

**MEETING OF THE BOARD OF TRUSTEES
22ND NOVEMBER 2019**

REDACTED MINUTES FOR PUBLICATION

A meeting of the Board was held at UCEM, Horizons, 60 Queen's Road, Reading, RG1 4BS from 10.00am – 14.00pm on Friday 22nd November 2019.

Present:	Ms J Brainch (JB)	
	Ms A Clack (AC)	
	Mr C Costigan (CC)	
	Mrs H Edwards (HE)	(Staff Trustee)
	Ms P Farrell (PF)	(Student Trustee)
	Mr A Hynard (AH)	
	Dr S Jackson (SJ)	(Vice Chair & Meeting Chair)
	Professor K Miller (KM)	
	Mr C Turley (CT)	
	Ms M von Tunzelman (MvT)	
	Mr A Wheaton (AW)	(Principal)
In attendance:	Mrs J E Fawkes (JEF)	(UCEM Secretary)
	Mrs L Hughes (LH)	(Note taker)
Apologies for absence:	Mrs B Bartlett (BB)	
	Mr J Gellatly (JG)	(Chairman)
	Mr A Martin (AM)	

At the start of the meeting, the Chair proposed that the University College of Estate Management extend its annual loyal greetings to Her Majesty The Queen and UCEM's Royal Patron, His Royal Highness The Prince of Wales, and hopes that Her Majesty and His Royal Highness, continue to enjoy good health and happiness. This motion will be sent by letter from the Board within the next week.

1) GENERAL BOARD GOVERNANCE

10257 1.1) DECLARATION OF ANY CONFLICTS OF INTEREST

10258 There were no conflicts of interest reported.

10259 1.2) APOLOGIES FOR ABSENCE

10260 There were apologies for absence from Bridget Bartlett, John Gellatly and Alastair Martin.

10261 **1.3) TO APPROVE THE MINUTES OF THE MEETING HELD ON 27TH SEPTEMBER 2019**

10262 The minutes of the Board of Trustees meeting held on 27th September 2019 (as included at paper 1.3) were **APPROVED** as a true record and signed by the Vice Chair.

10263 **1.4) TO APPROVE THE REDACTED MINUTES OF THE MEETING HELD ON 27TH SEPTEMBER 2019**

10264 The proposed minutes for redaction from the meeting of 27th September 2019 were reviewed by the Board and **APPROVED**. Trustees were reminded that UCEM is now required to publish all Board and Committee minutes and that approval for redacted sections must now be agreed at the start of each meeting. The approved set of minutes will be the first UCEM publishes as part of its Condition of Registration on a new web page on Monday 24th November 2019.

10265 **1.5) TO CONSIDER MATTERS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON THE AGENDA AND REVIEW THE ACTIONS SUMMARY**

10266 The summary showing the outcome of actions from the meeting held 27th September 2019 (paper 1.5) was taken as read with updates on listed actions duly **NOTED** (all actions were closed).

10267 **1.6) TO NOTE DATES FOR TRUSTEE DIARIES**

10268 Trustees **NOTED** paper 1.6 which summarised the Board and Committee dates for 2020, alongside the list of additional discretionary events that require support from across the Trustee body. The calendar presented reflects all recently made changes to dates as advised by email on 7th November 2019.

10269 LH reminded Trustees that a new date of 2nd July 2019 had been set for the UCEM Board Governance Review and requested confirmations that the day will have all Trustees present so it may proceed to be confirmed with the facilitators.

ACTION Trustees to confirm availability for 2nd July governance day. [ALL]

10270 **1.7) STAFF TRUSTEE RE-APPOINTMENT**

10271 Helen Edwards was invited to leave the meeting room.

10272 The Board discussed the re-appointment of Helen Edwards as Staff Trustee for a second three-year term, as recommended by the Nominations and Governance Committee. Helen has indicated her willingness to continue for a second term and to provide mentoring and continuity whilst the second Staff Trustee is inducted into their role as a governor.

10273 The Board **APPROVED** the re-appointment of Helen Edwards for a second three-year term of office as UCEM Staff Trustee up to December 2022.

