

**MEETING OF THE BOARD OF TRUSTEES
27TH NOVEMBER 2020**

REDACTED MINUTES FOR PUBLICATION

A meeting of the Board was held remotely via Zoom Videoconference from 10.00am-13.00pm on Friday 27th November 2020.

| | | |
|----------------|--------------------------|--|
| Present: | Ms W Appleby (WA) | |
| | Ms J Brainch (JB) | (Honorary Treasurer) |
| | Prof N Braisby (NB) | |
| | 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) | |
| | Ms A Milambo (AMi) | (Staff Trustee) |
| | Prof 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 Downey (LD) | (VP Digital Education & Professional Services) – item 4 only |
| | Mrs W Finlay (WF) | (VP Learning, Teaching & Apprenticeships) – item 4 only |
| | Mrs L Hughes (LH) | (Note taker) |
| | Mr G McKenzie (GM) | (CEO, GuildHE) – for item 4 only |
| | Ms V Murray (VM) | (Apprenticeships Quality & Business Manager) – for item 7 only |
| Apologies: | Ms P Farrell (PF) | (Lead Student Representative) |

1) GENERAL BOARD GOVERNANCE

10896 1.1) DECLARATION OF ANY CONFLICTS OF INTEREST

10897 There were no conflicts of interest reported.

10898 1.2) WELCOME WENDY APPLEBY AND NICK BRAISBY

10899 The Chair welcomed Wendy Appleby and Nick Braisby to their first Board meeting as Independent Trustees.

10900 **1.3) APOLOGIES FOR ABSENCE**

10901 There were apologies for absence from Phoebe Farrell.

10902 **1.4) MOTION TO EXTEND ANNUAL LOYAL GREETINGS TO HM THE QUEEN AND HRH THE PRINCE OF WALES**

10903 The Chair proposed that the University College of Estate Management extend its annual loyal greetings to Her Majesty The Queen and to UCEM's Royal Patron, His Royal Highness The Prince of Wales, and in 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.

ACTION: Write letters to HM The Queen and HRH The Prince of Wales extending annual Loyal Greetings from the UCEM Board of Trustees. [LH]

10904 **1.5) APPROVAL OF THE MINUTES OF THE MEETING HELD 24TH SEPTEMBER 2020**

10905 The minutes of the Board of Trustees meeting held on 24th September 2020 (as included at paper 1.5) were **APPROVED** as a true record and signed by the Chair.

10906 **1.6) APPROVAL OF THE REDACTED MINUTES OF THE MEETING HELD 24TH SEPTEMBER 2020**

10907 The proposed minutes for redaction from the meeting of 24th September 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 UCEM Governance webpage on Tuesday 1st December 2020.

10908 **1.7) TO CONSIDER MATTERS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON THE AGENDA AND REVIEW THE ACTIONS SUMMARY**

10909 The summary showing the outcomes of actions from the meeting held 24th September 2020 (paper 1.7) was taken as read with updates on listed actions duly **NOTED** (all actions were closed).

10910 **1.8) CHAIR'S ACTION – APPROVAL OF UCEM SAFEGUARDING PROCEDURE**

10911 The UCEM Safeguarding Procedure was reviewed through academic deliberative committees in the summer of 2020 but required Board sign-off. This took place outside of standard meeting cycles via email (paper 1.8 refers). The Board **NOTED** that the Chairman duly signed the UCEM Safeguarding Procedure on behalf of the Board of Trustees on 9th October 2020.

10912 **1.9) FULL TIME OFFER DECISION**

- 10913 The Board was advised that the Executive discussed the Full Time Offer project internally in October, concluding that the project should now be suspended. The Executive presented this recommendation to the Board Leadership Group on 2nd November 2020 (paper 1.9 refers).
- 10914 REDACTED
- 10915 REDACTED
- 10916 REDACTED
- 10917 The Board **NOTED** the recommendation of the Executive to cease any further work on the development of a Full Time Offer and that the Board Leadership Group was also supportive of this recommendation. The Board will further discuss the role any potential Full Time Offer can play for UCEM in achieving its strategic aims throughout 2021. The suspension for the immediate future was therefore **ENDORSED** by the Board of Trustees.

