

## Executive Board and Senate – joint meeting

Tuesday 5 July 2022

2.00pm – H2.5/2.6 Boardrooms, 2<sup>nd</sup> Floor, Hunter Wing

### Minutes

Present: Professor Jenny Higham (Chair), Pamela Agar, Professor Rachel Allen, Professor Dot Bennett, Professor Charlotte Clark, Mark Cranmer, Sue David, Dr Anna Dulic-Sills, Kate Everett, George Hadjiyiannakis, Mary Hennessey (Introduction only), Dr Vanessa Ho, Dr Carwyn Hooper, Becky Kemp-Arnold, Dr Julie Leeming, Professor Jodi Lindsay, Dr Rosie MacLachlan, Dr Aileen O'Brien, Paul Ratcliffe, Carol Shiels, Dr Andrew Walley, Jeannie Watkins, Jenny Winters.

In attendance: Soosan Atkins, Hanif Brora, Jonathan Curtiss (Council Member observing), Elgin Edison, Liz Gilby, Ayesha Patel, Emma Whitaker (clerk).

#### 1. Apologies for absence

Kate Bascombe, Derek Baldwinson, Professor Iain Beith, Rob Churm, Professor Jon Friedland, Julie Hendry, Marcus Jackson, Jenny Laws, Susan McPheat, Graham Schofield, Georgina Sims, Jennifer Stott, Katalin Torok, Ferran Valderrama.

The Chair welcomed the following attendees:

- Jonathan Curtiss, Independent Council Member, who would be observing the meeting;
- Ayesha Patel, the newly elected Student Union President;
- Elgin Edison, the newly elected Student Union Vice President Education and Welfare.

The Chair thanked the following attendees:

- Mary Hennessey – this meeting was her last meeting – the Chair thanked her for her help and support before and with the recent months of dissolution;
- Becky Kemp-Arnold, the outgoing Student Union President;
- George Hadjiyiannakis, the outgoing Student Union Vice President.

#### 2. Minutes

Considered and approved:

- (i) The minutes of the Executive Board meeting held on 8 June 2022.

These minutes were approved with one change to page 4, section 6, “Compliance with the National Security and Investment Act”:

“That reporting a mandatory transaction would apply mostly to nuclear engineering but could include a spin out” to be replaced with “That reporting a mandatory transaction was not expected to regularly apply to St George’s but could in relation to a spin out”.

EB-Senate/2/2021-22/Paper A

- (ii) The minutes of the Senate meeting held on 14 June 2022.

These minutes were approved with no changes.

**EB-Senate/2/2021-22/Paper B**

**3. Action points and matters arising not covered elsewhere**

Received and considered: The action points arising from the minutes not covered elsewhere.

Reported:

- (i) Executive Board:

*Action 12: Proposed Course Fees for 23/24: That the Academic Registrar confirm that the fees identified as possibly being low, had been further reviewed and were at the maximum that could be charged. That the paper could be approved by Chair's action if required, if these changes needed to be made.*

- It was confirmed that there was a review process every year which includes market checks of the fee amounts for similar courses at other institutions. The fees then would go through the Recruitment and Admissions Group and the Education and Student Strategy Committee. This action could now be closed.

**EB-Senate/2/2021-22/Paper C**

- (ii) Senate:

*Action 6: The Deputy Principal (Research and Enterprise) held a Research Session yesterday (28 February) for staff who would be TUPE transferred to SGUL. He raised a concern that a high number of staff seemed to think that they would be involved in Research within SGUL, and that he would appreciate some clarity around this. The Chair, the Deputy Principal (Research and Enterprise) and the Academic Lead for Quality and Partnerships agreed to discuss this outside of the meeting, and as part of the SGUL strategy discussion.*

- The Academic Lead for Quality and Partnerships updated that various discussions and meetings had taken place, including the Director of Joint Research and Enterprise Services, and the Centre for Research in the Joint Faculty. There was now an agreed definition of the research role within SGUL. The confusion seemed to be between the role of principal investigations and research activity. This action could now be closed.

