

**MEETING OF THE BOARD OF TRUSTEES
26TH MARCH 2020**

REDACTED MINUTES FOR PUBLICATION

A meeting of the Board was held at UCEM, Horizons, 60 Queen's Road, Reading, RG1 4BS and remotely via Zoom Videoconference from 13.00 – 16.00pm on Thursday 26th March 2020.

Present:	Ms J Brainch (JB)	(Honorary Treasurer)
	Miss E Campbell (EC)	(Student Trustee)
	Ms A Clack (AC)	(Chair Designate)
	Mr C Costigan (CC)	
	Mr J Gellatly (JG)	(Chairman)
	Mrs H Edwards (HE)	(Staff Trustee)
	Mr A Hynard (AH)	
	Dr S Jackson	(Vice Chair)
	Mr A Martin (AM)	
	Prof K Miller (KM)	
	Ms P Farrell (PF)	(Student Trustee)
	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:

[To note: Running order was re-prioritised from the published agenda]

1) GENERAL BOARD GOVERNANCE

10470 1.1) DECLARATION OF ANY CONFLICTS OF INTEREST

10471 There were no conflicts of interest reported.

10472 1.2) APOLOGIES FOR ABSENCE

10473 There were no apologies for absence.

10474 1.3) STAFF TRUSTEE APPOINTMENT

10475 The Board of Trustees **APPROVED** the appointment of Amanda Milambo as the second Staff Trustee for an initial period of three years from 1st August 2020.

10476 **1.4) STUDENT TRUSTEE APPOINTMENT**

10477 The Board of Trustees **APPROVED** the appointment of Ella Campbell as the second Student Trustee for an initial period of one-year, effective immediately.

10478 **1.5) APPROVAL OF THE MINUTES OF THE MEETING HELD 22ND NOVEMBER 2019**

10479 The minutes of the Board of Trustees meeting held on 22nd November 2019 (as included at paper 1.5) were **APPROVED** as a true record and signed by the Chair.

10480 **1.6) APPROVAL OF THE REDACTED MINUTES OF THE MEETING HELD 22ND NOVEMBER 2019**

10481 The proposed minutes for redaction from the meeting of 22nd November 2019 were reviewed by the Board and **APPROVED**. UCEM is now required to publish all Board and Committee minutes as part of OfS compliance, the approved set of minutes will be published on the Governance website on Friday 27th March 2020.

10482 **1.7) APPROVAL OF THE MINUTES OF THE MEETING HELD 29TH NOVEMBER 2019**

10483 The minutes of the Board of Trustees meeting held on 29th November 2019 (as included at paper 1.7) were **APPROVED** as a true record and signed by the Chair.

10484 **1.8) APPROVAL OF THE REDACTED MINUTES OF THE MEETING HELD 29TH NOVEMBER 2019**

10485 The proposed minutes for redaction from the meeting of 29th November 2019 were reviewed by the Board and **APPROVED**. UCEM is now required to publish all Board and Committee minutes as part of OfS compliance, the approved set of minutes will be published on the Governance website on Friday 27th March 2020.

10486 **1.9) APPROVAL OF THE MINUTES OF THE MEETING HELD 9TH JANUARY 2020**

10487 The minutes of the Board of Trustees meeting held on 9th January 2020 (as included at paper 1.9) were **APPROVED** as a true record and signed by the Chair.

10488 **1.10) APPROVAL OF THE REDACTED MINUTES OF THE MEETING HELD 9TH JANUARY 2020**

10489 The proposed minutes for redaction from the meeting of 9th January 2020 were reviewed by the Board and **APPROVED**. UCEM is now required to publish all Board and Committee minutes as part of OfS compliance, the approved set of minutes will be published on the Governance website on Friday 27th March 2020.

