

UNIVERSITY OF WARWICK

Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on 30 May 2018.

Present: Professor A Clarke (Chair), Professor M Achtman, S Ayaani (PG Student Representative), Professor M Balasubramanian (Pro-Dean, Research), Dr C Bennett, S Brace-McDonnell, Professor S Brake (Walsall CCG), Dr D Davies (Deputy Chair), Professor P Gill, Dr T Grant (BFA Representative), Professor S Kumar (Dean of WMS), Dr J Madan, Dr C Marguerie (SWFT), Professor N Stallard, Dr H Toner (Faculty Senior Tutor), Professor D Wolke (Department of Psychology).

Apologies: Dr D Britnell (BFS Representative), Professor G Currie (Warwick Business School), Dr A Davis (Centre for the History of Medicine), Professor L Frigerio (School of Life Sciences Professor F Griffiths, A Hardy (UHCW), G Hawker-Bond (UG Student Representative), Professor M Keeling (Warwick Mathematics Institute), Professor C Macdougall, Professor A McAinsh, Professor C Meyer (Warwick Manufacturing Group), Dr H Nolan, Professor G Perkins, Dr A Quinn, Dr S Ranan (George Elliot Hospital NHS Trust), Professor L Roberts (Pro-Dean, Education), A Salau (UG Student Representative), Dr S Sankar (UHCW).

In attendance: J Hodge (Chief Operating Officer, WMS), D Gibbons (Programme Manager, Estates Office) (for item 45/17-18), K Gray (Acting Secretary), C Lewis (Head of Strategic Programmes and Governance, Estates Office) (for item 45/17-18), Professor M Nudds (Chair of the Faculty of Social Sciences and Chair of Faculty of Medicine and Faculty of Science Merger Task and Finish Group) (for item 44/17-18), Professor M Shipman (Chair of the Faculty of Science) (for item 44/17-18)

39/17-18 Introductions and Welcome

40/17-18 Conflicts of Interest

REPORTED:

(a) 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/>;

(b) That there were no conflicts of interest to report.

41/17-18 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 12 February 2018.

RESOLVED:

That the minutes of the meeting of the Board held on 12 February 2018 be approved.

42/17-18

Matters Arising

- (a) Warwick Awards for Teaching Excellence (minute 25(d)/17-18 referred)

REPORTED:

- (i) That the following staff of the Warwick Medical School had been shortlisted for a Warwick Award for Teaching Excellence (WATE):

Rebecca Johnson
Jamie Roebuck

- (ii) That the winners and commendees would be announced at the end of June

- (b) Health and Safety Organogram (minutes 6(c)/17-18, 48(c)/16-17 and 28/17-18 referred)

REPORTED:

That, at its meeting on 12 February 2018, it was reported to the Board that the revised organogram, incorporating comments made by Board members in November 2017 (paper BFM.3/17-18 (Revised)), would be presented at the next meeting of the Board, noting ongoing discussions with the School of Life Sciences and NHS.

RECEIVED:

The revised Health and Safety Organogram (Paper BFM.3/17-18 (revised)).

REPORTED (by Professor Kumar):

That there was a shared Health and Safety Officer supporting the Warwick Medical School and the School of Life Sciences, which enabled linkages between the governance structures for this activity;

43/17-18

Chair's Business

- (a) Universities Strategy Update

REPORTED:

- (i) That the University Strategy had been discussed at the meeting of Senate in March and by Council;

(ii) That the Education Strategy had been approved by Senate at its meeting in March;

(iii) That work was ongoing on the Research Strategy.

(b) Faculty Business

REPORTED:

That the Deputy Chair and Professor Kumar be thanked for their support with the work of the Faculty Board.

44/17-18 Proposal for the Faculties of Medicine and Science to Merge

CONSIDERED:

The Final Report and Recommendations from the Faculty of Medicine and Faculty of Science Merger Task and Finish Group FMTFG.05/17-18.

REPORTED (by Professor Nudds):

- (a) That the Task and Finish Group had met three times and had had good representation from stakeholders;
- (b) That options for the name of the new Faculty had been considered and the Faculty of Science, Engineering and Medicine was preferred;
- (c) That it was proposed that representation on Senate for the new Faculty be increased to nine members to ensure that the Warwick Medical School continue to have a voice;
- (d) While it was not proposed that there be representation of the School on all University committees, it should be noted that members of the Faculty were representing the Faculty not their departments;
- (e) That it was expected that research and teaching links with other departments should be enhanced rather than diminished;
- (f) That it was not proposed that the Local Education Partners (LEPs) be represented on the new Faculty Board, as there was not comparable external representation on other Faculty Boards, but it was important that there were strong links to the governance structures of the School;

(by Professor Shipman):

- (g) That the new Faculty would have an enlarged budget in 18/19 and, while it was not yet possible to be prescriptive about how it would be used, he would be willing to consider existing commitments;
- (h) That studentships were not allocated to departments but the Chair of the Board of Graduate Studies had confirmed that existing allocations to the School would be carried forward and further consideration would need to be given to allocations in the longer term;

- (i) In response to a query from Dr Madan on longer term funding of studentships, that it was not possible to make longer term commitments as the total funding available was approved by the Academic Resourcing Committee and this may change but he would be willing to support a strong case;
- (j) That communication and development of academic interactions would be taken forward once the formal processes to consider and approve the proposal had been completed;
- (k) In response to a query from Professor Balasubramanian on the processes for establishment of a research centre, that if there were resource implications this would still be considered by the Academic Resourcing Committee and the Faculty Chair would be amongst those involved in reviewing proposals;
- (l) That the Faculty Chair was involved in the review of new course proposals but the Pro-Dean (Education) would still lead on internal review within the School;

