

**St George's, University of London**

## **Senate**

**Minutes (unreserved) of the meeting held on 27<sup>th</sup> February 2018**

Professor Jenny Higham (Chair)

Yasmin Ahmad Jauhari

Professor Iain Beith

Professor Dorothy Bennett

Mr Paul Carter

Professor Mark Fisher

Dr Julia Gale

Dr John Hammond

Dr Taigang He

Dr Vanessa Ho

Dr Carwyn Hooper

Sam Khavandi

Professor Jane Lindsay

Nick Lock

Dr David Lovell

Professor Julian Ma

Dr Nadia Mantovani

Gill Mein

Dr Francesc Miralles

Dr Janette Myers

Dr Aileen O'Brien

Arash Saadatnezhad

Professor Jane Saffell

Professor Mary Sheppard

Dr Elena Sviderskaya

Professor Guy Whitley

**In attendance:**

Rachael Bevilacqua (Clerk to Senate)

Derek Baldwinson

Caroline Davies

Aamara Khan

Paul Ratcliffe

Jenny Laws

John Taggart

**1. Apologies for absence**

Received:

Dr Rachel Allen, Dr Annie Bartlett, Professor Deborah Bowman, Professor Judith Carwright, Rob Churm, Dr Kate Everett, Sarita Godber, Dr Marcus Jackson, Professor Andy Kent, Julie Leeming, Professor Iain MacPhee, Dr Wilson Muleya, Dr Axel Nohturfft, Dr Barbara Phillips, Karen Roberts, Georgina Sims, Professor Michael Ussher, Professor Peter Whincup, Peter Woodford.

## **2. Introductions and welcome to new members of Senate**

Student members, Yasmin Ahmad Jauhari and Arash Saadatnezhad had been appointed to Senate to represent students on the Postgraduate Research programmes and Postgraduate Taught programmes respectively.

Rachael Bevilacqua replaced Derek Baldwinson as Clerk to Senate and Interim Deputy Director of Governance, Legal and Assurance Services following the establishment of the Quality and Partnership's Office (item 15 on the agenda).

## **3. The Powers and Responsibilities of Senate and its Membership**

Received:

The Powers and Responsibilities of Senate and its Membership for 2017-18.

PAPER SENATE/2017-18/1/A

Noted:

That under the St. George's, University of London Statutes, the membership of Senate must include the Chair of the Academic Forum. This post had been vacant since the previous incumbent completed their term of office at the end of the 2016/17 academic year. The post had been advertised on two occasions however no expressions of interest had been received. In the absence of a Chair, the Programmes Forum had been operating in a manner which met with the requirements for the Academic Forum under the Scheme and Statutes. Given the overlap in business between the Programme Forum and Academic Forum, Senate agreed to further explore whether the forums could be merged under the name Academic Forum.

**Agreed:** That the COO, Deputy Principal for Education and Deputy Director of GLAS would review the constitutional requirements and seek to appoint a new Chair of the Academic Forum.

## **4. Minutes of the previous Senate meeting**

Received and approved:

The unreserved minutes of the Senate meeting held on Tuesday 6th June 2017.

PAPER SENATE/2017-18/1/B

## **5. Matters arising from the minutes of the meeting of the Tuesday 6th June 2017.**

There were no matters arising.

## Strategic Issues

### 6. GDPR/Information Governance Toolkit

Received:

A report from Paul Ratcliffe, Chief Operating Officer and Rob Churm, Director of Information Services, on SGUL's readiness for the General Data Protection Regulations applicable from 25 May 2018.

PAPER SENATE/2017-18/1/C

Reported:

6.1 Training is mandatory for all research staff in order to ensure NHS IG Toolkit compliance. Delivery of training is through an online module hosted by a third party provider (Digital NHS).

6.2 Uptake of the online training had been good. Plans were in place to deliver face-to-face training over the coming weeks to staff who had not completed the online training to ensure compliance by March 2018.

