



SENATE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 DECEMBER 2019
AT 2PM IN ROOM 13

| | | |
|----------------|--------------------------------|--|
| Members | Rev Canon Professor Peter Neil | Vice-Chancellor (Chair) |
| | Professor Scott Fleming | Deputy Vice-Chancellor |
| | Dr Robert Boast | Executive Dean: Learning, Teaching and Student Engagement |
| | Dr Sacha Mason | Academic Staff Member of University Council |
| | Dr Nick Gee | Dean of Faculty |
| | Dr Andrew Jackson | Head of Research |
| | Professor Chris Atkin | Member of Academic Staff |
| | Dr Julia Lindley-Baker | Member of Academic Staff |
| | Viv Kerridge | Member of Academic Staff |
| | Jordan Fane | Students' Union Vice President, Education 2019/20 |
| Invited | Fran Croydon | Academic Quality Manager |
| | | <i>(attending on behalf of the Registrar and University Secretary)</i> |
| Minutes | Leanne Chancellor | Executive Assistant to the Deputy Vice-Chancellor and Registrar & University Secretary |

The Chair thanked members for their attendance at the second Senate meeting of the academic year 2019/20.

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:

- Stephen Hurley, Chief of Finance and Operations;
- Stephanie Gilluly, Registrar and University Secretary;
- Kelly Fisher, Head of Quality and Regulatory Compliance;
- Alan Foster, Students' Union President 2019/20;
- Jennifer Hamilton, Member of Academic Staff;
- Aimee Quickfall; Member of Academic Staff;
- Scott Kidd, Undergraduate Student Representative;
- Susanna Matthan, Postgraduate Student Representative.

The Chair acknowledged the new Student Representative membership for Senate 2019/20:

- Scott Kidd, Undergraduate Student Representative;
- Susanna Matthan, Postgraduate Student Representative.

The Students' Union Vice President, Education noted the difficulty in appointing PGCE student representation to attend Senate, due their school placement schedule.

Members DISCUSSED this and suggested that in the future, a Masters or a Doctoral student could be considered for this representation.

2. Minutes of Previous Meetings

2.1 22 July 2019

The minutes of the Senate meeting held on 22 July 2019 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

2.2 23 October 2019

Members noted that the Senate meeting on 23 October 2019 did not take place.

2.3 27 November 2019 – Joint Senate and University Council Meeting

The minutes of the Joint Senate and University Council meeting held on 27 November 2019 were CONFIRMED as a fair and accurate record.

The Chair thanked members for attending this workshop style meeting, as the purpose of this annual meeting is to provide assurance to University Council on quality, standards and the academic health of the University.

3. Matters Arising

3.1 Action Table

There were no actions arising from the meeting on 22 July 2019.

3.2 Any Other Matters

3.2.1 BGU's REF 2021 Code of Practice – Final

Members RECEIVED and NOTED the final version of BGU's REF 2021 Code of Practice.

The Head of Research reported that BGU's REF 2021 Code of Practice had been formally approved by Research England, and he was starting to liaise with Heads of Programmes and academic leads to follow this work through to our REF submission.

The Head of Research noted the following:

- The REF census date is the end of July 2020;
- The REF submission is the end of November 2020;
- Feedback from the submissions would be received in December 2021.

The Chair NOTED that there had been very few comments received back from Research England regarding BGU's Code of Practice and thanked the Head of Research and those colleagues involved in preparing the Code of Practice.

4. Update on the Access and Participation Plan (APP)

4.1 The Executive Dean: Learning, Teaching and Student Engagement (ExD:LTSE) updated members with the following updates:

- The APP for 2021-2025 has been approved by the Office for Students (OfS).

- The old Widening Participation Working Group has been reconstituted to the Access and Participation Committee (APC); the minutes of this committee will be presented to Senate. The APC had its first meeting on 20 November 2019.
- The committee is reviewing the following:
 - The Planning Team provided a set of metrics relating to new students starting and also, continuation and attainment. The meeting noted that those numbers had changed from the baseline in 2017/18.
 - Interventions are being put into place to try and improve those metrics and identifying the owners of the interventions for the APP, which are built into the new business plan.
 - The ExD:LTSE noted that he would be meeting with those owners in the New Year, to ensure the interventions have been well planned and started, to ensure that the targets will be reached in the next five years.
- It was noted that institutions are still awaiting the APP template from the OfS to comment on the old 2018/19 APP.