10274 Helen was invited back into the meeting room and congratulated on her re-appointment.

10275 1.8) INDEPENDENT TRUSTEE RE-APPOINTMENT

- 10276 Jat Brainch was invited to leave the meeting room.
- 10277 The Board discussed the re-appointment of Jat Brainch for a second three-year term as Independent Trustee (her current term will end in March 2020), as recommended by the Nominations and Governance Committee. Jat has indicated her willingness to continue to serve on the Board.
- 10278 The Board **APPROVED** the re-appointment of Jat Brainch for a second three-year term of office as an Independent Trustee up to March 2023.
- 10279 Jat was invited back into the meeting room and congratulated on her re-appointment.

2) STUDENT AND STAFF FEEDBACK**10208 2.1) UCEM STUDENT EXPERIENCE**

- 10281 Phoebe Farrell, Student Trustee, provided the Student Experience update, focusing on enhancements underway to the Student Representation Framework (see paper 2.1).
- 10282 PF reported that action is currently focused on the Student Representative Model, Unitu and Student Community webpages.
- 10283 Subject to Academic Board and Executive approval and funding resource in the next fiscal year, the introduction of an independent Student Association is proposed, led by the Lead Student Representative, and supported by four officers responsible for specific thematic areas, elected to the roles by the students.
- 10284 Unitu (social media platform) was piloted in Autumn 2019 and initial feedback has been positive. Evaluation of the pilot will take place in January.
- 10285 Student Community web pages are in development and will facilitate local contact for students in similar physical locations. There will also be sections on *your voice*, *volunteering*, *get involved* and *Student Association*. A new Student Newsletter was also be produced.
- 10286 Finally, a new Student Representative Group was launched on LinkedIn and Student Central Live Chat was introduced in November 2019, both of which have had initially positive feedback and use and have enhanced UCEM social media presence.
- 10287 The Board **NOTED** the report and the associated enhancement plans. The Board thanked PF for providing a comprehensive update and her work with UCEM staff to improve NSS/SES scores in this area.

10288 2.2) UCEM STAFF EXPERIENCE

- 10289 Helen Edwards, Staff Trustee, provided the Staff Experience update, focusing on what comes next at UCEM following the Centenary Year. HE reported that staff are focused on completing the revalidations but are excited about the potential for new programmes and for developing the full-time blended offer. Staff caution that it will, however, remain a challenging year in 2020 until Transform is completed and delivered.
- 10290 Staff feel positive about the appointment of a dedicated Learning and Development Manager and about digital literacy projects for staff and students. Staff also continue to feel positive about social activities and benefits UCEM provides, including ending the Centenary Year with the staff Christmas party.
- 10291 HE also reported that staff feel challenged about meeting individual objectives given the volume of workload and change within the institution. Staff also feel the weight of responsibility for securing an Ofsted Good outcome. HE also reported that some Associate Tutors have struggled to adjust to the new tutor model but in the light of positive student feedback this is unlikely to change further.
- 10292 The Board queried how it can better support the Staff Trustee in her role and concurred that provision of staff feedback relative to the planned Board agenda items and discussions would be a useful way to hear the staff voice throughout the entire Board meeting. HE to focus staff feedback around the non-confidential agenda items in the future.
- ACTION HE to focus staff feedback around non-confidential agenda items in the future. [HE]**
- 10293 The Board thanked HE and **NOTED** the update provided.

3) MONITORING AND OVERSIGHT OF M7 TARGETS FOR 2019-20

10294 3.1) PRINCIPAL'S OVERVIEW OF PROGRESS AGAINST TARGETS

- 10295 The UCEM progress update was provided by Ashley Wheaton (see paper 3.1). The coloured RAG ratings in the report reflect the status of the objective at this second meeting of the 2019/20 financial year, providing the latest perspective on performance against the top level M7 goals for the year.
- 10296 **AW highlighted some key points in his update:**
The Transform rescoped project remains broadly on track, and the one element that was behind plan has now removed from project scope – semesterised re-registration.
- 10297 Preparations for an Ofsted inspection remain rigorous in anticipation of a call very soon.
- 10298 Some internal restructuring has taken place in the autumn following the departure of the previous Vice Principal Learning and Teaching. This includes a larger Senior Leadership Team and a small Executive team above this.