2) STUDENT AND STAFF FEEDBACK

10918 2.1) UCEM STUDENT EXPERIENCE

- 10919 The Student Trustee, provided the Student Experience update (see paper 2.1).
- 10920 EC reported that UCEM students continue to welcome Transform and the changes it is bringing to their studies and overall experience with UCEM, and in particular positive feedback has been captured on Take Home Exams. The impact on student success rates and increased engagement levels were particularly noted, though further evaluation and refinement of processes and guidance will be required. This extremely positive feedback was welcomed.
- 10921 EC also reported that all Student Representatives undertook mental health training earlier this year to support them in their communication roles with other students.
- 10922 The Board noted that UCEM had established a Hardship Fund for students through the Access and Participation Plan, and was considering how to address the issue of digital poverty as part of the Widening Participation Group.
- 10923 It was also noted that students are generally happy with the adjustments UCEM has made and the evolution of support it has given as a result of the impact of Covid-19 in 2020 (including Regulations, a-synchronous learning and assessment).
- 10924 The Board **NOTED** the Student Trustee update report and thanked EC (and PF who had assisted despite being unable to attend the meeting) for their contributions.

10925 2.2) UCEM STAFF EXPERIENCE

- 10926 Helen Edwards and Amanda Milambo, Staff Trustees, provided the Staff Experience update, focusing on the strategy discussion to follow. Staff were asked to consider opportunities for UCEM as an online institution and opportunities to share best practice that will support UCEM to prepare for inspection of its level 6 and level 7

apprenticeship programmes by Ofsted. They shared some slides on screen which will be saved on the Trustee Portal as paper 2.2.

- 10927 HE/AM reported that staff are keen to emphasis UCEM's expertise in online at the current time and to ensure staff and the institution itself remain the experts in the sector. Staff also suggest UCEM launches new products that take advantage of single module/short course opportunities in the adult skills agenda currently or that offer accelerated or full time routes. Staff also suggest more can be achieved on inclusivity and broadening reach and on utilising and promoting the expertise of the UCEM staff and their wider networks, including alumni ambassadors.
- 10928 With regards to preparations for Ofsted inspections of Levels 6 and 7 apprenticeship provision, staff believe UCEM should build on the expertise it has developed in Ofsted at the Level 3 provision, highlight the expertise, knowledge and experience of the UCEM Tutor Team, integrate further academic delivery with work based learning and make greater use of case studies.
- 10929 AC commented on the huge opportunity ahead for UCEM around single module study and new subject areas (sustainability and environmental in particular) and was keen to ensure UCEM remains at market leading edge on its digital capabilities. AC suggested UCEM investigates SSI (Social Selling Index) training for its staff.
- 10930 It was noted that staff are raising the UCEM profile on digital education externally and the substantial total output was recently collated in the Research Committee Annual Report.
- 10931 The Board thanked the Staff Trustees, **NOTED** the update provided and welcomed the appetite for growth and new ideas across the staff body.

3) MONITORING AND OVERSIGHT OF M7 TARGETS FOR 2019-20 AND 2020-21

- 10932** **3.1) PRINCIPAL'S OVERVIEW OF PERFORMANCE AGAINST TARGETS 2020-21**
- 10933 The UCEM progress update was provided by Ashley Wheaton (paper 3.1). The coloured RAG ratings in the report reflect the status of the objective at this second meeting of the 2020-21 financial year, providing the latest perspective on performance against the top level M7 goals for the year.
- 10934 AW reported that the update on the year so far shows predominantly green in the RAG ratings. Finance Committee reviewed the year to date P&L in detail on 11th November and approved some resource back into the budget for the year.
- 10935 UCEM is preparing for the prospect of Ofsted at Levels 6 and 7 from April 2021 through assessing initially what work UCEM will need to do to be ready. At the same time, it remains ready for an Ofsted inspection at Level 3 in January 2021 which ensuring the teach out of the programme remains of a high quality. UCEM appointed two new Senior Directors in the Apprenticeships Department to ensure UCEM secures a good outcome at Ofsted.