10490 **1.11) NOTING CHAIRS ACTION – SELF ASSESSMENT REPORT AND QUALITY IMPROVEMENT PLAN**

10491 The Board noted that one Chair's Action had taken place since the last meeting of the Board in November 2019, which was approval of the Self-Assessment Report and Quality Improvement Plan for Level 3 provision. Ordinarily these reports would be presented to the Board for review and approval at their quarterly meeting but due to the meeting cycle at the end of 2019, the Academic Board had not yet approved the documents before the Board met on 22nd November. As a result, the reports were circulated to the Board on 10th January 2020 for approval via email confirmation.

10492 The Board **NOTED** that approval was secured from the Trustees via email and sign-off to the document provided on 20th January 2020.

10493 **1.12) TO CONSIDER MATTERS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON THE AGENDA AND REVIEW THE ACTIONS SUMMARY**

10494 The summary showing the outcomes of actions from the meeting held 22nd November 2019 (paper 1.12) was taken as read with updates on listed actions duly **NOTED** (all actions were closed or due for discussion in the agenda).

10495 **1.13) TO NOTE DATES FOR TRUSTEE DIARIES**

10496 Trustees **NOTED** paper 1.13a 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 Outlook appointments issued to date. Although Trustees **NOTED** that the governance required by the institution during the current emergency Covid-19 Pandemic period is being reviewed and meetings may be shortened or postponed according to business need.

10497 Trustees **NOTED** paper 1.13b which summarised the proposed Board and Committee dates for 2021, alongside the list of additional discretionary events that require support from across the Trustee body. The Board **NOTED** that if no comments were received on the proposals, that these dates would be issued via Outlook to all Trustees within the next month.

ACTION Issue 2021 Board and Committee meeting dates via Outlook to all Trustees. [LH]

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

10498 **3.2) UCEM POSITION CORONAVIRUS PANDEMIC**

10499 The Board **NOTED** paper 3.2 which provided a position statement on the actions UCEM had taken up to the time of writing on Wednesday 18th March in response to the Coronavirus pandemic. Additional papers, 3.2a-3.2d, were circulated just before the meeting and covered more detail on the UCEM response.

10500 AW reminded the Trustees of the situation at UCEM in the last two weeks. On Friday 13th March UCEM received a call from Ofsted advising of a full inspection from Tuesday 17th – Friday 20th March. UCEM then spent four days (Friday-Monday) in extensive preparations. On Monday 20th March the Government announced lockdown measures in response to the Covid-19 pandemic and Ofsted cancelled

their visit to UCEM at 19.43pm that evening. UCEM then shifted mode and spent the next twenty-four hours moving 95% of staff to remote based home working. A small cohort of staff remained working at Horizons, based on their ability to remain isolated during their commute to work. This small cohort were also sent home and Horizons was fully closed on Tuesday 24th March when full lockdown measures were introduced.

