

UNIVERSITY OF WARWICK  
BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the 7th November 2013.

Present: Professor P Winstanley (Chair), Dr A Adams (Academic Staff), Dr M Allen (External member), Dr D Biggerstaff (Academic Staff), Dr R Bivins (Faculty of Arts representative), Ms S Cheng (Student member), Professor G Currie (Warwick academic staff), Professor D Evans (SLS), Professor L Green (SLS), Professor G Hartshorne (Academic Director Research Degrees), Dr J Kidd (Head of Educational Development and Research), Dr C Melville (Academic Director MB ChB), Professor S Stewart-Brown (Academic Staff)

Apologies: Professor A Clarke, Ms J Cooper, Mr P Handslip, Professor N Johnson, Dr C Marguerie, Mr D Mullins, Dr P O'Hare, Professor S Singh, Professor M Underwood, Professor S Weich, Professor D Wolke, Professor V Zammit

In Attendance: Mrs L McCarthy (Assistant Secretary)

**MINUTES**

1/13-14      Conflicts of Interest

REPORTED:

That members were asked to declare if they had any conflicts of interest relating to agenda items for the meeting, and if so that they should declare them in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

None declared.

2/13-14      Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

REPORTED:

- (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 Committee are published on the University's Governance website at the following web address: <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>
- (c) That copies of paper SC 60/07-08 are available from the Secretary on request.

3/13-13      Terms of Reference and Membership

CONSIDERED:

- (a) Constitution and Membership.

The constitution and membership of the following committees within the Faculty of Medicine for the academic year 2013/14:

- i. Board of the Faculty of Medicine as set out in paper BFM1/13-14.
- ii. Graduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/13-14.
- iii. Undergraduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/13-14.
- iv. MB ChB Boards of Examiners as set out in paper BFM3/13-14.
- v. Membership of the Fitness to Practice Committee (Regulation 34) as set out in paper BFM4/13-14.
- vi. Membership and remit of the Quality Assurance and Enhancement Group as set out in paper QAEG2/13-14 {revised}.
- vii. That the following have been nominated on behalf of the Board of the Faculty of Medicine to sit on the Student Disciplinary Offences Committee (Regulation 23):

Professor G Hartshorne  
 Professor N Johnson  
 Dr C Melville  
 Dr P McTernan  
 Mr A Taylor

(b) Terms of Reference

It was reported that the remit of the Board of the Faculty of Medicine was:

- i. To regulate, subject to these Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, curricula and examinations in the subjects prescribed for the Faculty.
- ii. To recommend to the Senate examiners for appointment.
- iii. To make recommendations to the Senate for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty.
- iv. To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council.
- v. To delegate to the Sub-Faculties such matters as are deemed appropriate.
- vi. To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 15.
- vii. To discharge such other functions as the Senate may from time to time determine.

RESOLVED:

- (A) That the vacancy for an elected member of academic staff from Warwick Medical School be advertised within the School with expressions of interest being sent to the Chair. Should more than one staff member be nominated an election would be arranged within the School.

- (B) That the successor to Professor I Philp at Warwick Hospital be approached, informally via the Secretariat, to determine if they would be willing to be a member of the Board of the Faculty of Medicine.
- (C) That the memberships as set out in papers BFM1/13-14, BFM2/13-14, BFM3/13-14, BFM4/13-14 and QAEG2/13-14 be approved.

4/13-14 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on the 21<sup>st</sup> May 2013 be approved.

5/13-14 Matters Arising

- (a) Preparations for the REF (minute 26/12-13 (a) referred)

RECEIVED:

Information from the Chair on the conclusion of the submissions for the REF, it being noted that this would not be an item on future agendas.

- (b) Academic Health Sciences Network (AHSN) (minute 26/12-13 (b) referred)

RECEIVED:

An update from the Chair regarding the AHSN budget, following attendance at a meeting by Dame Julie Moore, a member of the Medicine Faculty Advisory Board in May 2013, it being noted that only the budget for the first year has been announced (£4.7m).

- (c) Research Centre Guidelines (minute 32/12-13 referred)

RECEIVED:

Feedback from the Secretariat concerning the revised guidelines for the establishment, operation and any disestablishment of University of Warwick Research Centres.

- (d) Medical Schools Council (minute 35/12-13 refers)

RECEIVED:

Information from the Chair regarding possibilities of WMS providing education and training for local Physicians Assistants.

RESOLVED:

- (i) That the Education Strategy Group be asked to consider the viability of developing a Physicians Assistant programme taking into consideration the current shape of training review that is happening across the National Health Service.
- (ii) That the item be brought forward to the February 2014 meeting of the Board so that Dr Handslip could be consulted by the Chair.

6/13-14 Chair's Business

RECEIVED:

- (a) An update from the Chair on the 2013 National Student Survey Results including details of planned activities for the coming months, it being noted that peer review of teaching had been discussed at ESG along with a student review of teaching quality.

- (b) An update on the refreshed Medical School strategy and progress through the University Steering Committee prior to official announcements being made in the week commencing the 11<sup>th</sup> November 2013..

7/13-14 Curriculum Review

RECEIVED:

- (a) An oral report from the Head of the MB ChB on the implementation of year one of the refreshed curriculum and progress with Phases II and III.

It was noted that cross campus and off site collaborations were a feature of the refreshed curriculum with examples of innovative work being conducted with WMG and local Trusts used as examples.

Members were asked to note that information is also available on the following web page: <http://www2.warwick.ac.uk/fac/med/about/cr/about>

- (b) An oral report from Professor S Stewart-Brown on the introduction of “Mindfulness” and “Wellbeing” into the refreshed curriculum.

RESOLVED:

That Professor S Stewart-Brown be asked to submit a paper, via the Chair, for further consideration at the December Faculty of Medicine Advisory Board meeting.

8/13-14 Undergraduate Studies Minutes

CONSIDERED:

The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 21<sup>st</sup> October 2013 as set out in papers BFM5/13-14.

RESOLVED:

That the paper MUSC7/13-14 which set out the revised Regulation 8.10, section (8.10 (8) (a) – (e)), brought the Faculty of Medicine into line with the rest of the University and that the Board was content to permit progress through the Board of Undergraduate Studies and the Academic Quality and Standards Committee.

9/13-14 Graduate Studies Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 23rd October 2013 as set out in paper BFM6/13-14..

10/13-14 Proposed New Research Centre – “Centre for Law, Governance and Regulation of Global Economy”

CONSIDERED:

In accordance with the process for the establishment of a new university Research Centre the proposed new “Centre for Law, Governance and Regulation of Global Economy” as set out in paper RC.12/13-14. Members were asked to note that the proposed new Centre was a Category III and would if approved sit within the Faculty of Social Science.

## RESOLVED:

That members of the Faculty Board feedback any comments on the proposed new Centre to either Jo Tuck or Carole Harris before Thursday 5<sup>th</sup> December 2013.

11/13-14

The Environment

## CONSIDERED:

Any issues relating to the environment relating to the Faculty and the wider University.

## RESOLVED:

That the Assistant Secretary to the meeting be asked to contact the Chief Administrative Officer of the Medical School and request that at the February 2014 meeting a set of relevant Key Performance Indicators (KPIs) be made available for review.

12/13-14

Date of the Next Meeting

## REPORTED:

That the next term meeting of the Board of the Faculty of Medicine would be held on the 24<sup>th</sup> February 2014 at 2.00pm in room A-030 of the Medical School Building.

That the final meeting of the academic year 2013/14 would be held on the 20<sup>th</sup> May 2014 at 2.00pm in room GLT4 of the Medical School Building.