

UNIVERSITY OF YORK

UNIVERSITY OF HULL

Hull-York Medical School Joint Senate Committee

Unreserved Minutes of the meeting held on 06 November 2024.

PART A: UNRESERVED BUSINESS – CATEGORY I**M24-25/01 Attendance, Apologies and Valedictions**

For a list of attendees and apologies, please see Annex A.

The Chair welcomed the Committee to the first meeting of the new academic year and introduced themselves. They are currently the interim PVC of Education at the University of Hull (UoH) and are therefore acting as the interim Chair of this committee until a new PVC of Education at UoH is appointed.

A request for any declarations of conflicts of interest was made and none were received.

M24-25/02 Minutes 26 June 2024

The minutes (HJSC.24-5.01) were **reviewed** and **approved** as a true and accurate record of the meeting.

M24-25/03 Matters Arising

The Committee **received** a list of matters arising (HJSC.24-5.02). It was confirmed a number of actions have now been reported as completed, and that the following matters arising and actions from last meeting were still ongoing:

- Several actions related to the ongoing issues with data sharing between York and Hull
- The Dean of HYMS and Chair of PGR Board contacting the PVCs in Research at both Universities and HJSC Deputy Chair for feedback on the Clinical Honorary (HYMS) staff as main supervisor for HYMS registered PGR students proposal. And, confirmation from the Secretary/Assistant Secretary of what papers need to come back to HJSC after this discussion.

The Dean of HYMS gave a verbal update on their outstanding action and confirmed that it is now complete. A paper regarding the Clinical Honorary (HYMS) staff as main supervisor for HYMS registered PGR students proposal will be brought back to the next meeting.

ACTION: Secretary to add this as an item to the agenda for the next meeting and follow up about the paper for that meeting.

M24-25/04 Report of Chair's Actions undertaken since the last Meeting

The Committee **received** a list of decisions approved via Chair's Action since the last meeting (HJSC.24-5.03). Comments were invited and none were received.

M24-25/05 The Committee's membership and to note the Terms of Reference (ToR)

The Committee **received** the Committee's membership and terms of reference for 2024/5 (HJSC.24-5.04).

The Chair noted that the major change was due to the Governance structure changes at UoH, which resulted in the merging of the Education Committee (EC), and the University Student Experience, Employability and Engagement Committee (USEEEC) at Hull to a single committee, Education Student Experience Committee (ESEC). As a result of this, it was decided that there will now only be one representative from this committee and that Chris Wilcox will be continuing as that representative.

A concern was raised that this change leads to an imbalance between UoH and University of York (UoY) staff representatives. However, it was noted that as the Director of the International Pathway College is no longer working at UoY, a resolution would be for UoY to only have one representative from their University Teaching Committee.

The Chair also noted an update since the paper was circulated under the York Student Representatives section. The York SU student representative nominated by Academic Officer has now been confirmed as Health Sciences Department Representative, May Local. The Chair confirmed that this will be updated on the ToR following the meeting.

It was mentioned that the link to the Committee webpages at the topic of the paper no longer works and needs updating. A discussion was had around the consistency of language within the document, where some members and attendees were listed as being nominated and others appointed. The Secretary confirmed that this is historical leftover from previous years' versions of the ToR; each year the Secretary team updates the names of members/attendees and position titles if needed.

Point number 5 in the ToR, *'To identify good practice from HYMS and to disseminate this as appropriate within the two universities'*, was highlighted with examples of where this has happened in the past. The Committee agreed it was good to keep this point in mind when discussions of best practice at the School are had during the meeting.

It was agreed that the ToR should be amended and brought back to the next meeting for approval.

ACTION: Secretary/Assistant Secretary to discuss the historical language consistency with the Senate Chair and Deputy Chair and to make the following amendments to the ToR:

- Change 'two representatives' of the teaching committee of the University of York, nominated by their Chair to 'one representative';
- Update the York Student Representatives section;
- Update the out of date link on the document.

