



SENATE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 DECEMBER 2017
AT 2PM IN HARDY SEMINAR ROOM 1

Members	Rev Canon Professor Peter Neil	Vice-Chancellor (Chair)
	Professor Jayne Mitchell	Deputy Vice-Chancellor
	Stephen Deville	Chief Operating Officer
	Dr Graham Basten	Head of School of Social Sciences
	Dr Nick Gee	Head of School of Teacher Development
	Dr Andrew Jackson	Head of Research
	Professor Chris Atkin	Head of Educational Development and Research
	Kelly Fisher	Head of Quality & Regulatory Compliance (Officer for items 1–5, 8 and 11)
	Graham Meeson	Academic staff member of University Council
	Dr Craig Spence	School of Humanities – Academic Staff
	Gareth Hughes	Students' Union President
	Josh Blanchard	Students' Union Vice-President Education
	Sian Hope-Johnson	Students' Union Postgraduate Representative
Invited	Ola Akintayo (item 6)	GDPR Project Manager
	Jonathan Batty (item 9)	Director of Marketing, Recruitment & Communications
	Andrew Carr (item 9)	Admissions Manager
	Phil Davis (item 5)	Head of Student Support
	Emily Hughes (item 7)	Partnership Development Manager
Officer	Stephanie Gilluly (items 6, 7, 9, 10 and 12–17)	Interim Registrar
Minutes	Sue Reed	Governance Officer

The Chair welcomed the new Students' Union President, Gareth Hughes, to his first meeting of Senate.

1. Apologies

1.1 Apologies were RECEIVED from the following members:

- Dr Robert Boast, Executive Dean: Learning, Teaching & Student Engagement
- Elizabeth Hopkins, School of Social Sciences
- Rachel Harvey, Head of Planning
- Shane Dangar, Students' Union Undergraduate Representative
- Dr Emma Pearson, School of Social Sciences
- Aimee Quickfall, School of Teacher Development
- Shaun Thompson, School of Teacher Development

2. Minutes of last meeting

2.1 The minutes of the last Senate meeting held on 18 October 2017 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

SR

3. Matters arising

3.1 Action table

3.1.1 Student Contention Report 2015–16 (minute 9.1 refers)

Senate RECEIVED a tabled updated action table and NOTED that:

- a staff training programme for contention and conflict resolution was currently being costed
- comparison data were being sought from a wider group of institutions, and the 2016–17 Student Contention Report would be presented to Senate at its 28 February 2018 meeting

SG/KF

KF

3.1.2 Senate NOTED that all other actions were either covered under substantive agenda items or had been actioned and closed.

3.2 Any other matters

3.2.1 No other matters arising from the last Senate meeting were raised.

4. Revised Senate terms of reference 2017–18

4.1 Senate RECEIVED a tabled updated draft of the revised Senate terms of reference 2017–18, presented by the Head of Quality & Regulatory Compliance.

Senate NOTED that the terms of reference:

- had been transferred to the new template
- included the ‘judging effectiveness’ criteria – as agreed at 18 October 2017 Senate (reference paragraph 4.2.1)
- ensured clarity in the delineation between its powers and the powers of the Academic Enhancement Committee (AEC) and any other University committees; and reflected its wider role

4.2 Senate APPROVED the tabled revised updated terms of reference 2017–18.

SG/KF

5. Annual Diversity and Equality Monitoring Report 2015–16

5.1 Senate RECEIVED the Annual Diversity and Equality Monitoring Report 2015–16, presented by the Head of Student Support.

Senate NOTED that:

- Annexe 1 to the report had been omitted from the circulated papers but would be made available via SharePoint
- the proportion of male staff was lower than the Cathedral University Group average and had remained relatively constant at 30% and 32% for the previous two years
- the proportion of students with a disability had continued to increase
- there were differing outcomes for students in BME groups. The University continued to monitor trends and put action plans in place
- a dataset was being developed with a view to gaining a deeper, clearer understanding of trends – including multiple characteristics, and to enable co-ordination of planning actions
- the student data section of the 2016–17 Annual Diversity and Equality Monitoring Report had been drafted but staff data would not be available until Q2 2018. The 2016–17 report would include more student data and postgraduate statistics
- the new Chair of the Diversity and Equality Committee (D&E Committee), Umar Zamman – Head of Human Resources, was taking a keen interest and involvement in equality and diversity matters across the University
- the quantitative data on page 4 in relation to staff age was unclear. This would be reported to the Chair of D&E Committee

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6. Data capability programme update – to include General Data Protection Regulation (GDPR)

6.1 In the absence of the Head of Planning & Data, Senate RECEIVED a presentation from the University's GDPR Project Manager, Ola Akintayo, outlining how the GDPR differed from the Data Protection Act, and how the University planned to prepare for the change which would take place on 25 May 2018.