- 10501 The Executive rapidly worked to implement emergency structures and activities and as a result created the Covid-19 BCP Action Plan with the Senior Leadership Team – see paper 3.2a. Over the last two days, whilst the SLT continues to monitor and implement the BCP Action Plan, the Executive has shifted to a more strategic approach for the coming weeks and months and has created the Covid-19 Strategic Plan to secure the institution’s evolution and survival in light of the unprecedented global circumstances (paper 3.2d). The plan focuses on people, business survival and opportunity, and recognises the likely long-term implications of the crisis.
- 10502 The Board **NOTED** that some of the critical issues to emerge out of the Action Plan were the protection of student and employer interests. External messaging has been carried out and as far as possible UCEM will provide a business as usual experience to students at the front line. The key change is that all face to face delivery has been suspended and moved to online. In addition, exams cannot take place in the traditional way and a ‘take home exam’ proposal is in development.
- 10503 One of the key issues facing UCEM will be new student recruitment in the autumn of 2020 and beyond and its consequent impact on income. UCEM is also reviewing what remains deliverable by September 2020 within the Transform project, some of which is now at risk due to the wholly remote model of working by UCEM staff and by potentially significant levels of staff sickness within the schedule up to delivery.
- 10504 The Board **NOTED** that it is also necessary to review the plans to develop a Full Time Offer for autumn 2021, which was a key element of the approved Access and Participation Plan. The Executive is questioning whether it is the right time to develop and launch such an offer and is exploring what options are available with the consultant appointed to the project. **REDACTED**
- 10505 The Full Time Offer was predicated on attracting a new type of student to UCEM. Whilst the aim of attracting different types of students to UCEM remains, the timing of introducing a face to face offer now seems inappropriate. In addition, UCEM may also struggle to develop and launch the new programmes with a significantly reduced workforce working entirely remotely for the foreseeable future. The Board **APPROVED** the recommendation by AW that alternative forms of delivery were considered for the full time offer, and a final decision would be taken on the launch of this as part of the strategic Covid-19 planning.
- 10506 The Board **NOTED** that Graduation in June 2020 had been postponed and was now likely to be a two-day event in December 2020.
- 10507 Finally, the major issue in the emergency response to the crisis has been staff wellbeing and the establishment of communications channels to support everyone. Albeit in the knowledge that a significant drop in income is anticipated and that this will have an impact on the staff cost base and the likely need to furlough and/or make redundancies. All new staff recruitment is on hold. The Board **NOTED** that

there had been no confirmed Covid-19 cases in UCEM staff but about seven people were now self-isolating.

- 10508 The Board **NOTED** the more strategic plans to guarantee the survival of the institution as outlined in paper 3.2d. REDACTED
- 10509 The Board discussed the Transform project and what changes might be necessary in order to still deliver a successful launch in Autumn 2020. The challenges now relate to training all staff and ensuring full development can still take place in time. The principal changes, such as ensuring all assessment is carried out online and removal of exams will still be delivered. A full and detailed risk review has been carried out.
- 10510 UCEM assured the Board that its focus has been on supporting students and protecting their student experience, many of whom report potential job losses or are affected by home schooling their children. Many students are starting to struggle to pay their fees and UCEM is doing what it can to retain them but make the payments more manageable. UCEM has also put in place an emergency hardship fund. The primary issue for UCEM in terms of income reduction will be the volume of employer sponsored students the business is reliant on, where employers are badly affected and cannot support students through their studies anymore. UCEM is investigating mitigation strategies. There has been no indication of any additional or specific support to the higher education sector from government. UCEM is investigating rules around public funding through ESFA and the OfS. The long-term impact on higher education may be significant.
- 10511 REDACTED
- 10512 Paper 3.2b outlined the financial impact of the crisis on the baseline autumn 2020 and Spring 2021 new student recruitment forecast, factoring in three possible scenarios. On top of this, UCEM must anticipate some existing students withdrawing for financial reasons, alongside the impact of this over consecutive years. Therefore, the business is likely to shrink from £15.2M to nearer £11M in the coming year.
- 10513 UCEM intends to access the Government's Coronavirus Business Interruption Scheme for support funding for the furlough of staff (on 80% of salary up to £2.5K per calendar month). Outside of this support, the Board **AGREED** it would not use reserves funding to manage UCEM through the crisis and preserve jobs. REDACTED The Board did **APPROVE** that reserves might be used to support UCEM through short-term cashflow and liquidity issues in the coming months.
- 10514 REDACTED
- 10515 REDACTED
- 10516 The Board **NOTED** that the next steps for the UCEM Executive are to reforecast income and the cost base. Part of this will include rescoping projects and associated costs. REDACTED
- 10517 The Executive is also determining the emergency governance structures required in the business through this period to allow for critical work to be undertaken by key people. UCEM has recognised it cannot just continue as it previously operated in a fully remote model. The Board **AGREED** that its meetings and the sub-committees

should all remain in the schedule but that the meetings should be shorter and focused on critical matters. The relevant audit trails of decision-making throughout the business will remain essential.