- 10299 UCEM is still striving for 75% success across all programmes but has yet to achieve this, despite the 78% average result.
- 10300 The NSS action plan continues to be a focus of attention. The survey re-opens in January 2020 for 3 months. It is unlikely UCEM will secure an uplift to 82% but some improvement is anticipated.
- 10301 The lower than target new student recruitment results (1553 vs 1900) has now been quantified in terms of impact on income with the result that UCEM is £1.5M behind budget for the year at October 2019. Re-budgeting the cost base is underway to meet this shortfall and secure breakeven at year end.
- 10302 The biannual Staff Engagement Survey is currently live and will close in early December; results will be reported to the Board in March 2020.
- 10303 The Board **NOTED** the comprehensive update provided by the Principal and thanked AW for the report.
- 10304** **3.2) THEMATIC UPDATE: FINANCIAL HEALTH**
- 10305 Tim Mills, Finance Director joined the meeting for this item.
- 10306 The Finance Director presented a financial update (see papers 3.2, 3.2a, 3.2b, 3.2c and 3.2d) to give the Board and overview of the current Financial Health of UCEM.
- 10307 **REDACTED**
- 10308 TM reported that the Finance Committee approved drawdown of £1.25M to fund cashflow in autumn 2019 was requested in mid-November 2019.
- 10309 The single biggest impact on the cashflow is funding the apprenticeship cash lag for a further few years. The cessation of project spend with the delivery of Transform in September 2020 is also and 58 Queen's Road during 2020 also have a positive impact thereafter. In 2019-20 UCEM anticipated operational breakeven but significant statutory losses due to the impact of these items on the balance sheet.
- 10310 The Treasurer thanked TM for preparing the data on the cashflow. The Board **NOTED** the sensitivity of further cost savings in year in terms of messaging and staff morale.
- 10311 The Board **NOTED** the additional papers on income shortfall and the latest management accounts, which are usually presented to Finance Committee.
- 10312 Finally, the Board **NOTED** that the Finance Team is currently preparing a 4-year financial forecast for the Office for Students which will require Board sign-off ahead of submission in early December, and final submission, with the full 2018-19 financial statements, in early January 2020. An exceptional telecon will be organised to facilitate this approval.

ACTION Organise an exceptional Board telecon to review the 4-year financial forecast submission for the Office for Students in early December. [LH]

10313 The Board thanked Tim Mills for the update provided and invited him to leave the meeting.

10314 3.3) THEMATIC UPDATE: STUDENT OUTCOMES – RETENTION AND SUCCESS

10315 The Board was provided with an update on the progress UCEM is making towards its M7 targets on student retention and success (see paper 3.3). JEF reported that the target for 2019-20 is 60% of students achieving full award, and that this is a baseline indicator that the Office for Students will also monitor.

10316 **REDACTED**

10317 The Board **NOTED** the report provided at paper 3.3, and commended the clear progress made to date.

4) EXTERNAL AND REGULATORY UPDATE

10318 4.1) OFFICE FOR STUDENTS CONDITIONS AND MONITORING COMPLIANCE REGISTER

10319 JEF provided an update to the Board on the UCEM Conditions of Registration with the Office for Students (see paper 4.1 and 4.1a). All conditions have now been collated into a single register to aid monitoring of ongoing compliance by the Executive and the Board. The document will also help the Board to understand each individual condition, what non-compliance would look like and the progress UCEM is making towards meeting the new reporting burdens it now faces. In addition, a perceived level of risk to ongoing compliance has also been assigned alongside an indicator of which Board level committee should be responsible for monitoring each condition. JEF informed the Board that for early 2020, this new level of work for each committee will be built into an ongoing annual cycle of business to ensure each item is covered over the course of a year. The Board **NOTED** that this plan will be presented to the Nominations and Governance Committee for review and approval in January 2020.

ACTION Present the annual cycle of business to each committee in early 2020. [JEF/LH]

10320 The Board spent some time discussing the impact of OfS regulation and compliance on both the sector and a whole and UCEM specifically. Of particular importance for the Board was the understanding and acceptance that the OfS holds Boards of Governors fully accountable for the compliance of an institution with its conditions of registration. The Board therefore must ensure it is confident and comfortable with its accountabilities, that an audit trail is put in place to demonstrate compliance, good governance and oversight of all conditions, and that it understands the detail of every element of this and is discussing the appropriate elements regularly. With this in place, UCEM need not fear the Office for Students oversight of the institution,

though it was acknowledged that recruiting new Trustees is likely to become more challenging due to the additional compliance workload.