- 10936 AW reported that the Executive continues to have concerns about staff wellbeing and has put in place initiatives to support staff, including a 'You Day' on 30th November 2020.
- 10937 AW reported that UCEM has surpassed its targets on reach for the autumn new student recruitment and re-registration periods, but these are still down year on year. The postgraduate programmes have seen the largest increase in numbers. There are more students from B2C routes this year with Level 6 apprenticeships being significantly down. A bounce back is anticipated for Spring 2021.
- 10938 AW reported that module success rates are at their best ever result, which was commended by the Board, and that whilst UCEM is slightly behind target on its widening participation institutional target, it is meeting the targets within the Access and Participation Plan on disabled and BAME students.
- 10939 Finally, AW commented on working practices and the challenges of ongoing remote working. UCEM will be considering the long-term working models it wishes to put in place from January for the post-Covid future.
- 10940 The Board **NOTED** the overview of performance against the M7 goals for the 2020-21 year and in particular the positive position on new student recruitment, retention and income.

4) STRATEGIC DISCUSSION

- 10941** **4.1) STRATEGIC DISCUSSION – GOVERNMENT’S SPENDING REVIEW, OFSTED AT LEVELS 6 AND 7, AND THE ADULT SKILLS AGENDA**
- 10942 The Vice Chair welcomed Gordon McKenzie of GuildHE and Lynne Downey and Wendy Finlay of the UCEM Executive, to the meeting as part of a planned strategic discussion on the external factors impacting the higher education sector at the current time (papers, 4.1, 4.1a and 4.1b provided further context).
- 10943 GM provided a comprehensive overview of the Government’s Spending Review announced this week and some of the likely impacts of Brexit and the recovery from Covid-19 on higher education. The announcements carried some important indicators and hooks for UCEM, yet higher education and universities were not explicitly included at all. GM confirmed that he does not currently anticipate the Post-18 Higher Education Funding Landscape announcements to be made before January. Funding for learners is likely to come from the loans system. The challenges experienced to date with the approval processes for new apprenticeship standards and for accrediting new intermediary level qualifications were acknowledged.
- 10944 The Board agreed it would need to consider more fully whether pursuing activities in the adult skills agenda would be worthwhile versus other commitments in the existing strategy but acknowledged that UCEM is well placed compared to competitors to segment it’s provision into different levels and exit awards. Whether the market will exist for such qualifications or whether it would only exist with PSRB accreditation has not yet been determined or explored.
- 10945 AC commented on the opportunity for UCEM to support increasing technical capabilities in the profession through such courses but that UCEM will need to

influence both employers and PSRBs to realise this and thereby assist in the generation of supply. One way to increase influence on how RICS operates and accredits would be via the Windsor Group.

ACTION: Prepare an insights paper for the next meeting of the Board of Trustees on UCEM's readiness for stacked qualifications (as part of the Government's Adult Skills Agenda) and its engagement with PSRBs to influence collaboration on the initiative and to jointly stimulate demand/supply of students. [AW]

10946 There was insufficient time to fully explore the prospect of the Ofsted inspection regime for degree apprenticeships from April 2021. The Board will receive a full update on how UCEM is preparing for this at its next meeting.

ACTION: Prepare a full update on how UCEM is preparing for Ofsted inspections for degree level apprenticeships. [AW]

10947 The Vice Chair thanked GM for his informative contribution to the meeting and welcomed the valuable contribution such briefings and strategic discussions make to the effectiveness of the Board. He then invited GM, LD and WF to leave the meeting.