10518 The Board also **NOTED** the plans to develop income enhancement opportunities, to mitigate the risks in the Transform project and to re-look at the CX strategy goals and their ongoing relevance or refinement.

10519 3.1) PRINCIPAL'S OVERVIEW OF PROGRESS AGAINST TARGETS

10520 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 third meeting of the 2019/20 financial year, providing the latest perspective on performance against the top level M7 goals for the year.

10521 The Board **NOTED** the progress update and that UCEM is in a positive position for the year to date in terms of meeting breakeven budget. The Spring intake had been better than forecasted, with the Undergraduate targets met. In the context of the Hong Kong market making a minimal contribution, this was an excellent result.

10522 3.3) THEMATIC UPDATE – WIDENING PARTICIPATION

10523 The Board was provided with an update on the progress UCEM is making towards its M7 targets on widening participation (see paper 3.3).

10524 JEF advised the Board that the Academic Board had reviewed progress on the widening participation goals in full (before the current crisis took hold). Overall UCEM has a diverse student population but for those categories that the OfS monitors (undergraduate, UK domiciled) the rates are much lower. The Board was particularly interested in the least diverse student population at UCEM being Level 6 UK apprentices and the impact industry could and should have on this figure. JEF would like the Board to hold a strategic discussion on this item later in 2020.

10525 The Board **NOTED** the progress being made on the widening participation goals of the institution. The Board requested that UCEM uses the statistics in the paper in some positive PR activity, illustrating UCEM's leadership on this agenda. AC also agreed to support this activity through her own social media channels.

ACTION Use the UCEM widening participation statistics in positive marketing activities. [UCEM/AC]

10526 The Board also **NOTED** that the Academic Review Committee had reviewed the work on widening participation and the Access and Participation Plan in February 2020 and had been satisfied with UCEM progress, whilst acknowledging the ongoing ambition to have a far greater impact in this area.

2) STUDENT AND STAFF FEEDBACK

10527 2.1) UCEM STUDENT EXPERIENCE

- 10528 Phoebe Farrell, Student Trustee, provided the Student Experience update (see paper 2.1).
- 10529 PF reported that in general students have provided positive and appreciative feedback of UCEM since last Board meeting, especially regarding student feedback and UCEM improving communications on how it has acted on feedback provided. PF also reported that she had written the student input to Institutional Review which had also been predominantly positive but that this has been put on hold due to the Ofsted visit and the current pandemic crisis.
- 10530 The Board **NOTED** the Student Trustee update report and thanked PF for her contribution.

10531 **2.2) INTRODUCTION OF THE NEW STUDENT TRUSTEE, ELLA CAMPBELL**

- 10532 The Board welcomed Ella Campbell as the second Student Trustee. Ella gave a brief introduction of herself to the Board, stating she works for Amicus as a Project Manager and Quantity Surveyor and is studying for her Masters in Quantity Surveying, intending to graduate this year. Ella wanted to give something back and help provide student feedback to the Board where effecting change is possible. The Board **NOTED** that Kenny Miller had been assigned as Ella's Trustee Mentor.

10533 **2.3) UCEM STAFF EXPERIENCE**

- 10534 Helen Edwards, Staff Trustee, provided the Staff Experience update, focusing on the impact of the Covid-19 crisis and the staff response to the remote working model. HE reported that leadership and communication with staff had been exceptional and that staff feel very supported at this time.
- 10535 HE also reported that she had discussed Widening Participation with staff, and in particular that staff have ideas and are keen to impact the sector and set UCEM apart as the institution for minority groups to study within the built environment sector.
- 10536 The Board thanked HE and **NOTED** the update provided.