10321 The Board requested that UCEM's liability insurance be reviewed to ensure it is fit for purpose and fully covers the governing body.

ACTION Check that UCEM's liability insurance is fit for purpose and fully covers the governing body. [JEF]

10322 The Board requested that the Regulations are reviewed to ensure any detail required on OfS Compliance is included.

ACTION Review the Regulations to ensure they recognise OfS compliance. [JEF]

10323 In addition to this, UCEM is required to submit 'Reportable Events' to the Office for Students whenever it deems necessary. There is a lack of clarity from OFS around what will be considered over or under reporting and therefore UCEM aims to put in place a policy on how it will determine what should be a Reportable Event or not (first draft of this policy is paper 4.2a).

10324 JEF explained each condition in the UCEM Register to the Board:

10325 Condition A1 – Access and Participation – REDACTED

10326 B Conditions – Student outcomes and continuation rates. JEF reported that it has self-rated compliance as amber against B3 as the institution need to assess its performance against newly published indicators before it can determine overall compliance.

10327 C Conditions – Protecting interests of students. UCEM considered compliant in this area.

10328 D Conditions – Financial. It was acknowledged that the Finance team is under pressure to prepare its first OfS Financial data return by 2nd December and was only given six weeks to complete this. The Board **NOTED** that UCEM plans to recruit staff in the New Year to support the data requirements of meeting this condition.

10329 E Conditions – Board and governance. JEF highlighted that the key point in this condition is that the Board has responsibility for UCEM's interactions with the Office for Students. This is why creating a policy around what UCEM determines to be Reportable Events is so important and why Board oversight of these is crucial. REDACTED

10330 F Conditions = Data returns, REDACTED.

10331 G Conditions = Payment of OfS fees on time.

10332 The Board **AGREED** that future meeting agendas should be organised to clearly demonstrate the Board is reviewing the necessary conditions throughout the year, even when through the work of the sub-committees. It also **AGREED** that the

overview register should be presented at each meeting so that risk areas can be explored in full.

10333 Finally, the Board **REQUESTED** that the Compliance Register include an additional column to identify the behaviours of compliance (alongside those of non-compliance already identified).

ACTION **Include a column in the OfS Compliance Register for the behaviours of compliance. [JEF]**

10334 The Board **NOTED** the conditions of registration UCEM is now required to meet and its ongoing monitoring role in ensuring these are complied with. The Board thanked JEF for preparing the comprehensive register which will now support the Board's role in oversight.

10335 The Board thanked JEF for her work to date to ensure UCEM remains compliant at the current time but acknowledged the increasing burden of responsibility this has brought and the need for additional support and resource in her team to maintain this position compliance.

10336 **4.2) UCEM POLICY ON REPORTABLE EVENTS**

10337 As part of being registered with the Office for Students, UCEM is now required to notify the OfS of Reportable Events – any event or circumstance that materially affects or could materially affect the provider's legal form or business model, and/or its willingness or ability to comply with its conditions of registration. UCEM must determine itself which events it considers reportable or not but must be mindful that under or over-reporting would potentially be seen as an indicator that it is not meeting the condition of good governance, which would bring about further OfS scrutiny.

10338 UCEM has drafted a policy (voluntarily, there is no formal requirement to have this in place) on how it can internally determine the materiality of reportable events to the OfS and the Board considered this first draft, which is was acknowledged was likely to be refined over time and with experience (see paper 4.2a).

10339 The Board was broadly content with the policy draft but discussed at length the concept of an event being deemed material is it relates to a difference of 25% or more and whether this was the correct percentage. The Board acknowledged the need for a policy to this effect to provide comfort to the Executive but felt it was too generic to apply to all areas of the business. The Board also discussed establishing a rapid escalation policy so materiality can be determined by the Board within the five-day timescale and whether this document should be a formal policy or just a guidance note.