Agreed: An email reminder would be sent by the Chief Operating Officer to research staff reminding them to complete the training.

Discussed:

Technical and branding issues were thought to have affected response rates. IG Leads reported that a number of research staff who had completed the training had raised concerns that the system had not accurately logged their participation and it was not immediately obvious that research staff were required to complete IG Toolkit training due to the obscure naming of the online module.

## Education and the Student Experience

### 7. Annual Report of the Counselling Service (2016/17)

Received:

The report of the Counselling Service.

PAPER SENATE/2017-18/1/D

Reported:

- Page 5 - That the number of clients seen in 2016-2017 numbered 464 which was a further increase on previous years. This amounted to 1735 contact hours.
- Page 7 - A lower number of clients attended follow-up appointments in 2016-2017. 37 more clients attended for a single session. This would account for the reduction in contact hours from 1817 hours in 2015/16.
- Page 9 - That there had been an increase in the number of Biomedical Science students accessing Counselling Services. This was attributed to the increased recruitment target.
- Page 13- That 95 client feedback forms have been received (staff and students). 80% of clients reported a positive experience with the Counselling Service and would recommend the service to others.

The Principal thanked Mr Taggart for his comprehensive report.

The following comments were noted:

- (a) That despite the increasing pressure on the service the counsellors had accommodated emergency appointments. Waiting lists for the SGUL Counselling Service were considerably shorter than the 6-8 week wait for NHS services. There were some concerns about which staff should be able to refer students to the Counselling Service and the in-house Psychiatrist. This would be given further consideration by the Dean for Students.
- (b) That an increase in student numbers and the number of courses offered would increase the pressure on central support and welfare services. A report on the Student Services Review was due on 21<sup>st</sup> March 2018. It was expected that this would highlight the need to appropriately resource central services including those within professional services to ensure service quality was not compromised.
- (c) That the current arrangement for clients waiting to see a counsellor was not satisfactory and that a private waiting room was required. It may be possible to convert one of the Counselling Service offices into a designated private space. The report of the Professional Services Review was expected shortly.

Action:

- (d) That it would be helpful if future iterations of the Counselling Service Report represented the data in terms of percentages. This would allow the data to be used in a meaningful way to support other areas of reporting.

## **8. The Student Experience and Engagement Annual Report (2016/17)**

Received:

The annual provider review on Student Experience and Engagement activity that was presented to Council at the meeting on 17 October 2017.

PAPER SENATE/2017-18/1/E

Reported:

8.1 That the 2016 Annual Accountability Return was the first occasion on which Council was asked to provide specific assurances on academic quality and standards matters. As a result, Council were very engaged in this area of activity.

8.2 The Annual Provider Review brings together the scrutiny of data, student views and other intelligence in addition to acknowledging the role of governing bodies for providing assurances about quality and standards matters. As part of the Annual Provider Review process, Council are required to provide an assurance statement as part of the Annual Accountability Return required by HEFCE. The purpose of the report is to confirm that the governing body has received and discussed a report and accompanying action plan relating to the continuous improvement of the student academic experience and student outcomes. It was noted that Council received the Annual Provider Review at their meeting on 17 October 2017 and that Council and Audit Committee had approved the Annual Accountability Return submission to HEFCE at their meeting on 6 February 2018 and 20 February 2018 respectively.

## **9. Report from the Dean for Students**

Received:

A report on student welfare and related procedural and policy matters from Aileen O'Brien, Dean for Students.

PAPER SENATE/2017-18/1/F

Reported:

The Dean for Students reported on the impact of increasing student numbers on the ability of the central teams to deliver support services. Annual reports from the Counselling Service, Student Conduct and Compliance Team and the Personal Tutor System highlighted the increased demand for services and the need to ensure central support and welfare services were adequately resourced to meet the demands and ensure quality was maintained. SUMS Consulting had been commissioned to undertake a review of support services across the University and were due to report their findings in March 2018.

## **10. Education and Student Strategy Committee (ESSC)**

Received:

i) The Terms of Reference of the Education and Student Strategy Committee.