M24-25/06 Unreserved Annual Cycle of Business

The Committee **received** and **approved** the Committee's Unreserved Annual Cycle of Business (HJSC.24-5.05).

It noted that three papers due at this meeting will be coming to the next meeting instead:

- Undergraduate external examiner reports and responses to issues raised, which has been delayed due to the timing of the HYMS BoS meetings which the report needs to go to first;

- Degree outcomes (to include ethnicity data and the awarding gap), which was delayed from June's meeting, but an oral update will be given at this meeting;
- An update about the experiences of MBBS/Medicine with a Gateway students from under-represented backgrounds in medicine, which will be spoken to in the same oral update.

It was noted that some of the delays are due to the ongoing data sharing issues between the Universities, which Committee members, including the Chair and Deputy Chair, are working to resolve.

It was confirmed the importance of these papers being presented to the Committee, as well as any oral updates, for compliance and to clearly show that such important matters are being tracked.

M24-25/07 Report from the Student Representatives

The Committee **received** the following report from Student Representatives:

- The Co-Deputy Student Chairs of SSC (York and Hull) confirmed that everything is going smoothly. They are still transitioning from the recent elections which have just happened.
- The HYMS PGT Leads mentioned that there have been some issues raised with the Physician Associate programme being delivered, but these are due to be discussed at a meeting on 08 November 2024. They are hoping to resolve these issues at the meeting and that they won't need escalating.
- The Academic Officer for YSU and Health Science Department Student Representative confirmed that there were no updates from UoY to report at this meeting.
- HYMS York Course Rep Lead had a recent York meeting and they're in the process of sorting things out at the committee level, but have nothing to report at this meeting.

M24-25/08 Annual Report by the Chair of the Board of Studies

The Committee **received** and **discussed** the annual report by the Chair of the Board of Studies on the work of the Board during 2023-24 (HJSC.24-5.06).

The Chair of BoS noted that the good work the School has done in the past year is reflected in the NSS result. The work that BoS has mostly been doing since Easter was in relation to UoY current Changing the Work (CAW) guidance and making changes to the Postgraduate Taught (PGT) programmes as a result of this. The Undergraduate programme requirements are externally regulated, and numbers on both the programmes and modules are high, so this programme falls outside of CAW.

Chair of BoS confirmed that work to address the student numbers on the PGT programmes is still ongoing. Some of the programmes are still a bit low in terms of recruitment numbers and there has been discussion about combining programmes or other ways to help maximise numbers.

A lot of time was taken up over the summer working through appeals, with there being an almost three-fold increase in the numbers submitted. Chair of BoS mentioned that this was reflective of the current size of the student body. The Associate PVC at UoY requested, if possible, for the appeals and the leave of absence (LOA) data be given in percentages as well of overall numbers for next year, so it could be understood in the context of the current and past cohorts. Chair of BoS agreed that this could be provided. The LOAs for the PGT programmes mostly involve students who are doing the

course part-time or remotely, whilst also doing a professional job and struggling to find the time needed for the programme.

The Director of Apprenticeships at UoH asked if the UoY Changing the Work information could be shared with Hull colleagues. The Chair of BoS confirmed they would ask the Senate Secretary to share this information if it is possible.

The Chair of BoS confirmed that the only outstanding proposal they are waiting for is a decision from the Joint Senate Chair regarding the introduction of an automatic repeat year for Year 5. This proposal is based on the General Medical Council's (GMC's) national allowance of up to 4 valid attempts of the Medical Licensing Assessment (MLA) Applied Knowledge Test (AKT) and this proposal is being made in response to this.