10340 The Executive requested that the Board approves the proposals in section 5 as a minimum which identify the process for approving if an event should be reported to the OfS, which balances the need for Board oversight with the day to day operational responsibilities that lie with the staff of the institution.

10341 The Board **AGREED** to approve the draft document but refer to it as a procedure, rather than policy at the current time. It acknowledged that some procedure for how

UCEM deals with reportable events is required for all and that it can be further refined with clarity of expectation and experience in the coming years. The Board **AGREED** that it will further discuss the percentages to be applied in section 3 regarding materiality before this section is fully approved. JB offered to discuss with the Finance Director what should be considered material within the financial data reporting workstream.

ACTION **Agree with the Finance Director what should be considered as ‘material’ in terms of financial reporting for the Reportable Events Procedure. [JB]**

10342 The Board **APPROVED** in principal the UCEM draft procedure on Reportable Events as presented in paper 4.2a (v0.01) for finalisation immediately as V1.0, but with the inclusion of a comment that it has yet to formally approve the percentages applied to ‘materiality’ in section 3 of the procedure. This will be determined at the next Board meeting in March 2020.

ACTION **Finalise the Reportable Events Procedure with a comment included that the percentages applied to ‘materiality’ are still to be determined. [LH]**

10343 Finally, the Board **NOTED** that UCEM will be reporting the appointment of the Chair Designate to OfS as a Reportable Event next week following publication externally of Amanda Clack’s appointment to the role, planned for 25th November 2019.

10344 **REDACTED**

10345 **REDACTED**

10346 **REDACTED**

10347 **REDACTED**

10348 **REDACTED**

10349 **REDACTED**

5) PROPERTY UPDATE

10350 **5.1) SHINFIELD GRANGE UPDATE**

10351 Michael Gibbens joined the meeting via Zoom for this item.

10352 **REDACTED**

10353 **REDACTED**

10354 **REDACTED**

10355 The Board requested that AW continue with the currently planned meetings with local councillors to fully understand the prospects of success and scale of PR activity

required should UCEM choose to continue to pursue the project. In the meantime, it was **AGREED** that JG should be asked to urgently convene a meeting of the Property Working Group to take the final decision on whether to pursue the project at the current time or not bearing in mind the long-term benefits but the short term drain on cash and resources within UCEM.

ACTION **Urgently convene a meeting of the Property Working Group to make a final decision on whether to pursue UCEM's project for Shinfield Grange at the current time. [JG]**

10356 The Chair thanked MG for the update and invited him to leave the meeting.

10357 **REDACTED**

10358 **REDACTED**

10359 **REDACTED**

10360 **REDACTED**

10361 **REDACTED**

6) TRUSTEE RECRUITMENT UPDATE

10362 **6.1) STAFF TRUSTEE**

10363 The Board was reminded that it had previously decided to enact the provisions of the Royal Charter to appoint a second Staff Trustee to the Board. Recruitment for the second Staff Trustee commenced in September, a first stage process was held with Ashley Wheaton and Jane Fawkes for the five candidates and of these, three will be interviewed by a Nominations and Governance Committee panel on the afternoon of 22nd November 2019. The applications of these three candidates were shared with the Board in paper 6.1a.

10364 The Board **NOTED** that the appointment of the second Staff Trustee will therefore be formally considered at the Nominations and Governance Committee meeting on 22nd January 2020 and the appointment approved by the Board at the start of the 26th March 2020 meeting, which the nominee will attend as their first meeting.

10365 **6.2) STUDENT TRUSTEE**

10366 The Board was reminded that it had previously endorsed the decision of the Nominations and Governance Committee to enact the provisions of the Royal Charter to appoint a second Student Trustee to the Board. The candidate will preferably be a postgraduate student (to complement PF from undergraduate) and the additional appointment is part of a strategy to demonstrate UCEM Value for Money by increased student input into governance of the institution. Recruitment has commenced, the application deadline is 25th November 2019, and to date there have been two applicants. Following an initial interview with AW and JEF, a panel of Trustee representatives will be requested to participate in a second-stage interview

process and a formal appointment is anticipated for the 26th March 2020 Board meeting.

10367 6.3) INDEPENDENT TRUSTEES

10368 The Board was reminded that it is seeking to recruit two new independent trustees to the Board, particularly in light of Bridget Bartlett stepping down in December 2019. Advertising took place in September/October and stage one of the interview process took place on 20th November 2019.