PAPER SENATE/2017-18/1/Gi

ii) A progress report from Jane Saffell, Chair Education and Student Strategy Committee.

PAPER SENATE/2017-18/1/Gii

Reported:

That the purpose of the report was to convey a sense of the business of the Education and Student Strategy Committee and its alignment with the Terms of Reference that were set in August 2017. Overall, a good spread of business across the different aspects of the terms of reference was evident. The incomplete areas of business were not due until later in the academic cycle and the Education and Student Strategy Committee were confident that all Terms of Reference would be met by the end of the academic year.

It was noted that activity on policies and processes relating to enhancement of the university experience for students was expected to arise from the Student Experience Action Cycle and the legacy action points arising from the TEF Subject Pilot participation. Collaboration with Students' Union in respect to the submission of proposals and recommendations for enhancement of the student experience would be key to achieving success in this area over the coming months.

ESSC would shortly be reviewing planning and resourcing proposals relating to education and student experience ahead of finalising their Planning Round submission.

#### **11. Recruitment targets for 2018 Entry**

Received:

i) A report on recruitment targets for 2018 from Jenny Laws, Academic Registrar.

PAPER SENATE/2017-18/1/H

Reported:

11.1 Recruitment remained open for all programmes with the exception of MBBS.

11.2 There had been a number of staffing changes within the Admissions Team. Two new members of staff had recently been recruited. The newly established team would focus on improving admissions processes and services from 2019/20 onwards.

Agreed:

11.3 The undergraduate and postgraduate targets for 2018 entry.

11.4 The Education and Student Strategy Committee (ESSC) had agreed to establish a process whereby recruitment targets will be considered by the Committee 18 months in advance of the beginning of the academic year. The Academic Registrar was due to present a paper to the ESSC in the spring. It was noted that in order to adhere to the 18 month timescale there was a need to formally establish how targets will be agreed between Registry, the Faculty of

Health and Social Care Education, Planning and Finance before the 2019/20 entry targets could be agreed and taken to ESSC.

ii) A report on the expansion of undergraduate medical education places.

PAPER SENATE/2017-18/1/Gii

Reported:

11.5 The Department of Health planned to increase the number of doctors by allowing established medicine providers to expand the number of places in 2018/19 and 2019/20. Existing and planned new medical schools were eligible to bid for a proportion of the 1500 places on offer. SGUL submitted an ambitious plan for expansion. The HEFCE Board is scheduled to meet on 9th March 2018 to make final decisions on the bids. Institutions will be informed of the allocations in late March 2018.

## Research

### 12. Research Excellence Framework

Received:

A report on preparation for REF2021 from Mark Fisher, Director of the JREO and Louise Kim, Research Strategy Officer.

PAPER SENATE/2017-18/1/J

Reported:

12.1 That following the Stern Review, the rules for REF2021 were still to be finalised before SGUL's REF2021 strategy could be agreed. It was noted that full details of the Code of Practice were due to be released by HEFCE in mid to late 2018 and the template for the impact case studies was expected by spring 2018. In the interim, the REF Steering Executive had been working towards developing the REF Return ahead of the November 2020 submission deadline. A light-touch internal mock REF was currently being undertaken.

12.2 That Professor Jodi Lindsay had been appointed as REF Academic Lead from 1 March 2018.

12.3 The Joint Research and Enterprise Office (JREO) had been renamed the Joint Research and Enterprise Service (JRES).

12.4 The posts of Deputy Principal (Research) and Research and Enterprise Lead had been advertised following Professor Mark Fisher's resignation to pursue other research interests.

## Quality

### 13. Report from the Quality Assurance and Enhancement Committee

Received:

A report from the Quality Assurance and Enhancement Committee from Derek Baldwinson, Director of Quality and Partnerships.

PAPER SENATE/2017-18/1/K

Noted:

The report is primarily an activity report which draws on business conducted at QAEC meetings in October 2017, November 2017 and January 2018.