4) EXTERNAL AND REGULATORY UPDATE

10537 **4.1) OFFICE FOR STUDENTS CONDITIONS AND MONITORING COMPLIANCE REGISTER**

- 10538 JEF provided an update to the Board on the UCEM Conditions of Registration with the Office for Students (see paper 4.1). The register now contains a column for behaviours of compliance, which the Board had requested at its last meeting, and the RAG-ratings have been updated.
- 10539 The Board **NOTED** the updated position regarding UCEM compliance with OFS conditions of registration and that all conditions are being satisfactorily monitored through all the relevant governance structures.

10540 4.2) OFFICE FOR STUDENTS REPORTABLE EVENTS

10541 JEF provided an update to the Board on UCEM Reportable Events. Since the last meeting of the Board four Reportable Events have been submitted. REDACTED

10542 REDACTED

10543 The Board **NOTED** the four Reportable Event submissions made to the Office for Students since 22nd November 2019.

10544 4.3) UCEM REPORTABLE EVENTS PROCEDURE

10545 The Board was reminded of the Reportable Events Procedure discussed at the last meeting and the currently approved version was provided in paper 4.3a. The Board had failed to reach agreement on the definition of OfS materiality at that meeting and JEF now proposes that UCEM utilises the same definitions that UCEM applies to risk management at the institution – critical, major, moderate, minor and insignificant. Under these criteria anything considered critical, major or moderate would be deemed material and the Audit Committee would support in monitoring this and reporting to the Board. In reality the Board acknowledged it would likely already be aware of any significant issues within the institution.

10546 The Board **APPROVED** the new proposed approach to materiality for determining UCEM's OfS reportable events. The procedure will now be finalised and republished on the Trustee Portal.

ACTION Finalise and re-publish to the Board the OfS Reportable Events procedure. [LH]

5) PROPERTY UPDATE**10547 5.1) SHINFIELD GRANGE UPDATE**

10548 REDACTED

10549 REDACTED

10550 REDACTED

10551 The Board **NOTED** that a plan to mitigate the operational cost to UCEM of Shinfield Grange in the immediate future will be brought to a future Board meeting.

10552 5.2) REDACTED

10553 REDACTED

6) MATTERS FOR REPORTING

10554 **6.1) KEY PERFORMANCE INDICATORS FOR LEVEL 3 SURVEYING TECHNICIAN DIPLOMA PROGRAMME**

10555 The Board was presented with the updated KPIs for the L3 Surveying Technician Diploma programme (paper 6.1) for review to ensure Board confidence and oversight that UCEM is working to reduce risk and meet its compliance obligations in this area.

10556 Within this it was **NOTED** that KPIs 1 and 2 on retention rates were showing positive upward trends and that the attendance rates in KPIs 8 and 9 had also been updated.

10557 The Board **NOTED** the positive progress in the KPI data monitoring. **REDACTED**

10558 **6.2) LEVEL 3 QUALITY IMPROVEMENT PLAN AND POSITION STATEMENT**

10559 HE provided an update on the Level 3 Quality Improvement Plan (QIP) (paper 6.2) and position paper (paper 6.2a). HE reported that actions identified as a result of the Self-Assessment Report were now included in the QIP. All actions were being managed through.

10560 The Position Statement gives the latest perspective on how UCEM would rate against the Ofsted Education Inspection Framework. The anticipated outcome in all four sections was 'good'.

10561 **REDACTED**

10562 The Board **NOTED** the updated provided on the Level 3 Quality Improvement Plan and the Position Statement. **REDACTED**

10563 The Board **NOTED** the updates provided on the Level 3 Quality Improvement Plan and Position paper.

10564 **6.3) SUB-COMMITTEE UPDATES**

10565 The Board **NOTED** the outcomes and decisions of the Nominations and Governance Committee, held on 22nd January 2020, as presented in the Executive Summary of the meeting at paper 6.3a. The Board also **NOTED** that the full minutes of the meeting are available for reference on the Trustee Portal.

10566 In particular, the Board **NOTED** the intention to moved towards and equal ratio of education to industry expertise on the Board of trustees, that use of a recruitment agency in sourcing new Trustees for the Board was financially prohibitive, and that work had commenced on succession protocols for the Principal and Deputy Principal.

