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MINUTES OF THE EXTRA ORDINARY MEETING OF SENATE

WEDNESDAY 14 DECEMBER 2016  
2PM IN ROOM 13, SKINNER BUILDING

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**Present:**

Rev Cannon Professor Peter Neil	Vice Chancellor (Chair)
Professor Jayne Mitchell	Deputy Vice Chancellor
Mr Steve Deville	Director of Resources
Dr Ruth Sayers	Executive Dean: Learning, Teaching & International
Professor David Rae	Executive Dean: Research & Knowledge Exchange
Dr Graham Basten	Head of School of Social Sciences
Mr Nick Gee	Head of School of Teacher Development
Dr Andrew Jackson	Head of School of Humanities
Mr Andrew Tofts	Regulatory Compliance Manager
Professor Chris Atkin	Professor of Higher Education

**School of Humanities**

Dr Craig Spence Academic member of staff not an HoD

**School of Social Sciences**

Mrs Elizabeth Hopkins Academic member of staff not an HoD

**School of TD**

Miss Aimee Quickfall Academic member of staff not an HoD

Mr Shaun Thompson Academic member of staff not an HoD

**Student members**

Mr Kieran Parrish	Students' Union President
Mr Adam Shah	SU Undergraduate Representative
Mr Harley Ellerby	SU Postgraduate Representative

Officer: Dr Anne Jackson, Registrar and Secretary  
Minuting Secretary: Ms Michele Upcott, Student Administration Manager

In attendance for Item 4:  
Celia Hird Data Analyst

The Chair welcomed Elizabeth Hopkins, Adam Shah and Harley Ellerby to their first meeting of Senate.

**1. Apologies**

1.1 Apologies were received from the following members:

- Mr Graham Meeson, Academic Staff University Council Member elected by teaching staff
- Dr Kate Adams, Head of Research
- Ms Viv Kerridge, School of Humanities, Academic member of staff
- Dr Emma Pearson, School of Social Science, Academic member of staff

## 2. Minutes of the previous meeting held on:

### 2.1 Senate held on 19 October 2016

The minutes of the previous meeting held on 19 October 2016 were agreed as a true and accurate record subject to the following amendment:

- Minute 12 – Honorary Graduates Sub-Group membership to be amended to replace Luke South with Kieran Parrish.

### Senate held on 21 November 2016

2.2 The minutes of the previous meeting held on 21 November 2016 were agreed as true and accurate record.

## 3. Matters arising

### 3.1 Action Points - Senate held on 19 October 2016

#### 3.1.1 Membership (Minute 4.1 refers)

The Minuting Secretary confirmed that all vacancies on Senate have now been filled.

#### 3.1.2 Terms of Reference (Minute 4.2 refers)

The Minuting Secretary confirmed that all amendments have been made to the terms of reference as below:

- a. Point (ii) amended to read as: *give approval, following **advice from the Portfolio Management Group** and exceptionally SLT, for the withdrawal of existing programmes and the approval of newly validated programmes*
- b. Point (iv) amended to read as: *consider and discuss the reports of the School Boards **and Professional Support areas** on the health of academic provision; note and respond to any cross-University issues identified by annual monitoring and confirm that the process of Annual Review has been carried out in accordance with regulations;*
- c. Point (xiii) remained unchanged

#### 3.1.3 Programme Outcomes – Cert HE and DipHE (Minute 10 refers)

Chair's action was taken following consultation with the Chair of AEC.

3.1.4 The Registrar and University Secretary informed members that the completion of the Programme Outcomes for CertHE and DipHE now completed the Action Plan for QAA HER.

#### 3.1.5 Nominations for Honorary Graduates (Minute 12 refers)

The Minuting Secretary re-circulated a call for Honorary Nominations. Several nominations had been received and all suitable applications will be presented to the Sub-Group early in the New Year.

