

[REDACTED]

[REDACTED]

21.35.03 The Buzzacott Audit Report received **approval** from the Board.

21.36 CHAIR’S BUSINESS

21.36.01 Student Representative: A student has come forward to express an interest in joining the Board, NR is seeking additional nominees for consideration. SOJ advised that the Student Liaison Officer role has been approved and attendance at Board meetings will be added to the job description.

21.36.02 New Board Members: RP and JA will be interviewing Stephen Fox, who has an interest in Psychotherapy and extensive experience in working in HE. A pre-Zoom meeting will be arranged to discuss the interview approach. The Board were informed that we have gone out to advert again for the audit and risk specialist with jobs.ac.uk and THEunijobs. It was suggested that we should consider using specialist recruiters for Board positions should we struggle for applications.

21.36.02.01 [REDACTED]

21.36.03 Succession Planning: The Board highlighted that the Institute needs to plan for resourcing issues to mitigate against the loss of people due to retirement, sickness etc. It was noted that we are very thin and do not have the infrastructure that a typical institution has to deliver what we need to. The Board foresee as the number of students increase and our research projects grow, we will need to reinforce finance and management support. It was advised that a document outlining a proposal on succession planning, for the

CEO, DCEO, Faculty Heads and Finance Director roles, should be presented to the Board.

21.36.03.01 **Action:** To include succession planning for the February 2022 Board meeting.

21.36.03.02

[REDACTED]

21.36.03.02 CW observed that covering the Head of Faculty 1 post has been valuable in gaining institutional knowledge. It was proposed that we could look at replicating a Chief Operating Officer (COO) role which has a broader remit including management of systems and data, areas which we are weak in. We need to analyse our IT infrastructure and the interconnectivity of people, systems, and data.

21.37 CEO'S REPORT

21.37.01 NDAPs Process: The final report will be submitted to the Advisory Committee for DAPs on the 9th December 2021. This leaves the Institute in a hiatus period, but we are moving ahead with developing our own validation process. It is expected that three undergraduate programmes will be going through our own process in February/ March 2022 if our DAPs application is successful.

21.37.02 Start to Academic Year 2021-22: We have had an excellent start to the Academic Year, staff and students are happy with the arrangements that have been put in place. We have purchased air purifiers and we are also using Owl cameras to include students if they are unwell or attending from overseas.

21.37.03 Student Numbers: Student numbers have increased from 1203 in 2020/21 to 1449 in 2021/22 and less students are dropping out.

21.37.04 Systems and Data Committee: A new Committee has been constituted to review, support, and assist with the Institutes digital systems and use of system-based data. The Committee remit will include reviewing Data Protection Impact Assessment and recommending process improvements to the Executive.

21.37.05

[REDACTED]

[REDACTED]

21.37.06

[REDACTED]

21.37.07



21.37.08 Strategy 2026: Work is still in progress and the document will be presented to the Board in February 2022.

21.37.09 NHS Tender: We have submitted a bid to the NHS for a new psychotherapeutic counselling training, for the PCE-CfD, as part of Improving Access to Psychological Therapies (IAPT). There was a very tight turnaround of 1 week, our application was developed with the help of 'tender UK'.

21.38 DEPUTY CEO REPORT

21.38.01 Student Survey Data: We conduct 2 surveys; the National Student Survey (NSS) and the internal Student Academic Experience Survey (SAES), both provide a mechanism of listening to the student voice and responding to any feedback. The outcomes from the surveys will be reported through the EX, LTEC and JSSC as well as informing the AMR process.

21.38.01.01 The NSS: provides a snapshot of all final year undergraduate students across the UK HE sector. Although the total number of our students eligible for the survey is small, a picture is taken of the same population at the same time each year which gives it validity on the student perspective. The data is externally reportable, and the results are public facing which makes it important for us to respond to the findings. We have some brilliant results against the sector, there are areas we need to work on which we are aware of and making the required improvements. There can be a 3-4-year time lag to see the impact of the changes and improvements. Our overall satisfaction is 81% which is significantly above the sector and an increase from 71% in 2020. We also scored significantly high results in assessment and feedback. The areas where we scored significantly below the sector are Academic Support, Advice, Library and IT Resources, Administrative Organisation and Student Voice.

