

UNIVERSITY OF WARWICK

**Board of the Faculty of Medicine**

There will be a meeting of the Board of the Faculty of Medicine at 10am on Tuesday **14 November 2017** in room A-042 in the Medical School Building.

R Sandy-Thomas  
Registrar

Note: Committee papers can be accessed at

<https://files.warwick.ac.uk/boardoffacultyofmedicine/browse/BFM>

Questions on agenda items or apologies for this meeting should be directed to the Acting Secretary to the Board, Martin Mik ([bfm@warwick.ac.uk](mailto:bfm@warwick.ac.uk)).

*Restricted business (denoted by an asterisk{\*}) is confidential to members and attendees of the Board of the Faculty of Medicine.*

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**MATTERS FOR CONSIDERATION BY THE BOARD**

1. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Board have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014), available online from <http://www.universitychairs.ac.uk/publications/>.

2. Freedom of Information

TO REPORT:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC.60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes;
- (b) That all non-reserved minutes and agenda of the Board are published on the University's Governance website at:  
<http://warwick.ac.uk/committees/bfss/minutes/>;
- (c) That copies of paper SC.60/07-08 are available from the Secretary on request.

3. Terms of Reference

TO CONSIDER:

Proposed changes to the terms of reference of the Board as set out in paper BFM.1/17-18 ([available online](#)), noting that the current version of the terms of reference is available online in the University Calendar (<http://warwick.ac.uk/committees/bfm/#tor>).

4. Membership

TO RECEIVE:

An updated membership of the Board of the Faculty of Medicine and its sub-committees for the academic year 2017-18, including nominations to other University Committees (paper BFM.2/17-18, [available online](#)).

5. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 15 May 2017 ([available online](#)).

6. Matters Arising

(a) Academic Governance Review (minute 40/16-17 refers)

TO RECEIVE:

- (i) A final version of a paper from the Pro-Vice-Chancellor (Education) and the Deputy Academic Registrar setting out proposed changes to academic governance as approved by the University Senate at its meeting on 5 July 2017 (paper S.75/16-17, [available online](#));
- (ii) An update report from the Assistant Registrar (Learning & Teaching) on the new University course approval process and its roll out (paper AQSC.5/17-18, [available online](#)), noting that Warwick Medical School has registered interest to participate in the pilot.

(b) Race Equality Charter Mark Application (minute 41(xiv)/16-17 refers)

TO RECEIVE:

An oral update from the Chair on the progress of identifying specific actions within WMS to drive forward the Race Equality Charter Mark agenda.

(c) Health and Safety organogram (minute 48(c)/16-17 refers)

TO RECEIVE:

A revised organogram ensuring correct reporting arrangements for Health and Safety issues within WMS and the University (paper BFM.3/17-18, [copy attached](#)).

7. Chair's Business

(a) Welcome to new Members

(b) Faculty of Medicine Chair Update

TO RECEIVE:

An oral report from the Chair on the progress of the appointment of her successor.

(c) Disestablishment of the Advisory Board

TO REPORT:

That the Advisory Board of the Faculty of Medicine has been disestablished, with members of the Advisory Board being informed by the Vice-Chancellor in a letter of thanks for their service to the Medical School and the Faculty of Medicine.

(d) RDF Allocation

(e) Faculty Website

TO RECEIVE:

An oral update from the Deputy Chair on the progress of the redesign of the Faculty website.

8. \*Warwick Medical School Collaboration with the University of Chester

TO RECEIVE:

(a) A report on a proposed collaboration with the University of Chester to establish a new Medical School (paper SC.130/16-17 {Restricted}, available online), noting that this was approved in principle by the Steering Committee at its meeting on 22 May 2017 (minute SC.342/16-17 refers);

(b) A summary of responses on the proposed collaboration received from members of the Board (paper BFM.4/17-18 {Restricted}, available online).

(c) An oral report on the progress of the collaboration since May 2017.

9. Update from the Pro-Dean (Education)

TO RECEIVE:

(a) An oral update from the Pro-Dean (Education);

(b) \*A copy of the WMS NSS 2017 Action Plan as of 6 November 2017 (paper BFM.5/17-18 {Restricted}, available online);

(c) \*A report from the Academic Lead for Quality Assurance and Enhancement on the September 2017 Phase II Short Answer Question (SAQ) examination (paper BFM.6/17-18 {Restricted}, available online).

10. Research Update

TO RECEIVE:

An oral update from the Pro-Dean (Research) on the School's REF preparations.

11. Update from the Dean of Warwick Medical School

TO RECEIVE:

An oral update from the Dean of Warwick Medical School.

12. Health and Safety Update

TO RECEIVE:

A Health and Safety update from the Dean of Warwick Medical School.

13. WMS Welfare Strategy Group

TO RECEIVE:

An update from the Co-Chair of the WMS Welfare Strategy Group.

14. Any Other Business

15. Next Meeting

TO REPORT:

That the next meeting of the Board will take place on Monday 12 February 2018, 2-4pm, room A-030, Warwick Medical School.

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**ITEMS TO RECEIVE FOR INFORMATION ONLY**

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Board may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. These papers are available online from the Board's electronic filestore at <https://files.warwick.ac.uk/boardoffacultyofmedicine/browse/BFM>.

16. Assessment of Feedback

TO CONSIDER:

The following reports on timeliness of feedback on assessment submitted in Summer Term 2016-17 across the Faculty:

- (a) MB ChB (paper FMEC.9a/17-18, [available online](#));
- (b) Diploma in Orthodontic Therapy (paper FMEC.9b/17-18, [available online](#));
- (c) Certificate of Diabetes Care (paper FMEC.9c/17-18, [available online](#));
- (d) PGT courses (paper FMEC.9d/17-18, [available online](#)).

17. Report from the Faculty Education Committee

TO RECEIVE:

The minutes of the meeting of the Faculty Education Committee held on 23 October 2017 (paper BFM.7/17-18, available online).

18. Report from the WMS Education Committee

TO RECEIVE:

The minutes of the meeting of the WMS Education Committee held on 13 September 2017 (paper BFM.8/17-18, available online).

19. Faculty Lunches in 2017-18

TO REPORT:

That the Faculty of Medicine Lunches will take place as follows in 2017-18:

- (a) Autumn term: Tuesday 14 November 2017, 12 noon, room A-042, Warwick Medical School;
- (b) Spring term: Monday 12 February 2018, 12noon, room GLT4, Warwick Medical School;
- (c) Summer term: Wednesday 30 May 2018, 12noon, room GLT4, Warwick Medical School.

20. Dates of 2017-18 Board Meetings

TO REPORT:

That the Board will meet subsequently as follows during the academic year 2017-18:

Monday 12 February 2018, 2-4pm, room A-030, Warwick Medical School;  
Wednesday 30 May 2018, 10am-12noon, room A-030, Warwick Medical School.

MM/08.11.17  
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