#### 3.1.6 Sub-Committee: Diversity and Equality Committee (Minute 18 refers)

The Registrar and University Secretary informed members the action to talk to the Chair of Diversity and Equality Committee about frequency of meetings and attendance had yet to take place. However, the Committee now had an Officer from Registry and preliminary meeting invites have been sent out. Further update would be brought to the next meeting of Senate in March 2017.

AKJ

### 3.2 Action Points – Senate held on 21 November 2016

#### Honorary Graduates (Minute 3 refers)

The Minuting Secretary confirmed that Senate's recommendation had been circulated to Governance and Nominations for approval; the Governance Office are still awaiting the outcome. The Officer will circulate the outcome once known.

AKJ

### 3.3 Other matters

No issues raised

#### 4. **Retention and Progression Data for 2015-2016**

The Data Analyst gave members an overview of the paper noting the following points:

- BGU continuation rate is 95%; a feature of TEF which will include rates up to and including 2014-2015
- Retention and Progression data had been static over the last 3 years.
- Slight increase in withdrawals in the School of Teacher Development on the Professional Development courses in particular those studying the fee waived module PDE722 – Mentoring and Coaching. It was noted that this module is no longer fee waived which will hopefully address the high withdrawal rate.
- It was noted that postgraduate withdrawals are currently not included in the non-continuation figures but this may change in the future.
- Performance Indicators relate to undergraduate rates only.
- All students are equal as part of the TEF.
- 3% of students did not re-enrol which was in line with previous years.
- Majority of withdrawals were at Level 4.

Members noted that students are now requiring more pastoral care and seem less resilient than in previous years. The SU representatives confirmed that they were supporting more students and noted that they seem more fragile. BGU has excellent support mechanism in place to support students across all programmes.

The Executive Dean: Learning, Teaching and International noted that BGU has a process for monitoring students' attendance, which often highlights those students struggling.

Members noted that the retention and progression data is interrogated and discussed at Learning & Teaching Committee. It was noted that more in-depth data is available via the Statistical Handbook available on SharePoint.

#### 5. **Honorary Graduates**

The Chair informed members that Governance and Nominations Committee had received the nomination from Senate of Dr Giles Gasper. Thus far the Governance have reached the majority of responses approving the nomination.

All future nominations for Honorary graduates will be considered by the sub-group who will then recommend to Senate for approval and recommendation to Governance and Nominations Committee.

The Minuting Secretary agreed circulate a request for Honorary Graduate nominations by Friday 6 January 2016.

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#### 6. **Minutes of Academic Enhancement Committee held on 30 November 2016**

Members received and noted the unconfirmed minutes of Academic Enhancement Committee held on 30 November 2016 noting the following:

- Main purpose of the agenda was the consideration and approval of the Annual Monitoring Reports (AMRs) from Academic Schools and Professional Support Areas. The reports have been considered at Department/School Committees and signed off.
- Members noted that the AMRs along with retention and progression data will feed into the Academic Health report which will be considered by AEC (February) and Senate (March). The action plans from the last academic year will be updated and presented to AEC.
- The National Grade Point Average (GPA) Steering Group has developed the first draft of FAQ's and BGU will now convene a Forum, which will consider the questions.
- BGU's application to the TEF Year 2 will be taken forward by the TEF Working Group. The application will be considered by Senate on 12 January via circulation in order to meet the deadline of 26 January 2017 by midday.

- AEC approved the recommendations for the Review of the Combined Degree Framework (CDF). The review followed a similar process to that of a Periodic Review and was linked to the Strategy Stocktake. The Head of School of Social Sciences will work with teams to development an action plan and a timescale.

## 7. Policies and Procedures

### 7.1 Code of Practice for Safeguarding Children and Vulnerable Adults

The Registrar and University Secretary informed members that the Code of Practice for Safeguarding Children and Vulnerable adults had been discussed at Audit Committee and AEC. All comments received had been taken into account. It was noted that the Code of Practice was for staff, contractors and students.

Members noted that the issues raised at AEC in relation to placements had been taken into account and the policy amended with this in mind.

It was noted that the policy had been considered and expert advice received from the Diocese and LADO to ensure that the policy was coherent.