M24-25/09 Report from the Dean of HYMS

The Dean of HYMS gave a presentation to the Joint Senate, highlighting the following:

- Update on the size and shape of HYMS:
 - As a School, HYMS has around 307 staff across the sites, with the majority based at UoH. The student to staff ratio is 15.02.
 - The research income total for the School in 2023/4 was £12.4m
- Strategy update
 - Currently undertaking an overall update on their strategy through Autumn and a review of the first three aims, which are: Developing the potential of our staff; Training health professionals and scientists; Extending the quality, scale and impact of our research.
 - New PGT and CPD implementation actions under development, which will allow for CPD delivery at both Universities.
- Programme Updates:
 - 2023/4 was a very successful year for the MBBS programme. Headline news given shows how well the students have done nationally and that they are performing above the national average.
 - HYMS' Associate Dean for Teaching and Learning is looking at how to deliver PGT and CPD in a different way.
 - The modified PGT regulations for credit accumulation are due to be presented to the PGT Board for approval.
 - The assessment changes made in line with UoY Changing the Work guidelines have now been completed on the PGT programmes.
 - Mark Wade has recently taken over as Chair PGR Board.
 - It's been agreed during the MD ToR review that only people in clinical practice are eligible to take the programme. The School wants to do a full review of the programme due to incompleteness rates and to make it more inline with the PGR processes at both Universities.
 - Amendments to CoP on Termination of Research Degree Programmes being drafted for approval to bring them up-to-date with current processes.
- NHS Long term workforce plan:
 - On the MBBS programme, 8 additional places were awarded for 2025.
 - The School is expecting to take part in a major bid process and will need the resources to develop a 4 year programme along with a major revised 5 year programme. Also need the resources to put in a credible bid for these 100 extra medical student places.

- The national debate around the role of Physician Associates is still ongoing. The School was looking to expand this programme, but this has been paused as there's been a significant reduction in applications nationally. The School is having an open day a week on Saturday to gauge interest and help to figure out if there will be a workable cohort next year.
- Business System Update
 - Some of these systems were bespoke and the School hasn't had the resources to maintain them, which is putting this at risk. A huge piece of work is ongoing to get more off the shelf replacements.
- UoH Organisational Change
 - No HYMS teaching or scholarship staff are at risk of redundancy, but the loss of staff in other areas at the University may have an impact. The School won't know for certain until the redundancies are confirmed.
- Staffing Update:
 - A slide was dedicated to noting the staff who are leaving and the new starters.
 - There are currently 4 posts in recruitment, two of which are being externally funded; the externally funded ones are at UoY and the other two are at UoH
- Inaugural Professor lecture programme:
 - Dimitris Lagos – 5pm Tuesday 19th November (York)
- The School's Athena Swan Gold application is being prepared for submission in January 2024

The Chair noted that it was helpful to see the structure and roles within the School. However, the Business System legacy was not something that was flagged in the HYMS annual business cycle. The Dean of HYMS confirmed that it has not been, which is why it was such a big piece of work to identify and strategies ways to address it. HYMS' Chief Operating Officer also confirmed that the plan is to adopt any of the Universities' systems where possible, then look at off the shelf options and then a bespoke option as a last resort. These have always been included in the risk registry which is presented to SPG. This has been flagged as red, but it is in hand and the School has good oversight, however it will take time to resolve.

The Chair expressed their support for the prospect of another 100 students, but appreciates the outlay of work and resources needed to make this happen. The School confirms that it is looking at the Graduate student market for those who may be most interested in the new 4 year Medicine programme.

ACTION: The Dean of HYMS to share their presentation slides and the Senate Secretary to circulate these to the rest of the committee.

M24-25/10 The 2024-5 Undergraduate and Postgraduate reports and Action Plans

The Committee **received** a progress update regarding the 2024-5 Undergraduate Action Plan (HJSC.24-5.07), Postgraduate Taught (PGT) Action Plan (HJSC.24-5.07.i) and Postgraduate Research (PGR) Action Plan (HJSC.24-5.07.ii) :

a) UG report and action plan:

It was confirmed that the action plan provided to the committee is the last updated 2023/4 one. The new 2024/5 action plan is currently going through the approval process. This time of year is their transition period between the last academic year and the current one. There are a number of pieces of work planned, but this will be about half the size of the years

before. The ongoing actions on the current action plan will be rolled into the next one.

b) PGT report and action plan:

Lauren Clunie has returned from maternity leave and returned to the role of Chair of PGT Board.