Senate NOTED that:

- a gap analysis was being undertaken by the GDPR Project Manager, the outcome of which would: identify areas of strength and any areas for improvement – the latter to be prioritised in terms of their level of risk; and indicate the University's readiness for the change
- the Information Commissioner's Office had arranged a training day for higher education staff

- an update on progress would be provided at the Senate's next meeting on 28 February 2018

The Chair thanked the GDPR Project Manager and the team for all their good work.

7. BGU Apprenticeships – moving forwards

- 7.1 Senate RECEIVED an update on BGU Apprenticeships – setting the context for the new regulatory codes of practice, from the University's Partnership Development Manager, Emily Hughes.

Senate NOTED that:

- the University had applied to join the register of apprenticeship training providers and the outcome would be known in January 2018 – no specific date had been given by the regulator
- the University had drawn down some of its levy funding to enable delivery of apprenticeship training for staff, beginning February/March 2018. As well as allowing the University to upskill staff, staff apprenticeships would enable to the University to test its systems, policies and processes internally in readiness for the Autumn 2018 term
- significant progress had been made in setting up the basis of the provision. The programme had been supported strongly by staff across the University
- staff apprentices would become champions who could share their experience and knowledge both internally and externally as well as providing insights to applicants
- the University currently had capacity to deliver but this would need to be monitored and adjusted accordingly

The Chair thanked the Partnership Development Manager and the team for all their good work.

8. Academic Enhancement Committee approved policies and codes of practice

- 8.1 Senate RECEIVED, ENDORSED and APPROVED the following policies relating to apprenticeships and externally awarded qualifications, presented by the Head of Quality & Regulatory Compliance:

- (i) Appeals Policy for Externally Awarded Qualifications
- (ii) Apprenticeship and Externally Awarded Qualification Registration and Certification Policy
- (iii) Assessment and Internal Verification Policy for Externally Awarded Qualifications
- (iv) Assessment Malpractice and Maladministration Policy for Externally Awarded Qualifications

- (v) Code of Practice for the Recognition of Prior Learning for Externally Awarded Qualifications
- (vi) Conflict of Interest Statement for Externally Awarded Qualifications
- (vii) Procedure for complaints in relation to externally awarded qualifications and apprenticeships

8.2 Senate also RECEIVED, ENDORSED and APPROVED the following policies, presented by the Head of Quality & Regulatory Compliance:

- (viii) Student Protection Plan
- (ix) Careers, Employability and Enterprise Education, Information, Advice and Guidance (CEEIAG) Policy

In relation to the Student Protection Plan (SPP), Senate NOTED that the Office for Students (OfS) had issued draft guidelines which the University would use to produce its SPP. The SPP would continue to develop in line with OfS guidance and would be brought back to Senate at regular intervals.

9. Further policies, regulations and codes of practice

9.1 Senate RECEIVED and APPROVED the following codes of practice, presented by the Director of Marketing, Recruitment and Communications:

- (i) Code of Practice for DBS Checks for Applicants and Students 2017 entry
- (ii) Code of Practice for DBS Checks for Applicants and Students 2018 entry

9.2 Senate NOTED that:

- Annexe A was an exception list of courses for which DBS would not be a condition of entry. Any DBS requirements for these courses would be managed after enrolment
- as the review period for the code was one year, the list of courses would change from year to year

9.3 In response to a member's question, the Head of Quality & Regulatory Compliance confirmed that a check would be undertaken to ascertain whether the code affected any policies at placement level.

10. Records of decisions approved by Academic Enhancement Committee

10.1 Senate RECEIVED and NOTED the following records of decisions approved by the AEC, from the Head of Quality & Regulatory Compliance in her capacity as AEC Officer:

- (i) North Lincolnshire Council SCITT Institutional Approval – Part B

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11. University institutional returns

- 11.1 Senate RECEIVED and NOTED a verbal update from the Chief Operating Officer confirming that, following Senate's joint meeting with University Council on 22 November 2017, the HEFCE Annual Assurance Return had been submitted.

