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EXTRA-ORDINARY SENATE

MINUTES OF THE MEETING HELD ON TUESDAY 8 MAY 2018  
AT 2PM IN HARDY SEMINAR ROOM 2

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| <b>Members</b> | Rev Canon Professor Peter Neil<br>Stephen Deville<br>Dr Robert Boast<br>Rachel Harvey<br>Dr Andrew Jackson<br>Gareth Hughes<br>Josh Blanchard<br>Kelly Fisher<br>Dr Graham Basten<br>Jennifer Hamilton<br>Graham Meeson<br>Viv Kerridge<br>Dr Craig Spence<br>Aimee Quickfall | Vice-Chancellor (Chair)<br>Chief Operating Officer<br>Executive Dean; Learning, Teaching and Student Engagement<br>Director of Strategy and Planning<br>Head of Research<br>Students' Union President<br>Students' Union Vice President, Education<br>Head of Quality and Regulatory Compliance<br>Head of School of Social Sciences<br>Member of Academic Staff; School of Social Sciences<br>Acting Head of School of Humanities<br>Member of Academic Staff; School of Humanities<br>Member of Academic Staff; School of Humanities<br>Member of Academic Staff, School of Teacher Development |
| <b>Invited</b> | Phil Davis (item 2.1)<br>Bob Walder (observer)  | Head of Student Support<br>Chair of University Council  |
| <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 at the Extra-Ordinary Senate Meeting.

**1. Apologies**

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

- Professor Scott Fleming, Executive Dean; Research, Knowledge Exchange and External Engagement;
- Umar Zamman, Director of People and Organisational Development;
- Dr Sacha Mason, Academic Staff Member of University Council;
- Dr Nick Gee, Head of School; Teacher Development;
- Professor Chris Atkin, Professor of Higher Education; School of Teacher Development;
- Shaun Thompson, Members of Academic Staff; School of Teacher Development;
- Dr Emma Pearson, Member of Academic Staff; School of Social Sciences
- Shane Dangar, Students' Union Undergraduate Representative;
- Sian Hope-Johnson, Students' Union Postgraduate Representative.

## 2. Office for Students (OfS) Registration Documents

The Interim Registrar noted that the following documents are draft and are still in development. The documents will 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.

PN/BW  
SG

### 2.1 (Annexe A1) – Access and Participation Plan

Senate RECEIVED, NOTED and DISCUSSED the Access and Participation Plan (APP), presented by the Executive Dean; Learning, Teaching and Student Engagement and the Head of Student Support, with specific reference to consideration of:

- Identifying differential performance for under-represented students;
- Appropriate, proportional and feasible ambitions and strategy to address the areas of development.

The Head of Student Support noted that there were four areas of development for BGU; improving access for BME, mature and male students, and improving success for students with a disability.

The Head of Student Support reported that these focus areas would be achieved through a strategic approach, such as development of part-time/distance learning programmes, review of subjects, the expansion of recruitment beyond the 50 mile radius and learner support.

The Head of Student Support also noted that there was an accompanying Resource Plan to the APP, highlighting two areas:

#### 1. School Sponsorship

The Head of Student Support noted that this section of the Resource Plan would remain incomplete, as BGU's approach to working in partnership with a number of schools precludes school sponsorship;

#### 2. Investment Summary

The Head of Student Support noted that the Director of Resources is currently working on this summary.

Senate highlighted some issues/inclusions for consideration into the APP:

- Senate noted that the ambitions and activities had been identified in the APP, but were we able to measure impact?
- Senate noted that BGU's subject mix did not come across in the APP and asked if the portfolio review could be made more prominent;
- Senate asked if the current targets were to be revised.
  - The Head of Student Support stated that for the purpose of this OfS document there was no requirement to revise targets, because the OfS will review the whole process later this year.

RB/PD

Senate was content to APPROVE the APP subject to the above amendments and inclusions in the document.

The Chair gave thanks to the Executive Dean; Learning, Teaching and Student Engagement and the Head of Student Support for their work on this document.

## 2.2 (Annexe C) – Self-Assessment on Guidance on Consumer Protection Law

Senate RECEIVED, NOTED and DISCUSSED the Self-Assessment on Guidance on Consumer Protection Law, presented by the Head of Quality & Regulatory Compliance, with specific reference to consideration if the document provides sufficient assurance and commentary of appropriate evidence of our compliance.

The Head of Quality and Regulatory Compliance reported that the Self-Assessment was divided into four sections:

1. BGU's overall approach to ensuring compliance with consumer protection law;
2. BGU's approach to providing information to applicants and students: research and application stage, offer stage and enrolment stage;
3. BGU's contract terms and conditions;
4. BGU's complaint handling processes and practices.