5) PROPERTY UPDATE

10948 5.1) SHINFIELD GRANGE UPDATE

10949 Ashley Wheaton provided a brief update on the latest developments with regards to Shinfield Grange and the outcomes of the Finance Committee discussions on 11th November (paper 5.1, supported by paper 5.1a).

10950 REDACTED

10951 REDACTED

10952 The Board **NOTED** the latest developments in the Shinfield Grange project and that the Property Working Group would meet again to progress the project on 5th January 2021.

10953 The Board **NOTED** the final Terms of Reference for the Property Working Group (paper 5.1a).

6) MATTERS FOR APPROVAL

10954 6.1) FINANCIAL STATEMENTS AND ANNUAL REPORT 2019-20

10955 The Board was presented with the final Financial Statements and Annual Report 2019-20 for approval (paper 6.1a), noting that the Joint Audit and Finance Committees reviewed and scrutinised the document in detail on 11th November. Some further changes were noted as required at that time, including the incorporation of a statement on going concern (paper 6.1b) and further detail on UCEM's internal governance and controls. These amendments have now been made and the report was presented for approval.

10956 CC flagged two small errors in the statements, the reference to 'remuneration in excess of £60-£100K' which should read 'remuneration in excess of £100K' and the reference to UCEM having three members of staff in the 2020 table as earning remuneration in excess of £100K, where this should be only two. Both these errors will be corrected, and the final document circulated to the Board for reference.

ACTION: Circulate the final Financial Statements and Accounts 2019-20 to the Board once the two small errors are corrected. [JEF]

10957 The Board of Trustees **APPROVED** the Financial Statements and Annual Report for the year ended 31st July 2020, as provided in paper 6.1a, pending confirmation of the two small corrections required [subsequently provided via email to the Board on 4th December 2020].

10958 The Board of Trustees **APPROVED** the Going Concern statement as provided paper 6.1b, noting that the Auditors had also confirmed their approval of this statement ahead of the meeting.

10959 The Board of Trustees **APPROVED** the Letter of Representations (which was placed on the Trustee Portal as a late paper 6.1c).

10960 The Chairman **AUTHORISED** that his signature be placed on the Annual Report, the Balance Sheet and the Letter of Representations by way of approval.

10961 6.2) TRUSTEE QUALITY, DIVERSITY AND INCLUSION TRAINING

10962 The Board noted that in September 2020, the Nominations and Governance Committee had considered UCEM's compliance with both the Charity Commission Code of Governance and the CUC Code of Higher Education Governance and determined that in order to better comply with these codes, UCEM needed to undertake further work on equality, diversity and inclusion. The Committee agreed that part of this should include Equality, Diversity and Inclusion training for the full Board.

10963 Advance HE has provided a proposal and quotation for training (paper 6.2a) to be held early in 2021 for which UCEM has the budget. The Nominations and Governance Committee does not meet again until end January 2021 and would like to seek approval to secure a date for this training before then.

10964 The Board of Trustees **APPROVED** the Advance HE proposal for Trustee Equality, Diversity and Inclusion training as a means to increase UCEM compliance with the CUC Code for Higher Education Governance and the Charity Commission Code of Governance.

10965 The Trustees **COMMITTED** to attending the session on the proposed date of 22nd April 2021. This date will be circulated to all Trustees via Outlook after the Board's approval.

ACTION: Confirm 22nd April 2021 with both Advance HE and all UCEM Trustees for Equality, Diversity and Inclusion training. [LH]

7) MATTERS FOR REPORTING

10966 7.1) KEY PERFORMANCE INDICATORS FOR LEVEL 3 SURVEYING TECHNICIAN DIPLOMA PROGRAMME

10967 Vicki Murray, Apprenticeship Quality and Business Manager, joined the Board to present the updated KPIs for the L3 Surveying Technician Diploma programme (paper 7.1) to ensure Board confidence and oversight that UCEM is working to reduce risk and meet its compliance obligations in this area. The KPIs cover all key aspects of the apprenticeship programme and are set at a level to meet Education and Skills Funding agency requirements relating to completion of end-point assessment.