#### Section 3 – INTO University Partners - International MBBS

Following the dissolution of the INTO University Partnership, a detailed action plan with KPIs had been introduced to cover the lengthy teach out phase of the programme. The plan covers programme governance, communication, student engagement and satisfaction, student support and welfare, clinical placement allocations and resources. Progress towards achieving the KPIs will be tracked by QAEC and material issues will be reported through QAEC to Senate.

#### Section 4 –Validation and review activity

Two new programmes had been validated: a BSc Occupational Therapy and an MSc Global Health.

#### Section 5 - External Examining

Reports received from external examiners confirmed continued high levels of assurance regarding the standards of SGUL's awards, the application of regulations and the achievements of students. Reports would be used to support the Teaching Excellence Framework (TEF) application.

#### Section 7 PgDip Diabetes - IHEED

SGUL entered into a partnership agreement with IHEED (a private provider based in the Republic of Ireland with expertise in the delivery of on-line programmes in health) in 2016. A decision was taken not to renew the agreement beyond 2017 for strategic reasons. There were no concerns about IHEED or the quality of the PgDip or the calibre of students. SGUL had agreed in principle to be named as the validating body until a new academic partner for IHEED was confirmed. Permission was sought from Senate to an extension of the approval period to cover the 2018 intake.

**Agreed:**

Senate agreed to extend the approval period for the PgDip to cover the 2018 intake.

#### Section 8 Student Procedures – Case Analysis 2016-2017

The implementation of the procedures is the responsibility of the Student Conduct and Compliance (SSCT) team in GLAS. The team submits an annual report to QAEC providing data on volumes of cases, trends in the data and issues arising from the management of individual cases.

In the period covered by the report:

- a) The team managed 340 cases in 2016-17 an increase of 55 (~20%) on the previous year.
- b) 35 students had submitted academic appeals. Of these, three had been upheld.
- c) 22 students had made complaints. Of these, 16 complaints had been resolved informally and the remainder had been escalated to the formal stage of the procedure. Five complaints had been upheld and remedial action implemented. In four of these cases, students complained about the behaviour of fellow students.
- d) 62 students were considered under the fitness to study or practise procedure. Of the 62 cases, 50 were resolved informally by SPMC and 11 cases were referred for investigation. Six students were eventually excluded under the procedure.
- e) Seven students were the subject of disciplinary action. Five allegations were resolved at the initial stage with sanctions applied.

Action: Senate were asked to review the numbers and trends and to refer any questions back to QAEC.

#### **14. Diversity and Inclusion Steering Group (Formerly the Equality and Diversity Committee)**

Received:

A report on the work of the Diversity and Inclusion Steering Group from Ammara Khan, Diversity and Inclusion Manager.

PAPER SENATE/2017-18/1/L

Reported:

14.1 A Diversity & Inclusion Steering Group has been established to embed and sustain focus on diversity and inclusion across all areas of activity at St George's. The Diversity & Inclusion Working Group reports into the Steering Group and is responsible for operationalising Diversity & Inclusion initiatives. It was noted that the Steering Group may need to be re-named to fit into the new governance structure following the Committee Review.

14.2 Under the Equality Act 2010, all public sector organisations are required to report on five key metrics designed to highlight the organisation's gender pay gap. The key metrics that need to be published are:

- Mean and Median gender pay gap

- Mean and Median bonus gender pay gap
- Proportion of males receiving a bonus payment
- Proportion of females receiving a bonus payment
- Proportion of males and females in each quartile pay band.

SGUL is required to publish its metrics on the government and SGUL website by the 31st March 2018. The implementation of a plan to address any pay gaps identified by the metrics would be overseen by Human Resources.

## Partnerships

### 15. St George's Partnership Office

Received:

i) A report from Derek Baldwinson, Director of Quality and Partnerships on the establishment and role of the Partnerships Office.