*Action 8: That the OfS requires that all institutions provide information on their transfer Policy on their website. It was agreed to put the current version (which had been approved previously) onto the SGUL website for now with a note that the Policy was currently being updated.*

- The Clerk to Senate would check this with the Academic Registrar's team outside of the meeting and update the next meeting. This action would remain open.

*Action 9: That there would be a paper on PTES and PRES Postgraduate Student Satisfaction survey results brought to a future Senate meeting, that would include an action plan on areas for improvement.*

- It was confirmed that this paper would be brought to the November 2022 meeting of Senate. The action tracker was updated with the new due date.

**EB-Senate/2/2021-22/Paper D**

#### 4. **Terms of Reference (ToR) 2022-23**

Considered and approved: The ToR and membership for Executive Board for 2022-23.

Reported:

The following changes were included in the ToR:

- Logo and font changed according to the new university branding;
- Removal of reference to FHSCE in paragraphs 2.6 and 4.11, as the institute will not be in existence from 1 August 2022;
- Removal of reference to FHSCE in the Membership section – it was noted that the work of the Committee Membership task and finish group will be working towards invitation of members from the newly formed directorate once the FHSCE has been dissolved, and this section would be further updated at that point;
- Updates to staff member names in the Membership section;
- Addition of a section on “clerking arrangements” which states that the Clerk to the Committee shall be an appropriate member of the Governance, Legal and Assurance Services (GLAS) team, rather than the Director of GLAS.

Discussed:

The following changes were agreed by the Executive Board during the meeting:

- Paragraph 1.4 to be moved into the ‘governance and monitoring’ section (now paragraph 3.5);
- Public Health should be changed to Population Health;
- The new Director of Education Operations and Programme Management, Noreen Kassem, to be added to the Membership section, as she would be starting in September 2022.

**Action: Clerk to Executive Board**

**EB-Senate/2/2021-22/Paper E**

#### 5. **Committee Membership Working Group**

Received and considered: An update from the Committee Membership Working Group.

Reported:

That the group had decided, after discussion, that although this group had been established as an action from the dissolution of the Joint Faculty, it should take a look at memberships in totality, to ensure representation from all staff groups as appropriate.

That the group would like to take time to thoroughly consider equality, diversity and inclusion (EDI) with regards to elected members, with particular focus on how EDI can be considered with ex-officio members; and the group may wish to link up with the wider EDI work going on in the university; e.g. the work of the Diversity and Inclusion Steering Group.

That the group would draft a role description that included other activities that members may be asked to do within their Senate role, such as review of second stage student appeals.

That the Senate was invited to receive and consider this update paper and note that the group will meet again in September 2022, once the new Director of GLAS is in post, so as to get the benefit of their knowledge and expertise on the final recommendations and report; and a further update paper with recommendations will be presented at a Senate and Executive Board meeting of the 2022-23 year.

Discussed:

That the Chair was supportive of the decision to wait for the new Director of GLAS to be in post, as she would be starting on 1 September 2022 and would bring valuable expertise to the work.

Agreed:

That a further paper with recommendations be brought to the October Senate meeting.

**Action: Director of Governance, Legal and Assurance Services**

EB-Senate/2/2021-22/Paper F

## Education and the Student Experience

### 6. Update to General Regulations

Considered and approved: The proposed updates to the following:

- (i) General Regulations
- (ii) Admissions Policy
- (v) Occupational Health Policy – Informal Referrals.

Not approved:

- (iii) Student Transfer Policy
- (iv) Attendance Policy.

Discussed:

- (i) That the enhancement currently applied to level 6 (Biomed) was being removed. This had been agreed at the scheme of assessment workshop and further agreed this time last year at Senate. This would be removed on a rolling basis so as not to disadvantage current students.
- (iii) That this Policy had been reviewed by Senate a few months' ago and the courses that allowed transfer had been considered to be too narrow. This version stated that all courses would consider transfers and made it clear to applicants what they would need to provide SGUL with.

It was raised that several courses would not accept transfers at all and had been asked to provide evidence as to why they would not accept transfers. However, the Policy had come back to Senate without the programmes having time to respond. It was asked that appropriate consultation is given to programmes that this would impact. It was clarified that, if the Policy were approved, the registry administration team would hold the burden of telling applicants about the course not accepting transfers. Courses would review whether to accept transfers every year. The initial iteration of the Policy included a list of courses that were open to transfer requests and those that would not be open to requests; and this had been removed following previous discussion at Senate.