10968 The Board **NOTED** the update report and in particular the changes to the KPI data presented since the last update in September 2020, and the additional update on in-year achievements in 2020-21. The Board was particularly pleased that employer satisfaction is now 92% and only 1% below the institutional M7 target.

10969 6.2) LEVEL 3 SELF-ASSESSMENT REPORT AND QUALITY IMPROVEMENT PLAN

10970 VM provided an update on the Level 3 Self-Assessment Report and the Quality Improvement Plan (QIP) (paper 6.2). This document reflects improvement work and judgements from 1 August 2019 to 31 July 2020.

10971 The Board **NOTED** the update provided the update provided and in particular: that overall effectiveness is good in all judgement areas in the education inspection framework and that the wraparound support UCEM provides to apprentices is a core element of this assessment; that further enhancement actions have been undertaken and reflected in this report; that further work is required on apprenticeship achievement data; and that progress is being made against the majority of actions identified in the SAR and QIP so overall progress is expected to continue at a high pace in preparation for an Ofsted inspection in early 2021.

10972 The Board **APPROVED** the report and welcomed the judgement that UCEM is ready for an inspection in January. UCEM has learnt lessons from the anticipated inspection of March 2020 and is able to evidence its improvements over time and the effectiveness of online learning for apprenticeships. The primary focus will be to retain and motivate the staff team as the programme runs out and to maintain consistency in academic delivery.

8) ANY OTHER BUSINESS

10973 8) ANY OTHER BUSINESS

10974 The Board was reminded that Trustees were expected to have completed Safeguarding and Prevent training (as per email of 16th October 2020) by 23rd November 2020.

10975 There being no other items of business raised, the Chairman thanked all Trustees for their participation in the meeting.

9) TRANSITION OF CHAIRMANSHIP

10976 9) TRANSITION OF CHAIRMANSHIP

10977 The Principal gave a short speech to mark the end of the current Chairman's tenure in role. John Gellatly formally stepped down as UCEM Chairman on 27th November 2020 and Amanda Clack became UCEM Chairman. AW highlighted some key achievements of UCEM under JG's leadership, including securing University College Title and independence from the University of Reading and the Centenary year celebrations.

10978 The incoming Chairman also gave a short speech highlighting the significant achievement of high levels of student satisfaction and the healthier financial position of the institution. AC reiterated her excitement and commitment to working with the Board in the future.

10979 JG was then presented with some parting gifts and a document of farewell wishes from the Board of Trustees past and present (available on the Trustee Portal). The outgoing Chairman then gave a short speech in response, highlighting in particular his gratitude to the teams he has worked with and been supported by throughout the last six years.

10) MEETING CLOSE

10980 10) MEETING CLOSE

10981 The Chair closed the meeting at 12.55pm.

The following matters were circulated in a separate pack for approval and noting or comment via email in advance of the meeting.

11) EXTERNAL AND REGULATORY UPDATE

10982 11.1) OFFICE FOR STUDENTS CONDITIONS OF REGISTRATION COMPLIANCE REGISTER

10983 An update on the UCEM compliance register with OfS Conditions of Registration was provided at paper 11.1 and 11.1a alongside paper 11.1b which details UCEM's compliance with conditions E4 and F3 specifically.

10984 The Board **NOTED** the updated position regarding UCEM compliance with OFS conditions of registration (paper 11.1a) and that all conditions are being satisfactorily monitored through all the relevant governance structures.

10985 The Board **NOTED** the detail on the ways in which UCEM remains compliant with conditions of registration E4 and F3.