PAPER SENATE/2017-18/1/M

Noted:

The Quality and Partnerships Directorate was established in November 2017 under leadership of Professor Deborah Bowman as Deputy Principal (Institutional Affairs). Staff within the Directorate are Derek Baldwinson (Director of QPD) and Eduardo Ramos (Quality and Partnerships Officer). SGUL's established partners include St George's University Hospitals NHS Foundation Trust, Kingston University in relation to the Faculty of Health Social Care and Education and The University of Nicosia in relation to the franchise of the MBBS4 programme.

Received:

ii) A report from Derek Baldwinson, Director of Quality and Partnerships on the draft partnership review process.

PAPER SENATE/2017-18/1/Mii

Reported:

The partnership review process (draft) broadly sets out the process through which the University reviews and seeks to re-approve its partnerships at institutional level. The aim of the process was to professionalise the relationship between partner institutions to include a business process with a set of established Terms and Conditions. Should the draft process be agreed, a late March 2018 implementation was anticipated.

Noted:

Senate were asked to receive the draft of the partnership review process and were invited to provide comments on the draft proposal to the Quality and Partnerships Office.

## **16. Faculty of Health, Social Care and Education (FHSCE)**

Received:

An oral report from Dr Julia Gale (Head of School of Nursing), on behalf of the Dean of the Faculty on current issues and priorities.

Reported:

16.1 Due to the withdrawal of NHS bursaries for nursing and midwifery, the number of applications to nursing and midwifery programmes had fallen nationally. A marketing strategy had been devised between SGUL and Kingston University to improve recruitment and to mitigate the shortfall in BSc nursing applications. The School of Nursing were looking to rename the current FdSc Healthcare Practice programme to FdSc Nursing Associate to align the programme with new roles in the NHS.

16.2 The rules around the entitlement to loans for postgraduate students had changed for 2017/18 allowing students on the MSc Physiotherapy Programme to access similar loans as those available to undergraduates.

16.3 Staff in the School of Radiography were due to relocate to the 6<sup>th</sup> Floor, Hunter Wing in July 2018 following the closure of Cooper House in March 2018. Specialist radiography equipment would be relocated to Jenner Wing.

16.4 Dr Iain Beith was leading a Canvas project for placement allocation which was expected to be implemented for the 2018/19 cohort. The implementation of Canvas had improved the delivery of inter-professional education and the sharing of educational resources.

**Action:** The Chair of Senate asked the Head of School of Nursing to produce a brief paper for the 5th June 2018 meeting of Senate explaining the new role of Nursing Associate which was being introduced into the NHS.

## **Governance Issues**

### **17. Committee Review**

Received:

A report on progress with the committee review from Paul Ratcliffe, COO and Amy Maddin, Executive Officer.

PAPER SENATE/2017-18/1/N

Reported:

17.1 The Committee Review and resulting restructure had been designed in order to understand the role, remit and effectiveness of existing committees and to identify opportunities to release staff time and improve committee effectiveness. Appendix A contained the revised draft central committee structure and it was anticipated that the new structure would be implemented from August 2018.

17.2 It was recognised that some of the existing working groups, steering groups and project groups might need to be renamed in order to fit the new structure and map onto the pyramid.



17.3 It was noted that staff networks such as the Campus Good Relations Group and the LGBT network still needed to be acknowledged and accommodated within the new committee structure.

## 18. Office for Students (OfS)

Received:

A paper introducing to Senate what the Office for Students means for SGUL from Paul Ratcliffe, COO and Amy Maddin, Executive Officer.

PAPER SENATE/2017-18/1/O

Noted:

From 1 April 2018 the Office for Student (OfS) will be the government-approved regulatory and competition authority for the English Higher Education sector, replacing Higher Education Funding Council for England (HEFCE) and the Office for Fair Access (OFFA). St. George's application for registration (approved (fee cap)) will be led by the Governance, Legal and Assurance Services team. The overall burden is expected to be high as there are two particular areas requiring resource (access and participation plan and student protection plan), for which SGUL does not have existing evidence.