21.38.01.02 SAES: is an internally administered survey that spans the Institute with good representation from all the programmes and faculties. There was a very good response rate with positive feedback on Teaching, Assessment and Feedback, Timetabling, Tutors and Professional Development. Areas highlighted for improvement mirrored the result of the NSS: Library and IT Resources, Admin / Organisation and Research. We are looking at library resources to find new ways of accessing information through different sites and have worked hard to make significant improvements to how content is displayed on Moodle to improve the user experience. We have some big decisions to make on IT, our current systems do not communicate with each other which requires lots of manual intervention.

21.38.02 Bursary Allocations: CW presented a Bursary Allocations Analysis paper to the Board. It was noted that the OfS strongly advocate for widening access and participation. The EDI Committee has raised several questions about who benefits and whether our approach is supportive of widening participation. The findings from the analysis demonstrate that the bursary applications process is fit for purpose and without discrimination, the applications are anonymous, and awards are solely based on financial statements.

21.39 HEALTH & SAFETY

21.39.01 No business for this meeting.

21.40 ADVANCED HE REPORT

21.40.01 The Board received the 'Review of Governance' Advanced HE Report and the comments from the Chair and CEO. It was noted that the report was very helpful and highlighted where our governance can be improved to better meet the new OfS regulatory requirements for 'adequate and effective management and governance arrangements'. It was suggested that each recommendation should be reviewed, and a priority list created for any issues that are still current and these should be focused on going forwards.

21.40.01.01 **Action**: NR to set up an extraordinary Board meeting in January 2022 to review the recommendations of the Advanced HE Report.

21.40.01.02 **Action**: NR to add the recommendations, in the Advanced HE Report, into a table with draft responses.

21.41 STAFFING AND REMUNERATION SUB-COMMITTEE REPORT (SARSC)

21.41.01 HC reported the following to the Board:

[REDACTED]

- Staff turnover data includes sessional staff, numbers are very low and do not require scrutiny at the moment.

21.41.02 The Board **approved** the proposals, decisions, and actions of the SARSC.

21.42 FINANCE SUB-COMMITTEE REPORT (FSC)

21.42.01 JA reported the following points to the Board:

[REDACTED]

21.42.02 The Board **approved** the actions and decisions of the FSC.

21.43 COMMITTEE MINUTES

21.43.01 Review Executive Committee Minutes (July, September & October 2021):

The Board **reviewed** and **accepted** the minutes, actions, and decisions of the Executive committee.

21.43.02 The Chair noted the following points in the July 2021 EX minutes:

- Hybrid Delivery: This was trialed on the CWTP programme and was initially unsuccessful, the issues have now been resolved using the Owl camera. The 70/30 blended learning split has been agreed with MDX and is liked by the students.
- EAP: The DCPsych programme was not accredited for EAP entitlement but it was advertised in error for 1 year due to the handbook template not being checked. When discovered the inaccurate information was removed immediately and students notified. It was queried if this is a reportable incident to the OfS.

21.43.02.01 **Action:** CW to check if the error in advertising EAP accreditation on the DCPsych programme handbook is a reportable incident to the OfS.

21.44 ANY OTHER BUSINESS

21.44.01 No business for this meeting.

21.45 DATE OF NEXT MEETING

21.45.01 The next meeting of the Board of Trustees will be held on the 22nd February 2022.

SUMMARY OF ACTIONS AND DECISIONS

21.33.01	The minutes of the Board of Trustees (BoT) meeting held on the 27 th July 2021 were agreed as a true and accurate record.
21.35.03	The Buzzacott Audit Report received approval from the Board.
21.36.03.01	Action: To include succession planning for the February 2022 Board meeting.
21.36.03.02	[REDACTED]
21.37.05.01	[REDACTED]
21.37.06.01	[REDACTED]
21.37.07.02	[REDACTED]
21.40.01.01	Action: NR to set up an extraordinary Board meeting in January 2022 to review the recommendations of the Advanced HE Report.
21.40.01.02	Action: NR to add the recommendations, in the Advanced HE Report, into a table with draft responses.
21.41.02	The Board approved the proposals, decisions, and actions of the SARSC.
21.42.01.01	[REDACTED]
21.42.02	The Board approved the actions and decisions of the FSC.
21.43.01	<u>Review Executive Committee Minutes (July, September & October 2021):</u> The Board reviewed and accepted the minutes, actions, and decisions of the Executive committee.
21.43.02.01	Action: CW to check if the error in advertising EAP accreditation on the DCPsych programme handbook is a reportable incident to the OfS.