12. Higher education sector policy updates

12.1 UK Quality Code for Higher Education

Senate RECEIVED and NOTED a report from the Interim Registrar and the Head of Quality & Regulatory Compliance confirming that the University's response to the consultation on the review of the UK Quality Code for Higher Education would be submitted by close of business on 13 December 2017.

12.2 OfS consultation

Senate NOTED that in the absence of the Head of Planning and Data, an update on the OfS consultation would be circulated to Senate via SharePoint.

RH

13. Minutes of meetings of subcommittees of Senate

- 13.1 Senate RECEIVED and NOTED the following minutes:

- (i) AEC, 1 November 2017 (extraordinary meeting)
- (ii) AEC, 29 November 2017
- (iii) Stakeholder Engagement Committee, 28 September 2017

- 13.2 Senate NOTED that the minutes of the Diversity & Equality Committee meeting held on 30 November 2017 would be submitted to Senate at its next meeting on 28 February 2018.

14. Key issues from University Council

- 14.1 Senate RECEIVED and NOTED an update on 22 November 2017 meeting of University Council from the Academic Staff Member of University Council, Graham Meeson, who reported that Council had discussed the:

- University's move from being an unincorporated charity to a limited company
- REF 2021
- OfS
- KPIs – in terms of the changes in the regulatory environment being added as a new risk
- SU report
- BGU accounts – which had been approved
- Prevent Annual Report – which had been approved
- approval of the HEFCE Annual Assurance Return

- 14.2 Senate also NOTED that the Academic Staff Member of University Council's last Senate meeting would be 28 February 2018, as his term of office ended in April 2018, and that an election was being run by the Governance Office.

The Chair stressed the importance of the election being publicised widely across the University in order to ensure as many candidates as possible for this important appointment.

Governance

15. Honorary Awards Subgroup update

- 15.1 Senate RECEIVED and NOTED an update from the Chair of the Honorary Awards Subgroup, Graham Meeson, who reported that:

Governance

- the group was now established
- the nominations/recommendations procedure was in place
- a call for nominations had been made with a deadline of close of business on 14 December 2017
- four nominations had been received to date which the subgroup would consider with a view to presenting recommendations to Senate at its 28 February 2018 meeting
- the group wished to establish itself on a more formal footing and would therefore draft terms of reference and a clear procedure for nominators which would be posted on the staff portal / website

- 15.2 Senate REQUESTED the Honorary Awards Subgroup to consider the following and to report to Senate's next meeting on 28 February 2018:

Honorary Awards Subgroup

- (i) the reasoning behind the award criterion of a nominee's link to Lincolnshire
- (ii) a corporate or chancellor's award which recognised organisations that provided outstanding services to higher education / students

16. Any other business

- 16.1 No other business was raised.

17. Dates future meeting(s) and agreement of forward agenda

- 17.1 Senate NOTED the following meeting dates:

- Wednesday, 28 February 2018 at 2pm in Hardy Seminar Room 1
- Wednesday, 20 June 2018 at 2pm in Hardy Seminar Room 1
- Friday, 27 July 2018 at 2pm in Hardy Seminar Room 1

17.2 Senate NOTED the following agenda items for future meetings:

Item	Senate date	Lead	Notes
Final version of the Academic Health of the Institution Report (presented in draft to the joint Senate and Council meeting on 22 November 2017)	28 Feb 18	JM	To 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.
Item	Senate date	Lead	Notes
TEF (Subject Level) update	28 Feb 18	JM	
Office for Students update	28 Feb 18	SG/KF	Practical implications arising from the creation of the new Government department (if available).
Diversity & Equality terms of reference and membership	28 Feb 18	UZ	
Retention and progression data 2016–17	28 Feb 18	RH/CH	
Student contention report 2016–17	28 Feb 18	SG/KF	
TEF/REF	20 Jun 18	JM/AJ	
Transnational education and quality framework	20 Jun 18	SG/KF	
Cross-University priorities arising from the AMR process	October 2018	JM	

Signed by the Chair:

Revd Canon Professor Peter Neil

Date