

UNIVERSITY OF WARWICK
ACADEMIC RESOURCING COMMITTEE
OPEN MINUTES OF THE MEETING HELD FROM 2.00PM-4.00PM WEDNESDAY 16 SEPTEMBER 2020 ON MS
TEAMS

Present	Professor Chris Ennew	CE	Provost (Chair)
	Professor Lorenzo Frigerio	LF	Faculty representative for the Faculty of Science, Engineering and Medicine
	Professor Chris Hughes	CH	Pro-Vice-Chancellor (Education)
	Professor Sudhesh Kumar	SK	Faculty representative for the Faculty of Science, Engineering and Medicine
	Professor Caroline Meyer	CM	Chair of the Faculty of Science, Engineering and Medicine/Vice-Provost
	Professor Rachel Moseley	RM	Faculty Representative for the Faculty of Arts
	Professor Matt Nudds	MN	Chair of the Faculty of Social Sciences/Vice-Provost
	Professor Penny Roberts	PR	Chair of the Faculty of Arts/Vice-Provost
	Professor Mike Shipman	MS	Pro-Vice-Chancellor (International)
	Professor Pam Thomas	PT	Pro-Vice-Chancellor (Research)
	Professor Gwen Van der Velden	GVdV	Deputy Pro-Vice-Chancellor (Student Learning Experience)
	Professor Nick Vaughan-Williams	NV-W	Faculty Representative for the Faculty of Social Sciences
Attending	Elizabeth Hough for item 006	LH	Assistant Director SROAS (Head of Admissions)
	James Hutchinson	JH	Head of Finance, Departmental Services Team (ARC)
	Sam McClenaghan	SM	Deputy Finance Director, Departmental Services Team
	Faye Murray	FM	Director of Strategic Planning and Analytics (SP&A)
	Andrew Smith	AS	Finance Director
	Dr Chris Twine	CT	Academic Registrar (Secretary)
	Carol Walker	CaW	Assistant Registrar (SP&A)
	Helen Way (representing Lesley Houfe)	HW	Human Resources Manager
	Claire Wightman	CIW	Administrative Officer (SP&A) (Assistant Secretary)

Protected items are denoted by a * in the minutes. Some items are noted as '*Exempt information not included*' as they contain information that is restricted to Members and Attendees of the Academic Resourcing Committee.

Ref	Item
001	<p>Apologies for absence and welcome</p> <p>(a) Apologies</p> <p>No apologies had been received from any members of the Academic Resourcing Committee.</p> <p>(b) Welcome</p> <p>To James Hutchinson, who had moved from the role of Head of Student Finance and Funding to Head of Finance Departmental Services Team (ARC) and would be an ongoing attendee at ARC meetings. Also to Helen Way, HR Manager, who was representing Lesley Houfe at the meeting.</p>
002	<p>Declarations of Interest</p> <p>No new declarations were made.</p>

003	<p>Minutes of last meeting on 17 June 2020</p> <p>The minutes of the meeting held on 17 June 2020 were received and approved.</p>
004	<p>*Matters arising from last meeting on 17 June 2020</p> <p>The matters arising were as follows:</p> <p>(a) Membership and Terms of Reference 2018-19 (minute 073-ARC170620 refers)</p> <ul style="list-style-type: none"> • The Chair reported that, at its meeting on 1 July 2020, Senate had approved the membership and terms of reference of the Academic Resourcing Committee for the 2020-21 academic year. <p>(b) School of Engineering mid-term review final report (minute 017-ARC170620 refers)</p> <ul style="list-style-type: none"> • The V-P/Chair of the Faculty of Science, Engineering and Medicine reported that production of the School of Engineering Mid-Term Review final report had been delayed and that it was now expected at ARC in October 2020, for approval.
Chair's Update	
005	<p>*Chair's Business</p> <p>The Committee received and noted an update from the Chair.</p> <p>(a) Change of reporting arrangements for ARC</p> <ul style="list-style-type: none"> • To date ARC had reported to Senate and to Council via the Finance and General Purposes Committee, with regular non-financial reports/updates to Steering Committee. • ARC would now report directly to Senate via termly Committee reports noting that any new or existing policy changes that ARC may be involved in would go through the new Policy Oversight Group for a wider institutional discussion. <p>(b) Outputs and actions from Strategic Priorities meetings with V-Ps/DoAs</p> <ul style="list-style-type: none"> • Strategic priorities meetings took place over the summer. The CoF/V-Ps and DoAs met with the Directors responsible for each of the main strands of the University strategy to discuss how best to ensure coherence and coordination in the way in which strategy leads engaged with academic departments, and to maximise the efficiency and effectiveness of the approach. • ARC noted that liaison with Research Development Strategy Managers (RSDMs), Research and Impact Services (R&IS) and Research Executive was an exemplar of linking University strategy with departments. <p>(c) Update on implementation of the Graduate Teaching Assistant (GTA) contract <i>Exempt information not included.</i></p> <p>(d) Update on Shape of the Academic Year</p> <ul style="list-style-type: none"> • The Chair confirmed the re-operationalisation of campus and the University's commitment to a blended learning model for the 2020-21 academic year, with the adoption of a protocol to guide decision-making at the points at which there may be a need to change the anticipated modes of delivery. • There were several hundred students present on campus and face-to-face teaching had commenced in academic departments such as Warwick Medical School and the Centre for Teacher Education. Executive MBA teaching had commenced at The Shard and on campus with full-time MBA on campus next week.