That it was asked if the programme regulations would need to be amended to show whether recognition of prior learning would be considered. It was

confirmed that the programme regulations would not need to be amended as the Policy is written in a broad way.

It was agreed to make the annual review and process for accepting prior learning clearer in the Policy; then it would be approved.

- (iv) That the list of evidence students were expected to provide for requests for extended periods of leave was mostly medical; and students would not always have medical reasons. It was asked to make it clearer what other kinds of evidence could be accepted.

That there may need to be a further amendment in the future due to post-Covid changes.

That it was suggested that these changes be made and/or considered and this Policy be brought back to the November Senate for approval.

- (v) That this version of the Policy makes it clear that Occupational Health (OH) is a contractor of SGUL; and that SGUL would listen to OH clinical guidance but any decisions to be made would be made by SGUL.

That the Policy also tightened up referral routes and included a data protection statement, that students would be consenting to share information with the university when they were referred to OH.

That the contract with OH is only for students on clinical courses.

That the Policy made clear that the primary clinical opinion would be coming from OH and their job would be to collate medical evidence from a student's healthcare providers.

Agreed:

That all papers that come to Senate or Executive Board for approval, that are updated versions of other papers, policies or reports, should make it clear on the cover sheet about where and what the changes are to the document, to enable members to more easily focus on the appropriate areas for discussion.

**Action: Clerk to Senate and Executive Board**

**EB-Senate/2/2021-22/Paper G**

## **7. Religious Observance Policy**

Received and considered: The updated Religious Observance Policy.

Reported:

That this Policy was not approved by the Executive Board, due to the below:

That the President of the Student Union had recently discussed the Policy with the Academic Registrar as some ceremonies had been missed out of the Policy. The

Islamic Society president had highlighted the requirement in the Policy for six week's notice of an absence. This timescale would need to be clarified, and a note added that stated what a student would need to do if they were unable to provide six week's notice. She also asked for clarity for the process for ceremonies where the date is not fixed; e.g. Eid. The Academic Registrar had given assurance that the university would make allowances for ceremonies where the date was not fixed. The Academic Registrar had also said that she would review the ceremonies with the Chaplain and then amend the timetable included in the Policy. Therefore a further iteration of this Policy would need to come back to Executive Board for approval.

**EB-Senate/2/2021-22/Paper H**

#### **8. Supervision Standards**

Considered and approved: The newly drafted Supervision Standards, that have been considered and approved by the Quality Assurance and Enhancement Committee (QAEC).

Reported:

That the new Standards had been developed for undergraduate and postgraduate provision, by a Task and Finish Group set up by QAEC, with a mandate to focus on developing Standards for use across the institution.

Discussed:

That the Standards suggested that Institute Directors should be leading on implementing the Standards and some of the items of work. Due to their current responsibilities, it was asked if some items could be delegated to section heads or an appropriate nominee, with ultimate escalation to an Institute Director.

It was discussed that Institute Directors are responsible for promoting and contributing to the culture of their directorates; for championing a positive culture; and where people are not pulling their weight, making this happen.

That it was agreed to amend the Standards to reflect the above discussion, and to add that any day-to-day monitoring and administration could be delegated.

**EB-Senate/2/2021-22/Paper I**

#### **9. OpEx projects**

Considered and approved:

- (i) OpEx project: FHEQ Level 7 award classification boundaries and borderlines.

Reported:

That, following the approval of new Scheme of Assessment regulations, the Head of Operational Excellence Projects had been working on reviewing assessment regulations and policies specifically applied to FHEQ Level 7 (L7) awards:

- i. Requirement for a distinction classification
- ii. Requirement for a merit classification
- iii. Whether the requirements - i and ii above - should be the same for our various L7 awards (MSc, MRes, MPAS)
- iv. Whether a borderline zone should operate at the classification boundaries in i and ii above.