10567 The Board **NOTED** the outcomes and decisions of the Academic Review Committee, held on 26th February 2020, as presented in the Executive Summary of the meeting at paper 6.3b. The Board also **NOTED** that the full minutes of the meeting are available for reference on the Trustee Portal.

10568 In particular, the Board **NOTED** that the agenda for the meeting had been reconfigured around OfS conditions of registration and UCEM compliance. The Chair

of Academic Review Committee was pleased to provide Board assurance on the ongoing compliance of UCEM with these conditions. The Committee had also been delighted with the results of the undergraduate and postgraduate revalidation events.

- 10569 The Board **NOTED** the outcomes and decisions of the Finance Committee, held on 27th February 2020, as presented in the Executive Summary of the meeting at paper 6.3c. The Board also **NOTED** that the full minutes of the meeting are available for reference on the Trustee Portal.
- 10570 The Board **NOTED** the outcomes and decisions of the Audit Committee, held on 22nd January 2020, as presented in the Executive Summary of the meeting at paper 6.3d. The Board also **NOTED** that the full minutes of the meeting are available for reference on the Trustee Portal.
- 10571 In particular, the Board **NOTED** the Committee had reviewed UCEM compliance with some of the Office for Students Conditions of Registration and that the only area of concern was with data governance capabilities. The Board also **NOTED** that a full audit on cyber security had been planned for 17th March (following some initial self-assessment work) but due to the anticipated Ofsted inspection and the Covid-19 crisis this had been postponed.

7) ANY OTHER BUSINESS

10572 7) ANY OTHER BUSINESS

- 10573 The Chair requested that all Trustees cast their votes for the Property Award winner before any final announcement is made to the full Board. Once submitted to LH the winner will be announced via email.

ACTION **Collate a final vote result and announce the Property Award chosen winner to the Board. Contact the winner to invite them to the event. [LH]**

- 10574 The Board acknowledged further improvements made to the Board pack for this meeting and the use of a pre-approval process via email for documentation in items 9 and 10.
- 10575 Alastair Martin informed the Board that His Royal Highness The Prince of Wales, UCEM's Royal Patron, had contracted Covid-19 but was suffering only mild symptoms and was recovering well at his home in Scotland.
- 10576 The Board formally thanked the Executive for their work in handling the pressures of the last two weeks as a result of the anticipated Ofsted inspection and the Covid-19 pandemic.

8) MEETING CLOSE

10577 8) MEETING CLOSE

10578 No further items of business were raised, and the Chair duly closed the meeting at 15.40pm.

9) MATTERS FOR APPROVAL

10579 9.1) DATA PROTECTION AND PRIVACY POLICIES

10580 The Board was requested to review the Data Protection and Privacy Policies in advance of the meeting (papers 9.1, 9.1a and 9.1b). No comments on the proposed changes were received and as a result the Board **APPROVED** the UCEM Data Protection Policy V9 and the UCEM Privacy Policy V4 for finalisation and publication.

10581 9.2) SUSTAINABILITY AND CORPORATE SOCIAL RESPONSIBILITY STATEMENT

10582 The Board was requested to review the proposed single UCEM Sustainability and Corporate Social Responsibility Statement in advance of the meeting as presented in paper 9.2 and 9.2a. No comments on the proposed document were received and as a result the Board **APPROVED** the UCEM Sustainability and Corporate Social Responsibility Statement to be finalised and published as V3.0.

10583 9.3) GENDER PAY GAP REPORT

10584 The Board was requested to review the UCEM Gender Pay Gap Report in advance of the meeting for the period 5th April 2019 as presented in paper 9.3 and 9.3a. No comments on the proposed document were received and as a result the Board **APPROVED** the UCEM Gender Pay Gap Report (5th April 2019) to be finalised and published.