Members was agreed that the policy still required further amendments in relation to gender specific text, and typographical errors and members were asked to forward all gender specific text and typographical errors to the Registrar and University Secretary by 21 December 2016.

All →AKJ

Members noted that the policy would require annual review to ensure that the names and telephones numbers within the document were still current and up-to-date.

The Registrar and University Secretary was currently working with HR to clarify who would provide safeguarding training to staff members. A further update on training will be reported at the next meeting in March.

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Members approved the Code of Practice on Safeguarding Children and Vulnerable Adults subject to the amendments of gender specific text and typographical/grammatical errors. It was also suggested that the named people and telephone numbers be moved to an annexe as this would make amendments to the policy easier in the future.

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## 8. University Institutional Returns

### HESA

The Registrar and University Secretary reported that the Student HESA return had been submitted successfully.

The Director of Finance reported that the HESA Finance Report had been submitted successfully and the Estates return would be submitted in January.

### HESES

The Registrar and University Secretary reported that the HESES return had been submitted successfully.

### DLHE

The Registrar and University Secretary confirmed that they had successfully appointed three call handlers to help with the DLHE survey. The forms had been sent out to graduated students both electronically and in hard-copy.

Members noted that DLHE was currently in a consultation period/review and there had been intimations that it might move to a 12/18-month survey following graduation, operated by an external body.

## 9. Key Issues from University Council

The Head of School of Social Sciences gave a verbal report on behalf of the Academic Staff University Council Member elected by teaching staff noting the following:

- Discussed the HE White Paper
- Discussed the Year 2 TEF
- Considered the Safeguarding Policy
- Considered the KPIs and Risk Management Policy
- Received an update on Student Retention
- Considered and approved the Annual Provider Statement
- Considered and approved Dr Giles Gasper, Honorary Graduate

## 10. HE Sector Policy Update

### Drafting BGU's TEF Year 2 Application

The Deputy Vice Chancellor informed members BGU's TEF Year 2 Application would be received by AEC. It would need signing off by AEC, Senate and University Council; it would be circulated to members on 12 January 2016.

### National Student Survey (NSS) 2017

The Executive Dean: Learning, Teaching & International gave members an overview of the implications of the new and amended questions for NSS 2017. It was noted that the amended questions were considered to be an improvement.

The Executive Dean: Learning, Teaching & International informed members that CELT would be launching a "Survey Week" from 30 January 2017, which would include the NSS and BGUSS surveys. CELT will supply guidance information for staff about the revised questions and how to signpost students to the 'BGU Say' page. The NSS survey would take place between 30 January and April.

## 11. Minutes of the meetings of sub-committees of Senate

### 11.1 Stakeholder Engagement Committee held on 19 September 2016

Members received and noted the Stakeholder Engagement Committee minutes held on 19 September 2016.

### 11.2 Stakeholder Engagement Committee held on 19 October 2016

Members received and noted the Stakeholder Engagement Committee minutes held on 19 October 2016.

### 11.3 Stakeholder Engagement Committee held on 9 November 2016

Members received and noted the Stakeholder Engagement Committee minutes held on 9 November 2016.

11.4 The Executive Dean: Research & Knowledge Exchange informed members that the Stakeholder mapping process was going well. There was a target date of 23 December 2016 for Schools and Departments to ensure that they had submitted their stakeholder entries into the database.

11.5 The Dean informed members that a Collaborative Partners' Steering Group had been set up but there was a proposal to combine this group with the Stakeholder Engagement Committee. The terms of reference would be revised at the next meeting which should in turn reduce the number the meetings.

## 12. Any other business

No matters raised

## 13. Dates of next meeting(s) in 2016-2017

- Wednesday 1 March 2017 at 2pm in Room 13
- Wednesday 7 June 2017 at 2pm in CSH Room 2
- Wednesday 27 July 2017 at 2pm in Room 13

ALL

Signed by the Chair: \_\_\_\_\_  
Rev Canon Professor Peter Neil

Date: \_\_\_\_\_