That it had been approved at validation to use the undergraduate borderline zone for the MSc Physiotherapy. The leadership team were in favour of removing it but the deadline was 10pm tonight. TPCC would be meeting tomorrow and could formally ratify this, following Senate approval.

EB-Senate/2/2021-22/Paper J

Received and considered:

- (ii) An update report on OpEx projects.

EB-Senate/2/2021-22/Paper K

#### 10. Ofsted report and action plan

Received and considered: the Ofsted report and action plan.

Reported:

That this had been the first Ofsted inspection of the university, Ofsted having only started to take responsibility of Level 6 and 7 apprenticeships last year.

That the preliminary work had been done; the university had previously paid for a consultant who had highlighted issues with paperwork, so work in this area was underway.

That some of the findings could be explained by the course the inspectors had chosen to observe.

That Council would require regular updates on these students.

That reports on the progress of the action plan would be brought back to Senate.

EB-Senate/2/2021-22/Paper L

### Research

#### 11. Research update, including the Research Excellence Framework (REF)

Received and considered: An update regarding Research and the REF.

Reported:

That the Director of Cross Cutting Research Themes thanked the Research team and all the staff who had contributed to the REF.

That the key points from the REF submission were:

- That SGUL was ranked as the =8<sup>th</sup> university in the UK for impact cases and overall was ranked 42 out of 129 universities.
- 100% of SGUL's eligible staff were submitted, based on the Code of Practice which was widely consulted with staff. As a result, SGUL nearly doubled the number of submitted staff (94% increase) compared to last REF2014, partly reflecting an increase in the university's academic strength. This compares to the REF2021 overall which saw a 46% increase in submitted staff from all universities.
- SGUL nearly doubled the number of outputs/papers that were assessed as 4\* (world leading), from 47 to 91, which was an excellent result.
- 100% of our impact cases were judged 4\* (world leading) or internationally excellent (3\*), demonstrating our strength in applying our research to benefit society.
- Our submission overall was assessed 36% at 4\* quality, which is an improvement on REF2014 where 30% was assessed as 4\*.

That there would be some open meetings to discuss the results. One had been held a few weeks' ago; this had been recorded and was available on the REF webpage.

That there would be an updated research report at the next Senate meeting.

**EB-Senate/2/2021-22/Paper M**

## **Strategy, Management and Finance**

### **12. Finance Reports**

Received and considered: The management accounts up to 31 May 2022.

**EB-Senate/2/2021-22/Paper N**

### **13. SGUL Strategy Development**

Received and considered: A verbal update on the development of the new SGUL Strategy.

Reported:

That the Chair and the COO thanked all staff who had engaged with the strategy so far.

That overall, Council had been supportive of the Strategy and had acknowledged the huge amount of work that had gone into the outline document.

That the Council had noted that collaboration across the university had been clear and evident in the draft document.

That Council were pleased that the document was ambitious but had challenged whether the 50% increase in research income would be achievable; and discussed the balance between ambition and what can be achieved realistically.

That now the operational delivery plan that underpins the strategy would need to be drafted; showing how the ambitions could or would be delivered and how they would be financed.

Discussed:

That one of the independent members had discussed the need to include agility.

That the integration between research and education had been picked out by Council as a good ambition, and something that is different to the original strategy.

That Council had suggested amplifying the development of the professions more.

That the President of the Student Union had sent a suggestion for rewording the section on inclusion to the ERCM team.

That some members of Council had made some general statements about how they had not felt a sense of how a student may benefit by going through their time at the university.

### **14. Student Recruitment Update (UG and PG) 2022-23**

Received and considered: A further update on student recruitment for the 2022/23 academic year.

**EB-Senate/2/2021-22/Paper O**



## 15. **Space Strategy Committee**

Considered and approved:

- (i) The establishment of a Space Strategy Committee;
- (ii) The Committee's membership and Terms of Reference.

Reported:

That a proposal to establish a Space Strategy Committee, similar to the Committee that previously existed, had been made; in order to agree a streamlined process, like the process for space in the Jenner Wing, extended to all university spaces.

That the space operations group would still be required.

That a lean membership had been proposed.

EB-Senate/2/2021-22/Paper P

## 16. **MSc Advanced Breast Practice tuition fees**

Received and approved: The tuition fees for the MSc course.