10585 9.4) SAFEGUARDING AND PREVENT ANNUAL REPORT 2018-19

10586 The Board was requested to review the Safeguarding and Prevent Annual Report 2018-19 in advance of the meeting as presented in paper 9.4 and 9.4a. No comments on the report were received and as a result the Board **APPROVED** the Safeguarding and Prevent Annual Report 2018-19.

10) OTHER MATTERS FOR NOTING ONLY

10587 10.1) APPOINTMENT OF UCEM AUDITORS

10588 The Board **NOTED** that the Joint Finance and Audit Committees had held an audit tender process on 27th February 2020 which resulted in the panel selecting Mazars to be UCEM's new auditors (paper 10.1). An audit kick-off meeting will take place on 30th March 2020.

10589 10.2) INDEFINITE DEGREE AWARDING POWERS

10590 The Board **NOTED** that UCEM has commenced the process of application to secure permanent degree awarding powers (paper 10.2). The initial stage of the application

involves a risk assessment of the institution by the OFS, and this assessment is expected to take between 2-3 months. After this initial assessment is completed the QAA undertake a quality review of the institution at a time to be mutually agreed. The first stage of the QAA review will involve the submission by UCEM of the 'Self-Evaluation Document.' Dependent upon the level of risk identified by the OFS, and the Self -Evaluation Document, the QAA scrutiny will either be desk based or take the form of an Institutional visit. The Institutional Quality and Standards Review planned for the 31 March-2 April had been intended to inform the UCEM Self-Evaluation Document, however this event was cancelled in light of the Ofsted visit that was scheduled, then cancelled in light of the global Covid-19 pandemic. The implications of the pandemic on the plans for permanent degree awarding powers has yet to be understood.

10591 **10.3) INDEPENDENT TRUSTEE RECRUITMENT**

10592 The Board **NOTED** that following a recruitment process in autumn 2019 and January 2020 no new independent Trustees had been appointed. The Board **NOTED** the intention to move over the next two years to a more equal split between trustees who have knowledge of higher or further education, and those representing the property and construction sectors. The Board **NOTED** UCEM's plans to appoint an internal recruiter to identify appropriate candidates who could be contacted directly and the need for all existing Trustees to identify potential candidates in their networks who may be appropriate and who UCEM can also contact directly.

10593 **10.4) REPORT ON HEALTH AND SAFETY**

10594 Board **NOTED** the report on Health and Safety as presented at paper 10.4.

10595 **10.5) UCEM COMPLAINTS, APPEALS AND WHISTLEBLOWING REPORTS**

10596 The Board **NOTED** the data on complaints made to UCEM in Quarter 2 2019-20 as detailed in paper 10.5 and that no issues had been raised to OIA level.

10597 The Board **NOTED** the data on appeals cases since the last meeting as detailed in paper 10.5.

10598 The Board **NOTED** that there had been no whistleblowing cases.

10599 **10.6) DATA PROTECTION REPORT**

10600 The Board **NOTED** the two information security breaches and one subject access request across December, January and February 2019-20.

10601 **10.7) UPDATES FROM ACADEMIC BOARD**

10602 An Executive Summary of the Academic Board meeting held on 28th November 2019 was presented at paper 10.7a and **NOTED** by the Board.

10603 An Executive Summary of the Academic Board meeting held on 4th March 2019 was presented at paper 10.7b and **NOTED** by the Board.

10604 **10.8) UPDATED STAFF ORGANISATION CHART**

10605 An updated Senior Level UCEM staff organisational chart by department / new SLT level was provided at paper 10.8 and **NOTED** by the Board.

The next Board Meeting will be held on **Thursday 19th June 2020** from **9am-2pm (Strategy Day)**.

Meetings before 19th June 2020:
30th April – Audit Committee
30th April – Academic Review Committee
21st May – Nominations and Governance Committee
21st May - Finance Committee

Signed:



Name:

John Gellatly

Date:

26th March 2020