10369 A second-stage interview will now be required with a Trustee panel including a minimum of one from the current Chair, the Vice Chair or the Chair Designate. This stage will invite three candidates back from stage one, however the Board was asked to note that all three come from industry and not higher education and all are from a similar demographic and that therefore any appointment will not impact Board diversity nor the lack of higher education knowledge and expertise. **REDACTED**.

10370 The Board **AGREED** that the Nominations and Governance Committee should consider how the Board can attract candidates from higher education in the future.

10371 The Board **NOTED** that any request to make a formal Independent Trustee appointment will come forward to the 26th March 2020 Board meeting.

7) MATTERS FOR REPORTING

10372 7.1) KEY PERFORMANCE INDICATORS FOR LEVEL 3 SURVEYING TECHNICIAN DIPLOMA PROGRAMME

10373 The Board was presented with the updated KPIs for the L3 Surveying Technician Diploma programme (paper 7.1) for review to ensure Board confidence and oversight that UCEM is working to reduce risk and meet its compliance obligations in this area.

10374 Within this it was **NOTED** that UCEM has positive data trends on retention KPIs. The Board acknowledged that UCEM's contractual arrangements do impact on the KPIs as the institution only became a lead provider with full responsibility for quality and standards for all aspects of provision in the 2017-18 academic year.

10375 The Board **NOTED** the positive progress in the ESFA Learner Satisfaction Survey results. The Board also **NOTED** that there is still no data on functional skills but that a contract is now in place and students are being supported in this area.

10376 7.2) LEVEL 3 SELF ASSESSMENT REPORT AND QUALITY IMPROVEMENT PLAN

10377 The Board **NOTED** that this meeting had fallen in the calendar before the November UCEM Academic Board meeting and that as a result the natural progression of paperwork through Academic Board and on to Board of Trustees was not possible. The documentation still requires Board oversight, scrutiny and approval, so the Board also **NOTED** that it will be requested to provide email approval after 27th November 2019 and that this will be recorded as a Chair's Action in the minutes.

ACTION Secure Board approval for the SAR and QIP over email after 27th November 2019. [HE/LH]

10378 Chris Costigan provided a verbal update on his participation in the Self-Assessment Report validation panel meeting held 13th November 2019 as part of Board oversight and assurance on this matter. CC reported that he was impressed by UCEM's self-critical academic group, who clearly understand what is required of the institution. CC reported that most pleasingly, UCEM had self-assessed its 'Quality of Education' as good for the first time, which should reassure the Board ahead of an anticipated Ofsted inspection.

10379 7.3) MANAGEMENT OF PROPERTY PEOPLE'S NETWORK

10380 AW advised the Board that UCEM had enhanced its relationship with Property People's Network (to be discussed further at item 10). The aim of the project is to enhance UCEM enhancement with the sector as a whole and to enhance the alumni network and strategy globally. The project is a zero-cost transaction to UCEM.

10381 The Board **NOTED** the new management arrangements for Property People's Network with UCEM as referred to in paper 7.3.

10382 7.4) FINANCE COMMITTEE UPDATE

10383 The Board **NOTED** the outcomes and decisions of the Finance Committee, held on 11th October and 6th November 2019, as presented in the Executive Summary of the meeting at paper 7.4. The Board also **NOTED** that the full minutes of the meeting are available for reference on the Trustee Portal.

10384 7.5) NOMINATIONS AND GOVERNANCE COMMITTEE UPDATE

10385 The Board **NOTED** the outcomes and decisions of the Nominations and Governance Committee, held on 11th October 2019, as presented in the Executive Summary of the meeting at paper 7.5. The Board also **NOTED** that the full minutes of the meeting are available for reference on the Trustee Portal.

10386 7.6) NOMINATIONS AND GOVERNANCE COMMITTEE ANNUAL REPORT 2018-19

10387 Chris Turley presented the Nominations and Governance Committee's Annual Report 2018-19 to the Board (see paper 7.6).