EB-Senate/2/2021-22/Paper Q

## Partnerships

### 17. **Update on Joint Faculty Dissolution**

Received and considered: A verbal update on the Joint Faculty Dissolution.

Reported:

That the staff consultation had been completed and the final TUPE list had been received; so staff engagement activities had begun.

That it continued to be a busy process to get the staff onboarded and a large volume of work was underway in many areas, including learning technology, where approximately 10,000 links had to be updated.

That due to the volume of work, some of it would go beyond the 1 August.

That there had been some town halls held with the new staff and the team were looking to hold a welcome event in September.

The Chair thanked the Academic Lead for Quality and Partnerships, and all of the staff working on the Joint Faculty Dissolution, for their continued hard work and the amazing work they were doing to welcome the new staff and to get them onboard.

## Estates

### 18. **Estates Report (standing item)**

Received and considered: An update report on Estates and Facilities matters.

Reported:

That ballots for the parking spaces had gone out to management.

That the team were working hard to expedite the contractor to attend site for the Dissection Room consultation works; at the moment the earliest the contractor can attend is the end of July.

That work is ongoing overnight on the teaching rooms and ventilation to ensure all of the rooms can be used in September. Furniture for the rooms would be arriving soon.

That the fire brigade were continuing with regular checks at Horton Halls, including a visit this week.

Discussed:

That the Student Union asked for an update on the Rob Lowe Sports Centre refurbishment bid. It was confirmed that this had gone in as a Capital bid and the team had not yet been updated on the outcome of any of the bids.

That the Chair was disappointed that the Dissection Room works were still outstanding; as she had been clear about the priority anatomy had. She asked to be updated on how the works could be expedited.

**EB-Senate/2/2021-22/Paper R**

**19. SHE Report (standing item)**

Received and considered: An update report on Health and Safety matters.

Reported:

That the SHE team had been assisted by the Director of Research Operations, who had provided a member of staff to assist with administrative tasks in the interim. The team were grateful and gave their thanks for the assistance.

That the Horton Halls fire alarm system phases one and two had been installed and were functioning.

Discussed:

That there were some items on the incident reporting table that seemed like they could be resolved quickly, e.g. something too close to another item being a fire risk, that perhaps could be moved. It was explained that the report lists all incidents reported as they are found; and that, although they are usually resolved quickly, if not immediately, they are usually updated later rather than at the time. Therefore there would be an update for these items in the next report.

That members enquired as to if the administration post had been recruited to. It was confirmed that the role was going to the next RRC.

**EB-Senate/2/2021-22/Paper AA**

**20. Room Booking Protocol for external bookings**

Received and considered: A verbal report on Trust requests for room bookings for F Year Placements.

Reported:

That the university had been reviewing its room booking protocols following a number of requests from the Trust.

That pre-pandemic, 33% of room bookings were Trust bookings.

That a paper on this subject would come to a future Executive Board meeting, with proposals to review how bookings are undertaken and the potential to raise revenue with commercial bookings.

That this work would tie in with the work of the Space Management Committee.

## Items for Approval

### 21. Conclusion of the Covid-19 Phase 4 Working Group

Considered and approved: The proposals following the conclusion of the Covid-19 Phase 4 Working Group.

Reported:

That it was proposed to conclude the Phase 4 Working Group and incorporate Covid-19 protocols into 'business as usual'.

That the longer term 'post Covid-19' approach would be reviewed by the Executive Board in a year's time.

That managers should consider local Covid-19 working arrangements on an ongoing basis.

**EB-Senate/2/2021-22/Paper S**

### 22. Quality Assurance Agency (QAA) Academic Integrity Charter

Considered and approved: the signing of the QAA charter.

Reported:

That the university would not be committed to doing anything that it did not already do, by signing the charter.

That QAEC would oversee the work relating to the charter.

That the Associate Dean for Access and Participation had been leading a project in QAEC around students learning about explicit and accidental assessment irregularities.

**EB-Senate/2/2021-22/Paper T**

### 23. Access and Participation Plan

Considered and approved: The variation to the SGUL Access and Participation Plan, for onward circulation and agreement by Council, prior to submission to the OfS.