(by J Hodge):

- (m) That there were a number of instances within the governance structures of the School where LEPs were represented including the School Education Committee, joint academic strategy groups and the Joint Partnership Board, curriculum review meetings, MBChB assessment group, boards of examiners and selection centres;
- (n) In response to a query from Professor Gill on the representation of primary care in the governance structures, that they were involved in phase 2 and 3 meetings, selection centres, and boards of examiners;

(by Professor Brake):

- (o) That the Task and Finish Group had been willing to take on concerns expressed, that the proposal represented a fair and balanced set of views and that the work being undertaken to embed representation would address concerns raised;

(by Dr C Marguerie):

- (p) That there were adequate opportunities within governance structures for LEP input into the education agenda within the School but there was a need to revisit similar opportunities in relation to research;

(by Professor Kumar):

- (q) That opportunities to bid for externally funded research centres with the involvement of Trusts should be explored further;

(by Professor Nudds):

- (r) In response to a query from Dr Bennett on representation on the Student Learning Experience and Engagement Committee, that the Co-Chair of

the Committee had been consulted and had been satisfied that the proposed representation was suitable;

(by the Acting Secretary):

- (s) That it was possible to amend the constitution of Committee to allow for co-opted members but this would be subject to the agreement of the Co-Chairs and the Committee;

(by the Chair):

- (t) That consideration would be given to nominations for the new Faculty Board and Committees once the proposal was approved;
- (u) That it was important to note that this was a merger and consideration would need to be given to communications within the School and across the new Faculty on this in due course, by the Chairs of the Faculty of Medicine and Science;

RECOMMENDED (to the Senate):

That the proposals set out in Paper FMTFG.5/17-18 be approved.

45/17-18 Campus Plan

RECEIVED:

An oral report from Charlotte Lewis (Head of Strategic Programmes and Governance, Estates) and paper (BFM.20/17-18), providing an overview of the Campus Master-planning process, and seeking input on the priorities for the Faculty of Medicine.

REPORTED (by J Hodge):

- (a) That there was a lack of suitable teaching and assessment spaces at the University for medicine, particularly for clinical teaching and assessment;
- (b) That it was not possible to expand the MBChB further given space constraints;

(by Professor Brake):

- (c) That the accommodation was unsuitable for postgraduate taught CPD teaching, and parking for students was difficult;

(by Professor Balasubramanian):

- (d) That laboratories were overfull and the Interdisciplinary Biomedical Research Building (IBRB) was unlikely therefore to provide space for future expansion once completed;

(by D Gibbons):

- (e) In response to comments on access to the University, that the University was talking to local authorities about more radical solutions to access, recognising problems with traffic which affected private and public transport;

(by S Brace-McDonnell):

- (f) That postgraduate taught students did not feel part of the University community and did not use facilities on main campus;
- (g) That the shuttle bus did not operate frequently enough to be useful;

(by Dr Madan):

- (h) That there were no social and communal spaces available so it was hard to create a sense of community;

(by S Ayaani):

- (i) That students based at UHCW did not feel part of the University community.

46/17-18 Update on Education

REPORTED (by the Deputy Chair):

- (a) That the two new undergraduate degrees were in the final stages of development;
- (b) That the health science degree had a planned intake of 50 initially rising to 100, would launch initially as a three year degree but may be extended to a four year integrated masters degree in due course.

47/17-18 Research Update

REPORTED (by Professor Balasubramanian):

- (a) That the groups moving into the IBRB had been identified and discussions were ongoing with the School of Life Sciences;
- (b) That further information as to whether the University would be investing in staff in advance of the REF was awaited;
- (c) That in the longer term the School needed to focus on translational research noting that there were already strengths in basic science.

48/17-18 Update from the Dean of Warwick Medical School

(a) NSS 2018

REPORTED:

That the response rate for the National Student Survey 2018 had been 84% which was very good;

(b) Warwick Medical School Collaboration with the University of Chester

REPORTED:

That the bid had not been successful, noting that places for five new medical schools had been awarded, but that opportunities for collaboration with the University of Chester were ongoing;

49/17-18 Anti-Bribery

REPORTED:

That the University was required to comply with the UK Bribery Act 2010. As part of meeting this responsibility, an [e-learning module](#) had been created to ensure members of the University had an awareness of anti-bribery guidance, and understood how to conduct University activities honestly, fairly and professionally.

The University's Anti-Bribery Policy was available at <https://warwick.ac.uk/services/gov/university-policies/antibribery/>.

50/17-18 Assessment and Feedback

CONSIDERED:

The following reports on timeliness of feedback on assessment submitted in Spring Term 2017-18 across the Faculty:

- (a) MB ChB (paper FMEC.17/17-18);
- (b) Diploma in Orthodontic Therapy (paper FMEC.18/17-18);
- (c) Certificate of Diabetes Care (paper FMEC.19/17-18);
- (d) PGT courses (paper FMEC.20/17-18).

RESOLVED:

That the reports on timeliness of feedback on assessment submitted in Spring Term 2017-18 across the Faculty, as set out in papers FMEC.17-20/17-18, be approved.

51/17-18 Report from the Faculty Education Committee

RECEIVED:

The minutes of the meeting of the Faculty Education Committee held on 14 May 2018 (paper BFM.21/17-18).

52/17-18 Report from the WMS Education Committee

RECEIVED:

- (a) Minutes of the meeting of the WMS Education Committee held on 30 January 2018 (paper BFM.19/17-18)
- (b) Minutes of the meeting of the WMS Education Committee held on 19 March 2018 (Paper BFM.22/17-18)
- (c) Minutes of the meeting of the WMS Education Committee held on 14 May 2018 (paper BFM.23/17-18).

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