4.2 The Chair acknowledged and thanked the ExD:LTSE, Head of Student Support and colleagues involved in the hard work in producing a very informative document.

5. **Update on the University and College Union (UCU) Strike Action**

5.1 The ExD:LTSE reported that the UCU called for eight days of industrial action from 25 November to 4 December 2019. This consisted of a strike, followed by action short of a strike which is forecast to continue until April 2020.

The local UCU branch, after discussions with colleagues about key issues informing the national industrial action, decided to recommend to its members to strike for only one day, that being 25 November 2019. This followed recognition by the local UCU branch of BGSU's established plans to locally address the three issues of gender equality, workload and casualisation of the workforce.

The ExD:LTSE reported that more than three quarters of sessions went ahead as normal and alternative arrangements were put in place to cover those aspects that could not be taught. A follow up piece of work had identified that none of the assessments needed to be amended.

Members noted that the institution is in the period of action short of a strike and is seeking to understand what that may mean. Any potential impact will be recorded and mitigated through management responses.

The ExD:LTSE noted that he made sure the Students' Union was consulted on and informed of the process and updates.

5.2 The Students' Union Vice President, Education reported that the BGSU Exec Team had not received any concerns from students relating to the strike in November 2019, but there might be some issues in the forthcoming months regarding the action short of a strike.

5.3 The Chair NOTED the following:

- He was pleased with the professionalism of the staff working together to minimise potential impact on the student experience;
- He noted that as a university, we are working on all of the issues raised which have been recognised by staff, such as gender pay gap, casualisation and Visiting

Tutors, and there is a detailed workload model in development, which has been consulted on widely within the University.

- He noted that he was really pleased with the dialogue that took place between staff, the UCU staff who wanted to strike, HR, Senior Leaders and the Faculty staff.

6. Reflections on the Joint Senate and University Council Meeting – Academic Health of the Institution Report

6.1 The Deputy Vice-Chancellor (DVC) noted that he was keen to have an opportunity to get members' thoughts and observations on the Joint Senate and University Council meeting.

6.2 Members discussed this and raised the following comments:

- Compared to last academic year's meeting with University Council, members felt the meeting went very well;
- The meeting was vibrant and members felt engaged;
- It was interesting for Senate members to reflect on some questioning by University Council members. It is easy to take for granted, particularly themes and issues for those who are immersed in the Higher Education sector, but of course Council members come from a range of professional backgrounds themselves;
- In the workshops next time, there needs to be a more even balance of University Council members and Senate members;
- It was felt that the report had vastly improved from previously years with the inclusion of the various appendices.
 - The DVC noted that this year, the report was framed around OfS criteria.

6.3 The Chair NOTED that the Chair of University Council wanted very much for University Council members to interact with Senate members, as they wanted to hear from members about our robust processes.

6.4 The DVC noted that the Academic Advisory Group, which consists of University Council members, academics and Students' Union representation considers a lot of the background discussion work which helps University Council members understand better what we do as a university.

7. Academic Enhancement Committee (AEC) Approved Policies, Regulations and Codes of Practice

Senate RECEIVED, ENDORSED and APPROVED the following policies and reports, presented by the DVC.

The DVC noted that a full review of the following policies had been discussed at the Quality Assurance Committee (QAC) and AEC in November 2019.

- 7.1
 - Student Personal Development Plans Policy;
 - One of the Members of Academic Staff queried whether this broad PDP policy covered the two specific pathway processes currently followed within the Faculty.
- 7.2
 - Code of Practice on Copyright (via AEC's Chair's Action);
- 7.3
 - The policies pertaining to the End Point Assessment Office (EPAO) processes (via AEC Chair's Action):
 - 7.3.1
 - EPAO Complaints Policy;
 - 7.3.2
 - EPAO IT Plan;

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- 7.3.3 ○ EPAO Centre Management Plan;
- 7.3.4 ○ EPAO Conflict of Interest Policy;
- 7.3.5 ○ EPAO Procedure to Withdraw an EPA;
- 7.3.6 ○ EPAO Reasonable Adjustments and Special Considerations Policy;
- 7.3.7 ○ EPAO gateway Considerations Document;
- 7.3.8 ○ EPAO End-Point Assessor Quality Assurance Appeals Procedure;
- 7.3.9 ○ EPAO Appeals Procedure for EPA.

