

## Meeting of the Academic Board

2.00 - 4.00 pm on Wednesday, 13 February 2019  
in Boardroom - Technopark, SE1 6LN

### Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
7.	Academic Board membership proposal	3 - 4	PB
10a.	Framework for monitoring LSBU Apprenticeship Provision	5 - 6	SW
12.	Reports from sub-committees	7 - 10	PB, SW

**Date of next meeting**  
**2.00 pm on Wednesday, 12 June 2019**

**Members:** Pat Bailey (Chair), Asa Hilton Barber, Ian Albery, Craig Barker, Janet Bohrer, Patrick Callaghan, Kirsteen Coupar, Charles Egbu, Sajjad Hossain, Nelly Kibirige, Janet Jones, Sarah Moore-Williams, Jenny Owen, Shushma Patel, Lesley Roberts, Warren Turner, Shân Wareing and Sally Skillett-Moore

**Apologies:** Paul Ivey and Tony Roberts

**In attendance:**

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Paper title:	Academic Board: New membership proposal
Board/Committee:	Academic Board
Date of meeting:	13 February 2019
Author(s):	Anita Ikpa, Governance Assistant
Sponsor(s):	Pat Bailey, Provost
Purpose:	For Review
Recommendation:	The Board is requested to review and approve the proposed changes to the membership of the Academic Board.

## **Executive Summary**

Following a review of the Academic Board membership the Chair has proposed that changes are to be made. The changes will allow for an increased representation of academic staff on the Academic Board.

The diagram attached shows the current membership structure (in blue) and the proposed membership changes (in pink).

It is proposed that 4 academic staff from each school will become part of the new membership structure. The schools will be responsible for the selection and appointment of members. The selection/election process will be carried out from Easter until July 2019.

The terms of reference and the membership of the Academic Board are currently set out in the standing orders. The Board of Governors will be requested to approve the proposed changes.

## Academic Board: New membership proposal

Current membership			New membership proposal	
Posts	No. of members		Posts	No. of members
<b>Holders of Senior Posts (3)</b>	Provost (Chair) Chief Operating Officer (DVC Education) Chief Business Officer (DVC Innovation)	Pat Bailey Shân Wareing Prof. Paul Ivey	<b>Holders of Senior Posts (3)</b>	Provost (Chair) Chief Operating Officer (DVC Education) Chief Business Officer (DVC Innovation)
<b>Senior Academic Staff and Professors (8)</b>	Deans (x7) Nominated professor (x1)	Prof. Craig Baker – Dean, Law & Social Sciences Prof. Charles Egbu – Dean, Built Environment and Architecture Prof. Janet Jones- Dean, Arts and Creative Industries Prof. Patrick Callaghan- Dean, School of Applied Sciences Prof. Asa Barber - Dean, Engineering Sarah Moore- Williams - Dean, School of Business Prof. Warren Turner- Dean, Health and Social care NP: Prof. Shushma Patel	<b>Senior Academic Staff and Professors (28)</b>	4 members from each school: 1 Dean 3 Academic staff members (split between senior academic staff members and staff members below senior staff level)
<b>Academic and Research staff (2)</b>	Nominated research staff member (x1) Nominated academic staff member (x1)	Ian Albery Jenny Owen Janet Bohrer	<b>Non-teaching staff/students (5)</b>	Director of Academic Quality Development and 2 Professional Support Group Directors and 2 Student members
<b>Non-teaching staff (3)</b>	Director of Academic Quality Development Director of Student Support and Employability Nominated member of professional staff	Kirsteen Coupar Lesley Roberts		
<b>Technician (1)</b>	Nominated member of technical staff	Tony Roberts		
<b>Students (2)</b>	Students' Union, President Students' Union, Vice President (Education)	Nelly Kibirige Sajjad Hossain		
<b>Total members</b>		<b>19</b>	<b>Total number of members</b>	<b>36</b>

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Paper title:	<b>Framework for monitoring LSBU Apprenticeship Provision</b>
Board/Committee:	Academic Board
Date of meeting:	13 February 2019
Author:	Shân Wareing
Purpose:	For approval
Recommendation:	Academic Board is asked to suggest any amendments to the proposed monitoring and reporting process, and subject to any agreed changes, approve it to progress to the Board of Governors.

### **Executive Summary**

From August 2018, apprenticeship provision at levels 4 and 5 is under the joint jurisdiction of Ofsted and the Office for Students, with inspections being conducted by Ofsted. Ofsted has specific reporting and monitoring expectations. This paper asks for Academic Board's approval for a reporting process which is consistent with Ofsted's expectations, while aligning with existing structures and reporting requirements.