Senate highlighted some issues/inclusions for consideration into the APP:

- Senate asked for the document to include the specific timescales to BGU's website;
- Senate asked if the Self-Assessment had been written with the current or future website in mind.
  - The Head of Quality and Regulatory Compliance noted that it had been written based on the current website, due to the website changing.
- The Chair of University Council noted that from the point of view of University Council, Council members would need assurance from time to time that the institution is meeting these requirements.
- The Chair of University Council questioned whether a couple of focus groups could be established with students to see how they feel about the accuracy, fairness and transparency of the offer and acceptance process, and if they understood the terms involved.

The Interim Registrar reported that she and the Chief Operating Officer would be meeting with the OfS on 10 May 2018 and will be clarifying some of the areas with them.

Senate was content to APPROVE the Self-Assessment, subject to the above amendments and inclusions in the document.

The Chair gave thanks to the Head of Quality and Regulatory Compliance for her work on this document.

## 2.3 (Annexe D) – Student Protection Plan and Refund & Compensation Policy

### Student Protection Plan

Senate RECEIVED, NOTED and DISCUSSED the Student Protection Plan (SPP), presented by the Interim Registrar, with specific reference to consideration of the risks and actions proposed are; proportional, realistic and sufficient.

The Interim Registrar noted that she had liaised with various colleagues regarding the SPP and it had been presented in draft format to QAC, AEC and Senate throughout its development.

Senate highlighted some issues/inclusions for consideration into the SPP:

- Senate queried the “voice” presented in the SPP and noted that it should be the “you (*the student*)” voice;  
This also applies to the ESFA voice on page 9, to ensure the document refers to the ESFA and not “we (*the University*)”;
- The Director of Strategy and Planning requested that the risk appendix in the SPP should be the actual OfS and SPP risk register produced as part of the University overarching risk register, not a different version, to avoid updating two versions separately and any confusion as to which is the master copy.
  - The Interim Registrar and the Director of Strategy and Planning to resolve version differences and agree the final document to be included in the SPP.
- Senate asked whether LORIC was required to be included in the SPP under the ‘campus area’ of the document.

SG/RH

#### Refund and Compensation Policy

Senate RECEIVED and NOTED the Refund & Compensation Policy, presented by the Chief Operating Officer.

The Chief Operating Officer noted that the purpose of the policy was to provide guidance to students on when refunds and compensation may be considered appropriate.

The Refund and Compensation Policy will be included alongside the SPP.

Senate was content to APPROVE the SPP and the Refund and Compensation Policy, subject to the above amendments and inclusions in the document.

The Chair gave thanks to the Interim Registrar and colleagues involved in developing the SPP.

#### 2.4 (Annexe F) – Self Assessment on Management and Governance

The Chief Operating Officer stated that the Self-Assessment on Management and Governance was in progress and is in relation to the governance of the University.

The Chief Operating Officer informed members that the University was currently unincorporated, but was going through the process of incorporation. At the same time, some amendments to the Instruments and Articles of Government have been approved by University Council.

The Chief Operating Officer noted that the institution needs to establish with the OfS which set of I&As they wish BGU to refer to, the current set or the set which are being aimed to be in place and operational for when we join the register of providers. The Chief Operating Officer reported that he would be clarifying this position with the OfS when he and the Interim Registrar meet with the OfS on 10 May 2018 and will complete the Self-Assessment following that discussion.

### 3. Policies

#### 3.1 General Data Protection Regulation (GDPR) – Data Protection Policy

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

The Interim Registrar reported that the Data Protection Policy had been updated to align it to the GDPR, ready for implementation on 25 May 2018.

Senate was content to ENDORSE and APPROVE the updated Data Protection Policy.

#### 3.2 Graduation Extenuating Circumstances Policy

Senate RECEIVED and NOTED the Graduation Extenuating Circumstances Policy, presented by the Interim Registrar on behalf of the Events and Alumni Manager.

The Interim Registrar reported that the development of a Graduation Extenuating Circumstances Policy was necessary to provide clarity to students and ensure consistency of decisions around requests to change the graduation ceremony a student attends.

Senate was content to ENDORSE and APPROVE the Graduation Extenuating Circumstances Policy and for the policy to be used to inform decisions relating to the 2018 ceremonies.

### 4. Chair's Action for the Approval of:

#### 4.1 Addendum to Student Transport, Accommodation and Subsistence Policy

Senate RECEIVED and NOTED the Chair's Action to add an addendum (16.2) to the Student Transport, Accommodation and Subsistence Policy.

#### 4.2 Honorary Graduates for 2017/2018

Senate RECEIVED and NOTED the Chair's Action for the proposed award of honorary doctorate to Sir Michael Graydon, which was recommended from the Honorary Awards Subgroup.

### 5. Dates future meeting(s)

#### 5.1 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