The current numbers on the Clinical Anatomy and Pharmacy programmes are low. The PGT board are looking at ways to maximise numbers or reduce the number of optional modules available to maximise the numbers on the remaining ones. There are ongoing discussions around this, including the possibility of combining the two Clinical Anatomy programmes to increase the numbers, but still allowing students to get the same outcomes depending on the route they choose whilst studying.

The total number of PGT students within the school is 193, which is similar to last year's numbers.

c) PGR report and action plan:

The PGR board has no major updates to report to the committee at this meeting.

M24-25/11 The results of the National Student Survey 2024

The Committee **received** and **discussed** a report on the School's NSS 2024 result (HJSC.24-5.08).

The overall result was very positive for the School, with a lot of success in a number of areas. It was also noted that Biomed also had very successful results. However, there were a few areas highlighted as still needing work. This includes Organisation and Management where, although the School's results have improved slightly, the sector average has shifted to higher levels. The School has been working with students on this and getting feedback through surveys to identify ways to improve. A huge amount of work has been done so far, and it's been a collective effort with the student representatives and a really positive endeavour.

The Chair acknowledged the very positive result, especially when the School deals with multiple agencies. This success is something to be celebrated and is not an easy thing to achieve. It can take years of hard work and the Chair wanted to also thank the Student Representatives for the work they've done to contribute to this success.

The Associate Dean (Teaching, Learning and Students) at UoY mentioned that UoY has created a NSS steering group to look at the University's results. The work produced by this steering group will be shared with this Committee, but they noted that the University has a lot to learn from the School's success. They mentioned that they would like to discuss HYMS' approach to the NSS and results further with the Director of MBBS.

It was noted that the School hopes that the work currently underway to improve the less successful NSS result areas will pay off soon.

The Student Representatives noted that it was good to see how much the School's work with them to improve the results has paid off. It's also good to see how things are improving and the work going on to improve things further.

M24-25/12 Report on degree outcomes and the awarding gap

The Director of MBBS gave a presentation to the Joint Senate about the work done so far looking at degree outcomes and the awarding gap. This is still a work in progress, using the data currently

available from the 2022/3 academic year and global statistics. The focus of this work is on the awarding gaps early on and across the course as students progress, especially in regards to widening participation work. The Director of MBBS acknowledged the work of everyone who contributed to this piece of work.

The aim is to understand any difference across demographic groups in the end of year exam results on the MBBS course, with students from non-professional backgrounds as the widening participation measure. Even with finding ways to normalise scores and use socioeconomic status, there are still some issues around the data and when including the Gateway students, the percentage was higher. The Director of MBBS noted that this report is just a snapshot in time, as it does not follow a cohort through their whole journey on the course. However, in Year 2, a gap can be seen in the results for Applied Life Sciences, Health and Society, and OSCE/OSLER. This gap reduces in Year 3 and further in Year 4, until it goes in Year 5.

From this data, it appears that there is a gap for students with lower grades on entry in the early years of the course, until Year 5 when this becomes statistically non-significant in exam performance with their exam results being in line with the other students. The Director of MBBS highlighted that it is not only important to understand any awarding gaps locally, but also in a wider context across all Medical Schools with regards to widening participation.

M24-25/13 HJSC annual report to the HYMS Strategic Planning Group

The Committee **received** and **considered** the HJSC annual report to the HYMS Strategic Planning Group for 2023/4 (HJSC.24-5.09).

It was noted that HJSC continues to be compliant with OfS Conditions of Registration. There is an ongoing Committee action regarding a potential re-running of the full HYMS mapping exercise with the Office for Students' Conditions of Registration. The timescales for this will depend on the strategic priorities of HYMS and both Universities for the upcoming academic year.

M24-25/14 Annual Report from the Academic Cases Committee, Case Management Group and Student Fitness-to-Practice Committee

The Committee received and discussed the Annual Report from the Academic Cases Committee, Case Management Group and Student Fitness-to-Practice Committee (HJSC.24-5.10).

