

Minutes of the Board of Governance Meeting

Monday 30th March 2020, 13:00 - 16:00 [held online via Microsoft Teams]

	Name	Position	Initials
Present:	Aaron Porter	Chair of the Board of Governance	AP
	Geoffrey Alderman	Principal	GA
	Nazim Uddin	Director / Head of Quality Assurance	NU
	Athiqul Islam	Director / Head of Administration/Finance/HR	AI
	Shiraj Islam	Director / Head of Marketing and Work Based Learning	SI
	Aamir Mehmood	Head of Data Management and Compliance	AM
	David Douglas	Head of Programme Delivery (Observer)	DD
	Coral Hill	Non-Executive	CH
	Sarah Ryan	Non-Executive	SR
	Shorful Islam	Non-Executive	SHI
	Juliette Wagner	Non-Executive	JW
	Carl Stychin	Non-Executive	CS
In Attendance	Suki Dhamu	Note Taker	SD
Apologies:	Aleksandra Osiniagova	Head of Academic Services (Observer)	AO

Note Taker: Suki Dhamu (30.03.2020)

Reviewed by: Aaron Porter

Approved by: All Members

Agenda:

1. Welcome (AP)
 - a. Register of Interests
2. Apologies (AP)
3. Minutes of last meeting and review of action plan (AP) [attached]
4. Matters arising not elsewhere on the agenda
5. Report from Principal (GA) [attached]
6. Office for Students – Conditions of Registration (GA) [oral]
7. Office for Students – Prevent (GA)
 - a. Prevent Risk Register [attached]
 - b. Prevent Steering Group – ToR [attached]
 - c. Prevent Steering Group Meeting – Action Points (GA) [attached]
 - i. NCL Prevent Referral Organisational Chart [attached]
8. Office for Students – Accounts Direction
9. Strategic Plan and Performance Indicators (AP) [attached]
10. Access and Participation Plan 2020-2025 (GA) [attached]
11. Pearson External Examiner Visits (GA) [attached]
12. Strategic Plan 2020-2025 for the College (GA) [attached]
13. External review of governance (AP) [attached]
14. Roadmap toward Taught Degree Awarding Powers [attached]
15. Enhancement Strategy [oral update]
16. Student Experience and Current Performance Statistics (NU)
 - a. Student Survey Reports
 - i. Summary Reports covering all Programmes [attached]
 - ii. HND Business [attached]
 - iii. HND Hospitality Management [attached]
 - iv. London Met Courses [attached]
 - b. NSS 2019 Results [attached]
 - c. Poor Attendance Enquiry Form Analysis Reports
 - i. HND Hospitality Management [attached]
 - ii. London Met Courses [attached]
 - iii. Student Risk of Withdrawal Report [attached]
 - d. Value for Money Report (which incorporates Early Exit Student Survey [attached])
 - e. Report on Library and Learning Resources 2019/20 (SI) [attached]
17. Recruitment and Admission Report for 2019/20 (SI) [attached]
18. Careers and Employability update (SI) [attached]
19. LTEEC 2019 Conference [oral update]
20. Update from Board of Directors (NU) [oral update]
21. Academic Board (GA) [oral update]
22. Compliance with regulatory deadlines: reminder for governing bodies – Key Dates [attached]

- 23. Any Other Business
- 24. Date of Next Meetings: 08/07/2020

1. Welcome (AP)

The Chair welcomed members to the meeting.

The Board noted the latest update to its Register of Interests [attached]

2. Apologies (AP)

Apologies for absence were noted.

3. Minutes of last meeting and review of action plan (AP) [attached]

The members received and approved the meeting minutes from 25/11/2019 as an accurate record. An outstanding action point (AP1) from the 28/03/2019 meeting was noted to be presented at the next Board of Governors meeting due to the late arrival of the report.

4. Matters arising not elsewhere on the agenda

The Chair has requested that at least 3 students should be invited to future board meetings. [AP1]

5. Report from Principal (GA) [attached]

The meeting noted the Principal's Report on matters relating to the College. The following topics were addressed:

The Office for Students (OfS):

The meeting noted that the College's Access Participation Plan (APP) covering the quinquennium 2020-2025 has been approved by the OfS's director for Fair Access & Participation, and is publicly available on the college website.

OfS – Prevent Duty under the 2015 Counter Terrorism:

It was noted that OfS approval of Prevent Risk Register should have been received, however this is still outstanding.

OfS – Payment of our Designated Quality Body annual fee, 2019:

The meeting noted that a letter was received from the Office for Students regarding the timely payment of the College's QAA subscription, but was pleased to hear from the Principal that after several email exchanges Dr Susan Lapworth (OfS) had sent an apology with confirmation that the College had in fact paid the fee on time.

