

UCEN Manchester Board

Minutes of the meeting held on 19th June 2020 at 10am via Microsoft Teams.

Present: Kimoni Bell, Cllr John Hacking (Chair), Katrina Michel (items 10/20-13/20), Lisa O'Loughlin (Principal) and Peter Winter.

Apology: Beck Rockey

In Attendance Amy Avery (Assistant Company Secretary & Solicitor), Rachel Curry (Deputy Principal), Jennifer Foote MBE (Company Secretary and General Counsel), Susan Holden (Director of Quality, Standards and Strategic Partnerships), Gary Hughes (Group Marketing and External Relationships Director), Christine Kenyon (Deputy Principal), Edward Lack (Group Director of Quality), Wendy Pennington (Director of Student Experience and Engagement), Debbie Sanderson (Divisional Finance Director College and Income Team) and Michael Walsh (Vice Principal and HE Dean).

No declarations of interest were received.

Part A

08/20	<p>Part A minutes of the meeting of the UCEN Manchester Board held on 6th March 2020</p> <p>The Part A minutes of the meeting of the UCEN MCR Board held on 6th March 2020 were received, approved as an accurate record to be signed in hard copy by the Chair when feasible.</p>
09/20	<p>Nomination of Chair</p> <p>It was agreed to nominate Cllr John Hacking for the position of Chair for 2020/21.</p>
10/20	<p>Covid-19 update</p> <p>The Board was presented with a detailed update on UCEN Manchester's response to Covid-19 which included discussions on implications for strategic objectives, initial response, external response – guidance and regulations, strategic market context, current enrolment pipeline and implications, HE budget position, delivery from September 2020, developing the HE strategy post-Covid, wider market context, plans for a limited June 2020 reopening and mobilisation for September 2020.</p> <p>Members were assured that a significant amount of work had been undertaken, which would continue moving forward, to address the impact of Covid-19. The meeting was pleased to note that the safety of the staff and students and the drive to provide the</p>

	<p>highest possible quality education in the challenging circumstances remained at the centre of all plans.</p>
<p>11/20</p>	<p>Self-Evaluation Document (SED) and Quality Improvement Plan (QIP) Progress report</p> <p>SED</p> <p>The Board received an overview of UCEN Manchester’s SED (2018-19) along with the full SED for an extra level of scrutiny to provide an understanding of the context for the QIP.</p> <p>The conclusions of the SED were mainly positive in that UCEN Manchester “<i>meets requirements</i>” in the curriculum areas with The Arden being rated as “<i>exceeds requirements</i>”. Members noted that improvements needed to be made in regard to Academic Studies which “<i>does not meet requirements</i>”.</p> <p>The Board understood the positive results from the RAG rating of the ten Areas for Improvement (“AFIs”), 50% were rated green and 50% amber.</p> <p>The meeting was provided with data regarding recruitment, achievement and destination of leavers of HE back to 2016/17 to enable Members to track progress. The Board noted that recruitment was below target and further work would need to be carried out to improve levels of wider participation. Members were pleased to note the strong improvements to retention, pass and achievement rates and the increased number of students who received 1st Class Honours Degrees on the prior year. However, it was understood that this was slightly off-set by a lower number of students who had received 2nd Class Honours Degrees.</p> <p>UCEN Manchester’s strengths and areas for improvement for were highlighted to lay the background for the QIP.</p> <p>QIP</p> <p>The Board received an overview of the improvement priorities articulated in the UCEN Manchester QIP for 2019-20 (which derived from the SED) and the progress made was tracked to illustrate historic progress. The meeting also received the full QIP for a further level of scrutiny and assurance.</p> <p>Members reflected upon the objectives that the QIP set out to achieve.</p> <p>The meeting understood that as the QIP reflected short and medium term aspirations to improve continually, several AFIs would require up to four years to fully resolve.</p> <p>The Board was informed that the QIP was last monitored on 14th May 2020 via Microsoft Teams and was pleased to note very significant progress against the actions and targets across most AFIs.</p>

	<p>The meeting understood that the key areas for improvement included the IT infrastructure for UCEN Manchester students and the quality and consistency of cross-college services.</p> <p>The Board was assured that the vast majority of identified actions were being progressed which should lead to tangible improvements in the curriculum.</p> <p>Members understood that any further areas for improvement identified from other sources (such as Quality and Standards Improvement Plan (QSIP), OfS requirements or the staff survey) would be incorporated into the following year's UCEN Manchester SED / QIP to add an extra degree of rigour to improve quality.</p> <p>The Board was assured of the continued drive to progress improvement actions by ensuring regular monitoring points.</p>
<p>12/20</p>	<p>OfS Quality & Standards Improvement (QSIP) Plan Update</p> <p>The Board was provided with the QSIP update for assurance and understood the progress against the improvement priorities actions to date. Members were pleased to note the positive progress made against the 2018/19 targets.</p> <p>The meeting understood that as the majority of targets in the QSIP related to end-of-year outcomes, further progress reports would follow.</p>
<p>13/20</p>	<p>Update from Academic Board and minutes</p> <p>An update from the last Academic Board meeting held on 5th June 2020 was provided to the Board along with the draft minutes of the meeting. Key points discussed included: the DfE's introduction of a temporary student number cap for the next academic year, the appointment of Associate Dean, Committee Structure and Terms of Reference, UCEN Manchester Academic Regulations Pearson Higher Nationals, Student Protection Plan 2020/21, UCEN Manchester QIP, UCEN Manchester Academic Calendar 2020/21, Quality and Standards review update, UCEN Manchester Curriculum Strategy, Student Engagement and Experience/Student Voice update, Covid-19 Plans update, Student Performance update, Minutes of Curriculum, Quality and Standards Committee from 7th May 2020, Office of the Independent Adjudicator Annual Statement 2019 and Access and Participation progress update.</p>
	<p>RESOLVED that as the items to be considered are deemed commercially sensitive, the Board move into confidential session.</p>

	<p>----- Chair</p> <p>----- Date</p>
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The meeting closed at 12:00 noon.