10986 11.2) OFFICE FOR STUDENTS REPORTABLE EVENTS UPDATE

- 10987 As per the UCEM Reportable Event Policy, the Board is required to approve the submission of any reportable events. The Board **NOTED** that in the last quarter there had been no new reportable events submitted to the Office for Students, nor any which require approval at the current time.
- 10988 The Board **NOTED** that UCEM's Transparency Data 2019 has been presented to the OfS Data Amendments Panel. UCEM is awaiting the outcomes of their assessment.
- 10989 The Board **NOTED** that a decision will be taken on whether the changes to the Access and Participation Plan 2020-24, as a result of the decision to indefinitely suspend work on the Full Time Offer, will need to be notified through the Reportable Events Procedure following the conclusion of informal conversations with the OFS on this matter which are underway at the current time.

10990 **11.3) RISK AND COMPLIANCE UPDATE**

- 10991 An annual update to the Board on the work of the Audit Committee to oversee UCEM's Compliance and Risk Management activities under delegated authority from the Board was presented at paper 11.3.
- 10992 The Board **NOTED** that compliance and risk are monitored in detail through the Audit Committee and there are no issues to raise to full Board attention at the current time other than that the Audit Committee is continuing to actively monitor compliance related to ESFA funding requirements, following the issues raised through audits in this area of the business.

10993 **11.4) ADOPTION OF THE IHRA DEFINITION OF ANTI-SEMITISM**

- 10994 UCEM adopted the IHRA definition of Anti-Semitism at the Academic Board on 24th November 2020 in response to a letter from Rt Hon Gavin Williamson, Secretary of State, on 9 October 2020 requesting that all Universities adopt the definition.
- 10995 The Board **NOTED** that UCEM formally adopted the IHRA Definition of antisemitism at Academic Board on the 24 November 2020 and that the adoption of the definition will comply with the request received from Rt Hon Gavin Williamson on the 9th October 2020.

12) MATTERS FOR APPROVAL

10996 **12.1) PREVENT ANNUAL REPORT AND RETURN**

- 10997 The Board **NOTED** UCEM's ongoing approach to meeting its Prevent Duty obligations and **APPROVED** the proposed annual return and accountability statement as provided in paper 12.1a. The submission will be made with the outgoing Chairman's signature on behalf of the Board.

10998 **12.2) UCEM FREEDOM OF SPEECH POLICY**

- 10999 The Board **APPROVED** the changes and updates proposed in paper 12.2a to the UCEM Freedom of Speech Policy, to be finalised as the new V4.0, to ensure that it

remains up to-date, fit or purpose and in line with sector practice and statutory requirements.

11000 **12.3) SUB-COMMITTEE TERMS OF REFERENCE**

11001 The Board noted that minor amendments to membership of two sub-committee Terms of Reference had been proposed following the appointments of Wendy Appleby and Nick Braisby to the Board of Trustees.

11002 The Board **APPROVED** the Audit Committee Terms of Reference V6.01 for finalisation and publication as V7.0.

11003 The Board **APPROVED** the Finance Committee Terms of Reference V7.01 for finalisation and publication as V8.0.

11004 **12.4) SUB-COMMITTEE ANNUAL REPORTS**

11005 The Board was requested to review the Academic Review Committee Annual Report 2019-20 in advance of the meeting (paper 12.4a). No changes were proposed, and the volume of work undertaken by the Committee over the year was **NOTED**. The Board **APPROVED** the Academic Review Committee Annual Report for 2019-20.

11006 The Board was requested to review the Audit Committee Annual Report 2019-20 in advance of the meeting (paper 12.4b). No changes were proposed, and the volume of work undertaken by the Committee over the year was **NOTED**. The Board **APPROVED** the Audit Committee Annual Report for 2019-20.

11007 The Board was requested to review the Finance Committee Annual Report 2019-20 in advance of the meeting (paper 12.4c). No changes were proposed, and the volume of work undertaken by the Committee over the year was **NOTED**. The Board **APPROVED** the Finance Committee Annual Report for 2019-20.

