

Reporting structure

10. BoSSE will report to SMB and UBTLSSE and its sub-committees on matters

All meetings of BoSSE should include the following as standard agenda items:

1. Introductions
2. Apologies
3. Minutes of the previous meeting and progress

Reports which include information for Schools, rather than discussion points for the Board, should be clearly marked as such. Reports should be written in a clear, concise and professional manner and should be shared with colleagues.

Schools should pay particular attention to split data for the above metrics to consider targets for Access and Participation, attainment gaps and under-represented groups.

Documents marked with a * are available from the Planning and Strategy Office dashboards.

The Graduate Outcomes Survey information is available from the Careers Office.

External Examiner Reports and results (UG & PG marks and outcomes of Examiners meetings) are usually available from the SDTL or School Exams Officer.

Module and Programme Evaluation reports should be provided by Programme Directors, and other reports (PSRB, Periodic Review, UBTLSE) will usually be provided by the SDTL.

Admissions data is available from the Admissions Team and on the Admissions webpages³

³ www.reading.ac.uk/admissions/closed/application-statistics/