10388 The Board **APPROVED** the Nominations and Governance Committee's Annual Report 2018-19 as presented in paper 7.6.

10389 7.7) AUDIT COMMITTEE UPDATE

10390 The Board **NOTED** the outcomes and decisions of the Audit Committee, held on 16th October 2019, as presented in the Executive Summary of the meeting at paper 7.7. The Board also **NOTED** that the full minutes of the meeting are available for reference on the Trustee Portal.

10391 **7.2) AUDIT COMMITTEE ANNUAL REPORT 2018-19**

10392 Stephen Jackson presented the Audit Committee's Annual Report 2018-19 to the Board (see paper 7.8).

10393 The Board **APPROVED** the Audit Committee's Annual Report 2018-19 as presented in paper 7.8.

8) OTHER MATTERS FOR NOTING ONLY**10394** **8.1) OFFICE FOR STUDENTS RECURRENT GRANT ENHANCEMENT**

10395 The Board formally **NOTED** the enhancement to the UCEM Recurrent Grant award announced by the Office for Students on 17th October 2019, for the 2019-20 academic year and that the total funding allocation is now £974,537.

10396 **8.2) REPORT ON HEALTH AND SAFETY**

10397 Board **NOTED** the report on Health and Safety as presented at paper 8.2.

10398 **8.3) UCEM COMPLAINTS, APPEALS AND WHISTLEBLOWING REPORTS**

10399 The Board **NOTED** the data on complaints made to UCEM in Quarter 1 2019-20 as detailed in paper 8.3 and that no issues had been raised to OIA level.

10400 The Board **NOTED** the data on appeals cases since the last meeting as detailed in paper 8.3.

10401 The Board **NOTED** that there had been no whistleblowing cases.

10402 **8.4) DATA PROTECTION REPORT**

10403 The Board **NOTED** the five information security breaches and three subject access requests across September, October and November (to date) 2019. The Board was reminded that Subject Access Requests and Freedom of Information requests are increasing and will become the responsibility of the (to be recruited) Director of Regulatory Compliance.

10304 **8.5) UPDATE FROM ACADEMIC BOARD**

10305 An Executive Summary of the Extraordinary Academic Board meeting held on 4th November 2019 was presented at paper 8.5 and the Board noted that the full minutes of the meeting were included for reference at paper 8.5a on the Trustee Portal.

10306 **8.6) UPDATED STAFF ORGANISATION CHART**

10307 An updated Senior Level UCEM staff organisational chart by department / new SLT level was provided at paper 8.6 and **NOTED** by the Board.

9) ANY OTHER BUSINESS

10408 9.1) ANY OTHER BUSINESS

- 10409 The Board **NOTED** that Bridget Bartlett formally steps down as a Trustee from 1st December 2019 and thanked her again for her service to UCEM.
- 10410 The Board **NOTED** that UCEM Graduation takes place in two weeks' time with some 1200 people expected on the day. UCEM will be awarding its first Honorary Doctorate awards and the final four Honorary Fellowships approved in 2019.
- 10411 No further items of business were reported, and the Chair duly closed the meeting at 13.00pm.

10) LUNCH AND LEARN

10412 10.1) UCEM OUTEACH AND WIDENING PARTICIPATION

- 10413 The Board was invited to remain at UCEM for a Lunch and Learn session on UCEM's widening participation activities, including the Outreach Team's work, the new management of Property People's Network, the Chartered Surveyors Training Trust and Building People. A copy of the slides presented is available on the Trustee Portal.
- 10414 The Board **NOTED** the intention to bring greater connectivity between these strands of work as a collective demonstration of UCEM's work to widen participation and diversity in the sector. MvT **AGREED** to work with the presenters and link them to the *Changing the Face of Property* campaign.

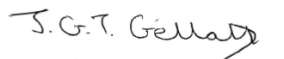
ACTION Link the Lunch and Learn presenters with the Changing the Face of Property campaign. [MvT]

- 10415 The Board thanked the presenters and expressed its pride in this work by the institution where it can show leadership across the sector.

The next Board Meeting will be held on **Thursday 26th March 2020** from **1pm-4pm** in **London at Taylor Wessing**.

Meetings before 26th March 2020:

- 22nd January – Nominations and Governance Committee
 26th February – Academic Review Committee
 27th February – Joint Audit and Finance Committee day

Signed: 

Name: John Gellatly

Date: 26th March 2020