The number of Expression of Concerns (EoC) increased in comparison to previous academic year, however, it was noted that this was due to how EoC were raised. The guidance has been revised, so there should be a reduction in the number this year with many instances being referred to the Phase Leader first before being escalated.

The various boards and Fitness-to-Practice Committee have been working well and there's nothing significant to report to the HJSC.

M24-25/15 The tracker of minor changes and updates to Codes of Practice, Codes of Conduct, Regulations and Policies

The Committee **received** and **considered** the tracker of minor changes and updates to Codes of Practice, Codes of Conduct, Regulations and Policies (HJSC.24-5.11).

It was confirmed that these are minor amendments that don't require Committee approval, but this

is reported so the Committee has a record of these amendments. The amendments were listed as followed:

- 09 January 2024 amendment to Code of Practice on Postgraduate research degrees:
 - The establishment of the new PGR Board; reference to current practice on TAP scheduling; reference to current practice on mentor
- 03 October 2024 amendment to Code of Practice on Student Fitness to Practise:
 - Administrative update in light of the publication of the GMC Good Medical Practice (2024)

M24-25/16 Dates of remaining meetings in 2024/2025

- Thursday 23 January 2025 10:00-12:00
- Thursday 24 April 2025 10:00-12:00
- Wednesday 02 July 2025 10:00-12:00

It was confirmed that all of these meetings will take place online via Zoom.

ANNEX A: Attendees of the Unreserved Agenda

Members

Andrew King (Chair, Interim PVC, Education, Hull)

Chris Wilcox (Associate Dean Student Experience, Faculty of Health Sciences; University of Hull Education Student Experience Committee representative)

Debbie Maxwell (University of York Senate representative)

Eka Narayan (Co-Deputy Student Chairs, SSC (Hull and York leads))*

Fenella Johnson (Academic Officer, York SU)*

Kehinde Akin-Akinyosoye (Deputy Chair for the BoS)

Laura Treadgold (Dean of the Faculty of Health Sciences, University of Hull)

Mark Wade (Chair Postgraduate Research Board, HYMS)

Matthew Morgan (Dean of HYMS)

May Local (Health Sciences Department Student representative, York)*

Nadine Smith (Chief Operating Officer, HYMS)

Omar Amin (Co-Deputy Student Chairs, SSC (Hull and York leads))*

Paul Pryor (Chair of the Board of Studies, HYMS)

Peter Bazira (Associate Dean for Teaching and Learning, Chair in Clinical Anatomy and Medical Education, HYMS)

Rebecca Sawford (HYMS PGT Lead Student Representative)*

Steve King (Associate PVC; University of York Teaching Committee representative)

Tvisha Ganesh Gowdra (HYMS York Course Rep Lead)*

Zach North (Director of Apprenticeships / Senior Lecturer in Advanced Clinical Practice, Hull)

In Attendance

Claire Hughes (Associate Dean (Teaching, Learning and Students), Faculty of Sciences, University of York)

Lucy Ambrose (Director of MBBS)

Amy Muckersie (Academic Quality Manager, University of York / Secretary)

Becky Lloyd Jones (Quality Support Officer University of York / Assistant Secretary)

Claire Pinder (Academic Quality Administration Coordinator, University of York)

Apologies

Tracy Lightfoot (Deputy Chair, PVC, Teaching, Learning and Students, York)

Amber Lidster (Student Co-Chair, Student Staff Committee (SSC), HYMS)*

Caroline Chaffer (School for Business and Society Joint Associate Dean for Teaching and Learning-Student Experience; University of York Senate representative)

Kamila Bobrovska (HYMS York Course Rep Lead)*

Lauren Clunie (Chair, Postgraduate Taught Board, HYMS)

Lisa Tees (Academic Quality Manager, University of Hull)

Matthew Perry (Director of the International Pathway College; University of York Teaching Committee representative)

Sarah Mahmood (Student Co-Chair, Student Staff Committee (SSC), HYMS)*

Tom Shoulder (President of Academic Experience of the Hull University Student Union)*

*Members marked with a * do not attend for reserved business.