13) OTHER MATTERS FOR NOTING ONLY

11008 **13.1) UPDATES FROM SUB-COMMITTEES**

11009 The Board **NOTED** the outcomes and decisions of the Academic Review Committee, held on 14th October 2020, as presented in the Executive Summary of the meeting at paper 13.1a. The Board also **NOTED** that the full minutes of the meeting are available for reference on the Trustee Portal.

11010 The Board **NOTED** the outcomes and decisions of the Audit Committee, held on 22nd October 2020, as presented in the Executive Summary of the meeting at paper 13.1b. The Board also **NOTED** that the full minutes of the meeting are available for reference on the Trustee Portal.

11011 The Board **NOTED** the outcomes and decisions of the Remuneration Committee, held on 23rd October 2020, as presented in the Executive Summary of the meeting at paper 13.1c. The Board also **NOTED** that the full minutes of the meeting are available for reference on the Trustee Portal.

11012 The Board **NOTED** the outcomes and decisions of the Joint Audit and Finance Committee, held on 11th November 2020, as presented in the Executive Summary of the meeting at paper 13.1d. The Board also **NOTED** that the full minutes of the meeting are available for reference on the Trustee Portal.

11013 The Board **NOTED** the outcomes and decisions of the Finance Committee, held on 11th November 2020, as presented in the Executive Summary of the meeting at paper 13.1e. The Board also **NOTED** that the full minutes of the meeting are available for reference on the Trustee Portal.

11014 **13.2) TO NOTE DATES FOR TRUSTEE DIARIES**

11015 Trustees **NOTED** paper 13.2 and 13.2a which summarised the Board and Committee dates for 2021. The calendar presented reflects all Outlook appointments issued to date.

11016 The Board specifically **NOTED** the recent changes to the Trustee calendar to switch the Audit and Finance Committee's meeting dates in Feb/March 2021 in order to meet the deadlines of the OfS Financial Return, the new date of 22nd April 2021 for Equality and Diversity Training and the provisional date of 14th October 2021 for the Property Awards.

11017 **13.3) REPORT ON HEALTH AND SAFETY**

11018 Board **NOTED** the report on Health and Safety as presented at paper 13.3.

11019 **13.4) UCEM COMPLAINTS, APPEALS AND WHISTLEBLOWING REPORTS**

11020 The Board **NOTED** the data on complaints made to UCEM in Quarter 1 2020-21 as detailed in paper 13.4 and that one issue had been raised to OIA level.

11021 The Board **NOTED** the data on appeals cases in Quarter 1 2020-21 as detailed in paper 13.4.

11022 The Board **NOTED** that there had been no whistleblowing cases.

11023 **13.5) DATA PROTECTION REPORT**

11024 The Board **NOTED** the seven information security breaches in Q1 2020-21 but that there were no subject access requests in that period.

11025 **13.6) UPDATE FROM ACADEMIC BOARD**

11026 There were no updates from Academic Board to this meeting as the Academic Board sat on 24th November 2020.

11027 **13.7) PROPERTY AWARD 2020 EVALUATION**

11028 The Board **NOTED** the impact of the UCEM Property Awards online event in 2020 in terms of social media activity as presented in paper 13.7.

11029

13.8) UPDATED STAFF ORGANISATION CHART

11030

An updated Senior Level UCEM staff organisational chart by department / SLT level was provided at paper 13.8 and **NOTED** by the Board.

The next full Board Meeting will be held on **Thursday 25th March 2021** from **13.00-16.00pm**

Meetings before 25th March 2021:

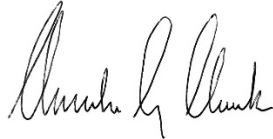
Interim Board Update – 19th January 2021 from 09.00-09.45am

Nominations and Governance Committee – 28th January 2021 from 14.00-16.00pm

Finance Committees – 11th February 2021 from 14.00-16.00pm

Audit Committee – 4th March 2021 from 14.00-16.00pm

Signed



Name

Amanda Clack

Position

Chairman of the Board of Trustees

Date

25th March 2021