Reported:

That the OfS require SGUL to submit an ambitious variation to the SGUL Access and Participation Plan by 31 July 2022, alongside a three-page 'accessible' summary of the Plan, to be comprehensible to an audience of students and parents.

That the OfS had new priorities that may need to be further considered in the Plan going forwards, and so the variation was an interim document to show that SGUL would be working towards these new priorities.

**EB-Senate/2/2021-22/Paper U**

### 24. Athena Swan Application project plan

Considered and approved: The Athena Swan Application delivery plan.

Reported:

That the delivery plan was looking ahead to a silver award submission, and that achieving the award would be a challenging task.

That there was ongoing workstreams at the moment and the timelines were laid out in a table at the end of the paper.

That it was proposed that a complete, or a near-complete, draft of the submission should be considered and approved by the Diversity and Inclusion Steering Group and the Executive Board prior to submission in July 2023. Implementation of the delivery plan would be organised through the Diversity and Inclusion Steering Group.

Discussed:

That the Executive Board members thanked the Dean for Equality, Diversity and Inclusion for continuing to lead on this important piece of work.

**EB-Senate/2/2021-22/Paper V**

#### Items for Note

**25. \*Student Welfare**

Received and noted: The updated Student Welfare paper that went to Council on 30 June 2022.

**EB-Senate/2/2021-22/Paper W**

**26. \*MSc Advanced Breast Practice Validation**

Received and noted: The conditions of the MSc Advanced Breast Practice Validation.

**EB-Senate/2/2021-22/Paper X**

**27. \*League Table reporting (Complete University Guide)**

Received and noted: The League Table reporting (Complete University Guide).

**EB-Senate/2/2021-22/Paper Y**

**28. \*Actions taken by the Chair (Senate)**

Received and noted: Decisions taken on behalf of Senate by the chair since the last meeting of Senate.

**EB-Senate/2/2021-22/Paper Z**

**29. \*Student Cases (senate)**

Reported:

- (i) A Fitness to Study or Practise Hearing Committee was convened to consider the case of a P Year MBBS student and determined that the student should receive a number of conditions and undertakings.
- (ii) A Fitness to Study or Practise Hearing Committee was convened to consider the case of a First Year OT student and determined that the student should be expelled with immediate effect.
- (iii) A Fitness to Study or Practise Hearing Committee was convened to consider the case of a F Year MBBS student and determined that the student should receive a number of conditions and undertakings.

#### Any other Business

**30. Privacy risks in Horton Halls**

That the President of the Student Union asked if the plan to review some of the privacy risks in halls, such as the waking watch not knocking before entering, would still be going ahead.

That the COO felt a lot of the issues raised related specifically to the waking watch, and now that the fire alarms had been installed in halls the watch may be able to be stepped down. This would be dependent on agreement from the Fire Brigade.

Agreed:

That an item on Privacy risks in Horton Halls be brought for discussion at a future Executive Board meeting.

**Action: Clerk to Executive Board**

**31. Student Protection Plan**

That it was noted, for the action tracker for Senate, that the peer regulation for the Student Protection Plan had been pushed back to Autumn 2023.

**32. Membership updates**

That it was noted that Kate Bascome and Jeannie Watkins would be leaving Senate as they are leaving the employ of SGUL. The Chair thanked them both for their work with the Senate and wished them well for the future.

**33. Dates of meetings in 2022-23**

Executive Board:

Wednesday 28 September 2022  
Tuesday 1 November 2022  
Tuesday 6 December 2022\*  
Tuesday 17 January 2023  
Wednesday 1 March 2023  
Tuesday 21 March 2023  
Wednesday 24 May 2023  
Wednesday 14 June 2023  
Wednesday 12 July 2023\*

Senate:

Wednesday 9 November 2022  
Tuesday 6 December 2022\*  
Wednesday 8 March 2023  
Wednesday 7 June 2023  
Wednesday 12 July 2023\*

\*Joint meetings – Exec Board and Senate

All meetings will be in H2.5 and will commence at 2.00pm (unless stated otherwise).

EW /11 July 2022