## Matters for Report

### 19. Actions taken by the Chair

Received and noted:

A report on actions taken on behalf of Senate by the chair since the last meeting of Senate.

## 20. Report on Student Cases

Received and noted:

A report on student cases considered by hearing committees.

PAPER SENATE/2017-18/1/Q

## 21. Programme Regulations, Board of Examiner Memberships and External Examiner Appointments

### i) External Examiners

PAPER SENATE/201718/1/R

Approved: The appointment of the following external examiners:

Dr Fiona Timmins, BSc/MSc Healthcare Practice (Acute Care pathways)  
Dr Nicholas Holliday, BSc Biomedical Science Year 3 / Intercalated BSc  
Prof Louise Serpell, BSc Biomedical Science Year 3 / Intercalated BSc  
Dr Judith Lane, BSc/MSc Physiotherapy  
Dr Rachel Simmonds, MRes Biomedical Science: infection pathway  
Dr Cindy Gray, MSc Global Health  
Jacqueline Paton, INTO Foundation Programme (which has now closed)  
Kirsty Hyndes, BSc Physiotherapy programme  
Dr Megan Clinch, MSc Global Health modules  
Dr Carolyn Lees, MSc /BSc (Hons) Healthcare Practice  
Dr Chris Bailey, BSc Biomedical Science Year 3 / Intercalated BSc  
Dr Megan Clinch, BSc Biomedical Science Year 3 / Intercalated BSc  
Dr Andrew Edwards, BSc Biomedical Science Year 3 / Intercalated BSc  
Dr Suzie Hingley-Wilson, BSc Biomedical Science Year 3 / Intercalated BSc  
Dr Jari Louhelainen, BSc Biomedical Science Year 3 / Intercalated BSc  
Dr Ruth Morse, BSc Biomedical Science Year 3 / Intercalated BSc  
Dr Claire Pike, BSc Biomedical Science Year 3 / Intercalated BSc  
Dr Richard Rainbow, BSc Biomedical Science Year 3 / Intercalated BSc  
Mr Benedict Rogers, BSc Biomedical Science Year 3 / Intercalated BSc  
Ms Georgia Testa, BSc Biomedical Science Year 3 / Intercalated BSc  
Dr Lisa Marie Thurston, BSc Biomedical Science Year 3 / Intercalated BSc  
Dr John Tregoning, BSc Biomedical Science Year 3 / Intercalated BSc  
Dr Patrick Varga-Weiss, BSc Biomedical Science Year 3 / Intercalated BSc  
Dr Simon Waddell, BSc Biomedical Science Year 3 / Intercalated BSc  
Mr Steve Ketteridge, PGCert in Health and Biomedical Education

### ii) Board of Examiner Membership

Approved: The membership of the following Boards of Examiners for 2017/18:

BSc (Hons) in Physiotherapy  
BSc Degree in Biomedical Science  
BSc Degree in Diagnostic Radiography  
BSc Degree in Therapeutic Radiography  
BSc in Healthcare Science  
BSc in Paramedic Practice  
Foundation Degree (Fdsc) in Healthcare Practice  
Foundation Degree (Fdsc) in Paramedic Science  
Intercalated Biomedical Science  
MBBS4  
MBBS5  
MSc (Pre-Reg) Physiotherapy  
MSc Family Medicine (Delivered by the University Of Nicosia)

## **22. Honorary appointments**

Noted: There were no new honorary appointments.

## **23. Minutes of Senate Sub-Committees**

Noted: Available on request.

## **24. Any other business**

Noted: There was no new business.

## **25. Dates of meetings in 2017-2018**

05 June 2018  
10 July 2018 joint with SPARC  
All meetings will take place in H2.5 and H2.6

### **Dates of meetings in 2018-2019**

Senate dates are as follows (2:00 – 4:00 pm):

13 November 2018  
26 February 2019  
04 June 2019  
09 July 2019 Joint with Executive Board

\* Rooms H2.5 and H2.6 have been requested but room bookings are TBC