	<p>(e) Augar Review</p> <ul style="list-style-type: none"> • The Committee noted that the Augar Review remained a live issue as did a government response to the Pearce independent review of the Teaching Excellence and Student Outcomes Framework (TEF). • The ongoing uncertainty around the scale and scope of government funding for Higher Education, particularly in the light of the anticipated demographic increase in 18 year olds, meant that the University may need to reconsider its Size and Shape strategy at the relevant point in time. • In early September 2020 the government had announced an intention to remove or reduce reporting requirements and address unnecessary bureaucratic processes for HEIs with immediate effect, whilst asking universities to look at their own systems and processes. The University's Professional Services Strategic Reform programme was established to achieve this, noting that, of particular relevance to ARC, was the piece of work around developing Service Level Agreements (SLAs) to underpin the management of professional services delivery to academic departments.
Student Recruitment	
006	<p>*Student recruitment update</p> <p>The Committee received a verbal report on progress at 14 September 2020 against the student intake forecast for 2020-21 accompanied by slides from the Assistant Director SROAS (Head of Admissions Services). Key points and discussions were as follows:</p> <p><i>Exempt information not included.</i></p>
Finance and Resources	
007	<p>*COVID-19 impact, risks, issues and mitigations</p> <p>The Committee received a verbal report from the Academic Registrar. Key points and discussions were as follows:</p> <p><i>Exempt information not included.</i></p>
008	<p>*ARC Savings Target</p> <p>The Committee received a verbal report from the Finance Director. Key points and discussions were as follows:</p> <p><i>Exempt information not included.</i></p>
009	<p>*Financial Performance of Academic Departments: Quarter 4 2019/20 highlights</p> <p>The Committee received a report (009-ARC160920 {protected}) from the Deputy Finance Director, Departmental Services Team, on the financial performance of academic departments in quarter four. Key points and discussions were as follows:</p> <p><i>Exempt information not included.</i></p>
010	<p>*Capital/Academic Equipment Fund report</p> <p>The Committee received and noted a report (010-ARC160920 {protected}) from the Deputy Finance Director, Departmental Services Team, on the status of the Academic Equipment Fund (AEF). Key points and discussions were as follows:</p> <p><i>Exempt information not included.</i></p>

Other	
011	<p>*English Language at Warwick: A Comprehensive Review of Pre-Sessional and In-Sessional English and the Opportunities for Change</p> <p>The Committee received and noted the report (011-ARC160920 {Protected}) which was accompanied by a verbal update from the Chair of Faculty and Vice-Provost, Faculty of Social Sciences. Key points and discussions were as follows:</p> <p><i>Exempt information not included.</i></p>
<i>Items below this line were for receipt and/or approval, without discussion</i>	
012	<p>ARC Schedule of Business for 2019/20 mapped against Terms of Reference</p> <p>The Committee received and noted the report (012-ARC160920 {Protected}).</p>
013	<p>Departmental Strategy Development update</p> <p>The Committee received and noted the report (013-ARC160920 {Protected}).</p>
014	<p>Annual turnover report for University of Warwick - Rolling 12 Months.</p> <p>The Committee received and noted the report (014-ARC160920 {Protected}).</p>
015	<p>Minutes of Student Recruitment Steering Group (SMSG) meetings on 1 June and 14 July 2020.</p> <p>The Committee received and noted the report (015-ARC160920 {Protected}).</p>
016	<p>Minutes of ARC-Executive meetings on 8 June and 17 August 2020.</p> <p>The Committee received and noted the report (016-ARC160920 {Protected}).</p>
017	<p>Outcomes of June 2020 Fees Working Group meeting by circulation.</p> <p>The Committee received and noted the report (017-ARC160920 {Protected}).</p>
Next meeting: 10.00am-12.00pm on Thursday 15 October 2020 on Microsoft Teams	