, Teaching and Student Engagement will be presenting the finalised Academic Health of the Institution Report to Senate at its meeting in July.

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

### **3.2 Any Other Matters**

#### **3.2.1 To ratify Chair's Action for the approval of Honorary Fellowship Nomination – Dr Tony Hill**

Senate RECEIVED, NOTED and ENDORSED the Chair's Action for the proposed award of honorary fellowship to Dr Tony Hill, which was recommended from the Honorary Awards Subgroup.

## **4. Honorary Awards Committee**

4.1 Senate RECEIVED and NOTED the paper on establishing a new Honorary Awards Committee to provide clarity to the process of nominating and awarding honorary degrees from the institution.

The Chair PROPOSED that the new Honorary Awards Committee be a committee in its own right, formed by membership from University Council, Senate and the Students' Union. This committee will be chaired by the Vice-Chancellor and will report its outcomes to both Senate and University Council.

The Acting Head of Humanities (Ex-chair of the Honorary Awards Committee) NOTED that he was fully supportive of this proposal.

Senate was content to ENDORSE the new Honorary Awards Committee.

RB

## **5. TEF Subject Pilot Update**

- 5.1 Senate RECEIVED and NOTED the Executive Dean; Learning, Teaching and Student Engagement's update on the TEF subject pilot.

The Executive Dean: Learning, Teaching and Student Engagement NOTED that he had been involved in a conference call on 20 June 2018 with the OfS Pilot Project Team to further discuss the pilot models in light of the indicative ratings.

The Executive Dean: Learning, Teaching and Student Engagement NOTED that from the recent TESOF Steering Group meeting, three key concerns were raised with the OfS Pilot Project Team:

1. How impactful were the institutions submissions – was the feedback the institution received based on metrics alone?
2. Concerns with how subjects with partial metrics would be rated (not rated).
3. How is subject TEF going to be conveyed to the student audience, and how will students perceive this.

The Executive Dean: Learning, Teaching and Student Engagement NOTED that the official OfS pilot report containing lessons to be learnt will be published on 27 July 2018.

The Executive Dean: Learning, Teaching and Student Engagement NOTED that in early October 2018 it is expected that institutions will receive the revised methodology for subject TEF.

- The Executive Dean: Learning, Teaching and Student Engagement also NOTED that he had let the OfS Pilot Project Team that BGU would be interested in participating in the new pilot, which the TESOF Steering Group will continue to work on.

The Chair asked the authors of the subject written submissions for their views on the process.

The Chair thanked all the colleagues involved in the subject level pilot for their work and continued support.

## **6. Data Capability Programme Update**

- 6.1 The Director of Strategy and Planning provided an update to members.

The Director of Strategy and Planning REPORTED that there were three key elements to note:

1. The current Unit4 system and the implementation of the new system;
2. GDPR;
3. Data futures.

The Director of Strategy and Planning NOTED that Data Futures was the new statutory collection regime run by HESA, the designated data body of the OfS.

The timescales for this are:

- First collection – 2019/20;
- Finalisation of statutory returns collection – 2020/21.



The Director of Strategy and Planning NOTED that some routine work was currently underway as part of the data capability programme, e.g. the building of data warehouses.

*Student Records System update:*

The Director of Strategy and Planning INFORMED members that that having taken advice of the institutions solicitors, we have written to Unit4 and advised the company that they are in breach of contract and have given them 30 days to respond.

*GDPR update:*

The Director of Strategy and Planning REPORTED that a GDPR Action Plan had been produced which has been prioritised based on risk and addresses the risk areas raised from the Uniac internal review.

The Director of Strategy and Planning NOTED that the University Council's Subcommittee, the Audit Committee, also monitors the Risk Register regarding all of the areas above.

**7. Academic Enhancement Committee Approved Policies and Codes of Practice**

Senate RECEIVED, ENDORSED and APPROVED the following policies, presented by the Head of Quality and Regulatory Compliance:

- 7.1 Code of Practice for Accreditation of Prior Learning;
- 7.2 Code of Practice for External Examining

**8. Further Policies, Regulations and Codes of Practice**

**8.1 Code of Practice for the Safeguarding of Children and at-risk Adults**

Senate RECEIVED and NOTED the revised Code of Practice for the Safeguarding of Children and at-risk Adults, which was presented by the Interim Registrar.

The Interim Registrar NOTED that the CoP had been amended to ensure the document accurately reflects the current BGU staff structure, GDPR, OfS, ESFA and Ofsted requirements.

The Interim Registrar also NOTED that she will be further amending the document following comments highlighted around clarification made by the Executive Dean: Research; Knowledge Exchange and External Engagement:

- *Section 9.7*; clarification of what 'clear that abuse has occurred'.
- *Section 16.2* – There are instances when an application for ethics approval might make a case for research to be conducted without informed consent in the way that is generally understood to be best practice;
- *Section 16.4 (paragraph 2)* – Applies to all members of the University who work with children or at-risk adults.
- *Section 17.1 (penultimate point)*;
- *Annexe 1*; Should 'bullying' be mentioned explicitly – though it is implicit in some of the forms listed.
- *Annexe 2 (Q.2)* – This needs to be in the Code – suggest 9.1.3.
- *Annexe 3 (section 2.11)* – people engaged in these activities should be appropriately trained/qualified.

The Interim Registrar thanked the Executive Dean: Research, Knowledge Exchange and External Engagement for his comments.