8. Minutes of Meetings of Subcommittees of Senate

- 8.1 Academic Enhancement Committee held on 2 October and 13 November 2019
Senate RECEIVED and NOTED the minutes from the Academic Enhancement Committee meetings held on 2 October and 13 November 2019.

- 8.2 Stakeholder Engagement Committee
Members noted that there had been no meeting held since the last Senate meeting.

- 8.3 People and Inclusion Committee
Members noted that there had been no meeting held since the last Senate meeting.

- 8.4 Access and Participation Committee held on 20 November 2019
Senate RECEIVED and NOTED the minutes from the Access and Participation Committee held on 20 November 2019.

9. To Note Reader and Professor Appointments Panel (RPAP) Awards to Professor Jonathan Glazzard and Revd Dr Tania ap Sion

- 9.1 Senate RECEIVED and NOTED the decision of the RPAP to award Professor Jonathan Glazzard (from Carneige School of Education, Leeds Beckett University) with the title of Visiting Professor of Inclusive Education.

- 9.2 Senate RECEIVED and NOTED the decision of the RPAP to award Revd Dr Tania ap Sion (previously from the University of Warwick) with the title of Reader of Religions, Humanities and Education.

10. Key Items from University Council

- 10.1 The Academic Staff Member of University Council, noted the following key items from the University Council meeting on 27 November 2019:

- Council received a presentation from the Executive Dean: Learning, Teaching and Student Engagement, on the OfS Financial Return, Target Setting and the Business Plan, bringing it altogether;
- Council received an update on the OfS Financial Return;
- Council received an update on student recruitment and the 2020 recruitment cycle;
- Council received the Audit Committee's Annual Report for 2018/19;
- Council received the University Annual Report Accounts for 2018/19, the Statements of Corporate Governance and Internal Controls;
- Council received an update on the Prevent Annual Report from the Head of Student Support;
- Council received in the Joint Council/Senate meeting the Annual Health of the Institution Report from the Deputy Vice-Chancellor.

The Academic Staff Member of University Council wanted to assure members of Senate that there are very robust and probing discussions at Council, and members are very rigorous in the decisions that are made.

The Chair NOTED that a lot of the work for University Council is completed in the Sub-committees, where they go through the minutia and there are some real experts on the committees, especially in Audit Committee and the Financial, Employment and General Purposes (FE&GP) Committee, where they go through the very fine details.

The Chair also NOTED that University Council are extremely supportive of the university and he is very grateful for the work and time they give up to support us.

11. Terms of Reference for Senate

- Following the formation of the Faculty

11.1 Members RECEIVED, NOTED and DISCUSSED the draft Terms of Reference and membership for Senate to commence January 2020, following the formation of the new Faculty in November 2019.

11.2 Senate was CONTENT with the Terms of Reference with the inclusion of:

- The tenure for staff membership.

SG/LC

11.3 Senate was CONTENT with the change of membership with the addition of:

- An Elected Member of Professoriate;
- One additional Academic Member of Staff (not to be Heads of Programme), making the total of Academic Members of Staff representation to three.

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12. Any Other Business

12.1 Honorary Graduate Nominations – Call Out

The Chair INFORMED members that the call out for Honorary Graduate Nominations had been published with a deadline of 23 January 2020.

The Chair NOTED that the criteria had been amended from last academic year and the emphasis on the local geographical area had been reduced in importance.

12.2 Office for Students (OfS) Student Data Audit

The Chair INFORMED members that the OfS would be visiting BGU week commencing 13 January 2020, to complete an audit of the University's student data.

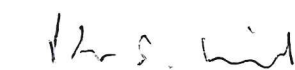
13. Dates of Future Meeting(s)

13.1

- Wednesday 4 March 2020 at 2pm.

The Chair thanked everyone for all their work, help and support throughout the academic year.

Signed by the Chair:



Revd Canon Professor Peter Neil

4/3/20

Date