The Board of Governors has oversight of the University's Apprenticeship provision. The Board requires the University to have an operational infrastructure to deliver its strategic commitment on apprenticeships.

The Apprenticeships Committee meets monthly to review the quality of learning, teaching and assessment, personal development, behaviour and welfare, and outcomes for learners. It also receives reports and analysis of the key performance indicators of:

- Standards, number of apprentices
- Attendance
- Retention
- Progression
- Achievement
- Demographic trends

The Apprenticeship Committee reports to the University's Quality and Standards Committee, which receives a summary of trends and any extraordinary issues. Quality and Standards Committee reports to Academic Board, the most senior University Committee.

Academic Board prepares an annual report on Academic Quality and Enhancement for the Board of Governors, in compliance with the Office for Students registration requirement. As a component of this report, the Board of Governors receives an annual report on Apprenticeship Provision at level 4 & 5. The Annual Report is received and approved at an October meeting to the Executive Team for the November Board of Governors' meeting.

The report includes a review of the quality of learning, teaching and assessment, personal development, behaviour and welfare, and outcomes for learners. It also contains a record and analysis of the key performance indicators.

The Board can receive reports by exception at any of its regular meetings.

As required, the Board nominates a link governor to partner with an LSBU nominee to monitor developments in apprenticeships more closely, and to provide advice. At present, the link governor is independent governor Professor Peter Fidler; the LSBU nominee is the COO and Deputy Vice Chancellor (Education), Professor Shân Wareing.

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Paper title:	Sub-committee reports
Board/Committee:	Academic Board
Date of meeting:	13 February 2019
Author(s):	Sub-committee Chairs
Sponsor(s):	Pat Bailey, Provost
Purpose:	For Information
Recommendation:	The Academic Board is requested to note the reports.

## Executive Summary

### Quality and Standards Committee, 22 January 2019

- The committee received an update on academic planning and validations.
- The committee discussed matters affecting quality and standards and the ways to mitigate such matters.
- The outcomes of Transnational Education from the Academic Director for collaborative partnerships were noted.
- The committee received an update on apprenticeships.
- An update was received on exam invigilation.
- An update was received on ASU Bahrain.
- The committee noted the annual report of the external examiner comments.
- The committee discussed and noted the assessment marking criteria and feedback.
- The student voice report was discussed and the issues raised and actions being taken were noted.
- The university Course Boards were discussed and the amended templates and terms of reference were approved.

The Committee approved the following

- Education strategy for 2018-2020
- The student Halls of Residence Complaints procedure

The committee noted the following:

- The policy and procedure review
- The TEF 4 performance report

- The extenuating circumstances procedure
- The SASC minutes

### **Student Experience Committee, 30 January 2019**

- The committee received an update on estate matters. It was noted that the developments across the university were well received.
- The SU present gave an update on the student related issues. It was noted that the 'Class of 2019' lanyards were released on 1 February 2019. The students will receive a gold coloured lanyard alongside a £5 Elixor voucher. The feedback from students has been positive.
- An update was given on student led projects. It was noted that a sports campaign is to be launched in February. Three Peaks was launched on 30 January 2019 where 50 students turned up to the initial meeting. A China and Uganda trip will also run this year.
- The Student Services Annual Report was discussed. It was noted that despite the online submissions portal (Moodle) being available for work submissions that the helpdesk were still receiving large amounts of physical work submissions.
- A presentation on the Drugs in Halls research was provided, which focused on the use of Cannabis in Halls. The current disciplinary structure was noted and future disciplinary measures discussed.

The Committee noted the following reports:

- The Student Support and Employment annual report
- The Student Voice report

### **Research Committee, 6 February 2019**

- An Open Access Update was given. The university compliance rate was noted with two schools exceeding compliance rates (Health and Social care and Engineering). A policy is to be created for access to funds.
- A presentation on REF preparations for 2021 was given, which outlined
  - the key findings of the third Aura undertaken in the autumn of 2018. The key Aura drivers and why they were used were noted.
  - an update on the REF Code of Practice working group and feedback of the Significant Responsibility for Research (SRR) focus group.
  - recommendations for allocating QR and other investment funds to maximise LSBU's QR income.
- The committee received an update on the London Doctoral Academy. The committee noted:
  - the number of new enrolments and completions
  - the number of candidates on the old and new systems
- An update was given on the Researcher Development Group.



- The committee was updated on the development of the Professoriate. The need to raise the profile of the Professoriate was outlined as was the need for the university to be known for a specific area.

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