Quality  
Office

The Interim Registrar NOTED that this CoP was due for renewal in September 2018, which will then be presented to the University Council's Subcommittee, Audit Committee.

The Interim Registrar invited members to submit any further comments to her by 9 July 2018.

8.2 Terms and Conditions of Enrolment

8.3 Terms and Conditions of Offer

Senate RECEIVED and NOTED the revised Terms and Conditions of Enrolment and Offer, which was presented by the Interim Registrar.

The Interim Registrar NOTED that both of the draft Terms and Conditions had been revised to recognise the requirements of GDPR and the Data Protection Act 2018, particularly around consent requirements.

The Interim Registrar NOTED that consultation on both Terms and Conditions had been undertaken by the Quality Assurance Committee (QAC) on 5 June 2018.

Senate was content to APPROVE the Terms and Conditions of Enrolment and the Terms and Conditions of Offer.

**9. Records of Decisions Approved by the Academic Enhancement Committee**

Senate RECEIVED and NOTED the following Records of Decisions approved by AEC at its meeting on 23 May 2018:

- 9.1 MA in Professional Studies;
- 9.2 BA (Hons) Business Top Up (Boston College);
- 9.3 FdA Health and Social Care (New College Stamford);
- 9.4 BA (Hons) Special Educational Needs, Disability and Inclusion;
- 9.5 FdSc Sports Coaching, Education and Development (Lincoln College);
- 9.6 FdSc Sports Therapy and Rehabilitation (Lincoln College);
- 9.7 PGCE Secondary;
- 9.8 MA Special Educational Needs and Disability;
- 9.9 Cert Ed/pGDE in Training and Skills (BGU);
- 9.10 Cert Ed/pGDE in Training and Skills (Lincoln College);
- 9.11 Cert Ed/pGDE in Training and Skills (New College Stamford).

The Chair and Interim Registrar gave thanks to all the Chairs and members of the Validations/Re-validation events.

**10. Proposed Collaborative Partnership with Regent Group London**

- 10.1 Senate RECEIVED, NOTED and DISCUSSED the application of a collaborative partnership between the Regent Group London and BGU.

The Interim Registrar REPORTED that initially it is proposed that this franchise would be for the delivery of FdA Health and Social Care Supervision, FdA Professional Studies (Early Childhood) and FdA Professional Studies (Education), which would link to the School of Social Sciences.

The Interim Registrar NOTED that this proposed collaborative partnership arrangement had been discussed at VCEG.

Members raised the following issue/concern:

- Concerns were raised about international students and which institutions they would fall under.

The Interim Registrar NOTED that this would be captured in the Institutional Approval Panel.

Senate was content to APPROVE for the Interim Registrar to approach Regents Group London, to establish a date for an Institutional Approval Panel.

SG

## **11. HE Sector Policy Updates**

### **11.1 OfS and Quality Code Update**

The Interim Registrar NOTED that the OfS Registration was submitted on 22 May 2018. On 31 May 2018, the OfS acknowledged receipt of the information provided and confirmed that the institution had submitted all the relevant documentation. The OfS is aiming to provide institutions with a decision on registration by mid-September 2018.

The Interim Registrar NOTED that the new Quality Code was still being reviewed and written. The expected publication of the new Quality Code is November 2018.

### **11.2 Other Policy Updates**

The Interim Registrar updated members with the following policy updates from VCEG:

- The European Commission is expected to present its proposals on Horizon Europe (14/11/18);
- Post Graduate LEO data have been released;
- HEPI Consultation (value for money/value of Higher Education)
  - The Executive Dean: Learning, Teaching and Student Engagement and the Director of Strategy and Planning NOTED that they will be liaising together on this, to enable information to be reported to one place – as elements of ‘value’ are currently being discussed in various committees.

RB/RH

## **12. Minutes of Meetings of Subcommittees of Senate**

Senate RECEIVED and NOTED the following minutes:

### **12.1 Academic Enhancement Committee held on 23 May 2018.**

- The Executive Dean: Learning, Teaching and Student Engagement highlighted the following:
  - The finalised Academic Health of the Institution Report to be presented to AEC on 11 July 2018 and then to Senate on 23 July 2018;
  - The Learning and Teaching Committee had reviewed the AMR Mid-Reviews.

### **12.2 Stakeholder Engagement Committee held on 21 March 2018.**

- There were no further highlights to present.

### **12.3 Diversity and Equality Committee held on 15 May 2018.**

- The Director of People and Organisational Development noted the following:
  - The proposed changes to the Terms of Reference;
  - The change of committee name to People and Inclusion Committee;
  - The amendments to be made to the committee membership;



- The committee is working with academic colleagues to drive the agenda forward.

**13. Key Issues from University Council**

- 13.1 Members NOTED that there had not been a University Council meeting since the last Senate meeting.

Members NOTED that Dr Sacha Mason was now the new University Council Representative on Senate.

The Director of Strategy and Planning NOTED that she had already started discussions with the Chair of University Council on the next ten year strategy.

**14. Any Other Business**

- 14.1 Relationship between Senate and University Council


The Chair asked members to think about, "How Senate can improve their reporting to University Council", ready for discussion at the next Senate meeting in July 2018


**15. Dates of Future Meeting(s)**

- 15.1 Senate NOTED the last meeting date for this academic year:

- Monday 23 July 2018 at 10 in Hardy Seminar 1.

Signed by the Chair:

  
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Revd Canon Professor Peter Neil

  
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Date

