

WIDENING PARTICIPATION COMMITTEE



Minutes of the meeting held on 8 February 2018

- Present: The Academic Director of Widening Participation (Mrs H. Gillespie) (in the Chair), the Assistant Head of Outreach (Mrs C. Wheatland), the Widening Participation Manager (Mrs R. Price), the Director of Outreach (HUM) (Dr K. Ridealgh), Director of Outreach (SSF) (Miss K. Garner), the Academic Outreach Fellow (SCI) (Dr C. Harrington), the Head of Equality and Diversity (Ms H. Murdoch), and the Student Representatives (Ms M. Leishman and Ms I. Edwards).
- With: Mrs R. Hannant (Secretary)
- In attendance: The Director of the Students' Union (Ms L. Chiu) and Ms K. Saunders.
The Learning and Teaching Manager (Rachel Paley) (standing in for the Head of Learning and Teaching Services, Mrs C. Sauverin)
- Apologies: The Pro-Vice-Chancellor (Academic) (Professor N. Ward), the Director of Admissions (Professor R. Harvey), the Academic Director of Taught Programmes (Dr C. Matthews), the Head of Student Services (Mrs J. Amos), the Representative of the Partnerships Office (Mr L. Daly), the Lecturer in Health Sciences and Academic Support (Dr P. Harris), the Head of Learning and Teaching Services (Mrs C. Sauverin), the Joint Head of Careers Service (Mrs J. Schofield/Mr J. Goodwin), and the Academic Outreach Fellow (FMH) (Mrs S. Homden).

1. MINUTES

Confirmed

the minutes of the meeting held on 8th November 2017.

2. MATTERS ARISING

- (1) Arising from Agenda item 2, *Aurora project on inclusive internationalisation* – the Academic Director of WP confirmed that the project is progressing well and is optimistic about putting in a bid. She will keep members updated. The submission date is 21st March.
- (2) Arising from *Resource and Space Management for Outreach and WP* – the WP Manager and Assistant Head of Outreach updated members that meetings with the Space Manager had taken place but there is no solution at present. A review of all space is being undertaken. Colleagues at Centrum will start to hot desk.
- (3) Arising from *Amendments to UEA bursary eligibility* – the WP Manager confirmed that this amendment has now been made for the academic year 2018/19.
- (4) Arising from *Widening Admissions for Sept 2017 intake* – the WP Manager confirmed that broad discussions have been taking place around how the University can encourage students to disclose any disability they may have.
- (5) Arising from *School Governors project* – see agenda item 3, Raising Attainment – Recommendations for 2019/20 Access Agreement.

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- (6) Arising from *WP Evidence and Evaluation Strategy and Plan* – the Academic Director of WP confirmed that we now have two WP Fellowships underway, one in Pharmacy and one in History.
- (7) Arising from *neaco update* – the Assistant Head of Outreach confirmed there has been a proposal to extend the project to the end of this academic year (this will be decided in April) but there is no further update regarding a longer term extension. There are no results from the baseline survey yet; these will be brought to a WPC meeting as soon as available.
- (8) Arising from *The pre arrivals case study* –the WP Manager confirmed that progress has been made, with meetings now taking place between WP Team, ARM and SU ensuring work is joined up with ARM and the SU, and the potential expansion of the Headstart events. Work is also underway on a schedule of all WP interventions, and the SU and WP Team are to meet to discuss.

3. STATEMENTS BY THE CHAIR

The Academic Director of WP asked the WP Manager to provide an update on roles within the WP team in FPG. James Ferguson, the Monitoring and Evaluation Coordinator has joined the team from Outreach. Rosie Hannant (currently WP Officer) has been appointed to the role of WP Evidence and Evaluation Manager. Recruitment will commence asap for the vacant role of WP Officer. This now means that UEA has a team dedicated to evidence and evaluation across the full student lifecycle.

4. PLANNING AND TIMESCALES FOR COMPILING ACCESS AGREEMENT 2019/20

Considered

the recommendations in the report from the WP Manager regarding the plan for this year (a copy is filed in the Minute Book, ref. WPC17D010). The WP Manager outlined that the content of the report is based on the presumption that very little changes this year, but we have not yet received the strategic guidance from OFFA/OfS.

In its discussions, members noted:

- i. The Assistant Head of Outreach has received feedback from some colleagues that the tables on page 4 of the current Access Agreement (RAG ratings of WP performance) are confusing, and as this is a public document, could we amend these to make them clearer. WP Team to action.
- ii. The Director of Outreach (HUM) advised that a Working Class Males conference is to be hosted at UEA, and that further details will be brought back to WPC.
- iii. The Director of Outreach (SSF) enquired about the proposed timeline for the monitoring return.
- iv. The Academic Director of WP, the Assistant Head of Outreach and the WP Manager will be attending the SU Council meeting in May to consult students on the Access Agreement and wider WP approaches.

RESOLVED

- (1) The WP Manager will be liaising with SU, SSS, Careers, the BIU and the Head of Equality and Diversity for further input.

- (2) SU Council has recently agreed on a new policy regarding the 'working class promise'. The WP Manager and the Director of the Students' Union will meet to discuss.
- (3) The WP Manager will review the use of the RAG ratings tables in the new Access Agreement.
- (4) The WP Manager will provide a schedule for all processes across the year to the May WPC meeting.
- (5) SU members of WPC agreed to provide guidance in advance of Union Council around specific areas of interest.

*5. WP FINANCIAL SUPPORT REVIEW

This minute is confidential and attached as a separate sheet.

6. RAISING ATTAINMENT – RECOMMENDATIONS FOR 2019/20 ACCESS AGREEMENT

Considered

the report and recommendations from the Academic Director of Widening Participation and the Assistant Head of Outreach. The Assistant Head of Outreach outlined that activity needs to focus more on raising attainment and building strategic relationships with schools. As such, the University is 1) building on its current relationships with schools and 2) increasing the governors pool in target outreach schools.

In its discussions, members noted:

- i) The Academic Director of WP commented on the value to individuals of becoming a school governor, allowing insight into another education setting, providing opportunities, building skills and enabling progression.
- ii) The AD of WP plans to consult with the Regional Schools Commissioner at their meeting on Friday 16th February.
- iii) The AD of WP advised that there are still vacancies further afield, for example in Ipswich and Lowestoft.
- iv) Ms M. Leishman enquired as to whether this opportunity can be opened up to SU staff too and the AD of WP confirmed that it could.

RESOLVED

- (1) The Assistant Head of Outreach and the WP Manager will discuss re-running the audit survey at UEA to determine current numbers of school governors.
- (2) The WP Manager asked the Director of the SU to arrange a similar audit to find out which SU staff are currently governors or sit on the Boards of Trustees for other university SUs. The Assistant Head of Outreach will liaise with the Director of the SU regarding this.
- (3) The Assistant Head of Outreach agreed to look into the query from the Director of Outreach (SSF) regarding the University rules around use of a personal car for travel relating to school governor meetings.

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- (4) The Committee agreed that the costs of being a School Governor (buyout of staff time and travel) could be met from the Outreach Budget – to be reviewed at the end of the academic year 18/19. This can only apply to secondary schools which are a priority for outreach work and their feeder primary schools.
- (5) The Committee approved the proposal to set up a UEA Governor Network to provide support and training for UEA staff who are school governors and to improve communication between School Governors and our Outreach Team.
- (6) The WP Manager highlighted the need to establish what exactly is going to be measured in terms of these activities so that the WP team can evaluate these.