Harris Manchester College, University of Oxford:

The meeting noted that Harris Manchester College recruits primarily mature students and has agreed in principle to host a one-day visit from a small number of carefully selected Nelson College London students who might not otherwise have considered applying to Oxford to read for a Bachelor's degree in Economics & Management.

Coronavirus:

The meeting noted with approval and thanks that since the commencement of the Coronavirus epidemic the College had, via email and the College website, made available to all its students and staff the latest advice from Her Majesty's Government, with regular updates, and that a full Coronavirus Contingency Plan has been developed.

The meeting also noted that with effect from 19 March 2020 all face-to-face teaching has ceased, and that measures are being put in place for the necessary technology to teach remotely when new term begins. The meeting learned from the Head of Programme Delivery that a strategic plan was in place for this transition to work, which included working with the tutors, students and IT teams, and that there will be a short student survey to evaluate how effectively distance learning is being adopted.

Pearson:

The meeting noted with approval that the Pearson Education full Academic Management Review in December 2019 had resulted in no adverse findings of any description.

Student Numbers:

The Board endorsed the view of the Principal that with regard to the current Pandemic the College appeared to be in a stronger position than other institutions in terms of student recruitment for the Autumn.

Personal Items:

The meeting noted that that the Principal has met with Mr Alistair Jarvis [Chief Executive of Universities UK] and Mr Paul Kirkham [Member, Board of Trustees, GuildHE]

The meeting also noted the Pprincipal's' continued memberships to various external groups and his recent interview with BBC Three Counties Radio on the current Coronavirus Pandemic.

6. Office for Students – Conditions of Registration (GA) [oral]

The meeting noted the in correspondence with the Office for Students regarding the timely payment of the membership fee to the Quality Assurance Agency (QAA).

7. Office for Students – Prevent (GA)

a. Prevent Risk Register [attached]

The meeting received and noted the Prevent Risk Register, produced by the College in response to a request made by the OfS.

b. Prevent Steering Group – ToR [attached]

The meeting noted with approval the revised Terms of Reference for the Prevent Steering Group (PSG) with the recommended changes requested by the PSG meeting.

c. Prevent Steering Group Meeting Action Points (GA) [attached]

The meeting received the Prevent Steering Group (PSG) minutes.

i. NCL Prevent Referral Organisational Chart [attached]

The meeting received the Prevent Referral Organisation Chart.

8. Office for Students – Accounts Direction

a. Access and Participation: Future Monitoring requirements

The meeting noted that the OfS would require monitoring reports related to the College's Access & Participation Plans. The Director / Head of Administration/Finance/HR informed the Board that a full report will shortly be available focussed on this requirement. [AP2]

9. Strategic Plan and Performance Indicators (AP) [attached]

The meeting discussed the College Performance Indicators from the last year of the 3-year strategic plan with nothing significant to report. Most KPIs were met or exceeded, although the target for 50% for appropriate academic staff to have HEA accreditation had fallen significantly short, due in part to some teaching staff having obtained HEA accreditation but then having left the service of the College.

10. Access and Participation Plan 2020-2025 (GA) [attached]

The meeting received the OfS-approved Access and Participation Plan (APP) covering the academic years 2020-2025. The Board of Governance, noting that mechanisms were in place to monitor achievement of the targets set out in the Plan. Expressed itself keen to be routinely appraised on the progress that is being made.

11. Pearson External Examiner Visits (GA) [oral]

The meeting noted the contents of a letter received from the Pearson External Examiner visit which took place on 22/11/2019, and that the External Examiner was happy with the outcome of the visit.

12. Draft Strategic Plan 2020-2025 for the College (GA) [attached]

The meeting received and discussed the College's draft Strategic Plan for 2020-2025, and noted that it would need further refinement before being approved for implementation from September 2020. It was the view of the Board that some Performance Indicators needed to be tied more closely to a metrics approach, and that once this was done the hope was that the Board meeting in July would be able to "sign off" the Plan.

13. External Review of Governance (AP)

The meeting received with thanks the Report of the Review of College Governance carried out by Professor Dennis Farrington.

The Director/Head of Quality Assurance and the Principal both gave their views on Professor Farrington's Recommendations. The Board noted with approval that: (a) joint meetings of the Board of Governance and the Board of Directors would be the norm in future; & (b) the Audit Committee had augmented its membership through the appointment of an external member.

The Board approved the publication on the College website of Professor Farrington's Executive Summary of his report

The Board agreed on the need to work collectively with the Board of Directors to apply changes incrementally over the next 3 years in line with the OfS's evolving regulatory framework.

14. Roadmap toward Taught Degree Awarding Powers [attached]

The Board received and discussed the Paper authored by the Principal giving his preliminary thoughts on how the College might initiate an appropriate and successful Taught Degree Awarding Powers application, noting in particular the comments – relating to such an application – made by Professor Farrington in his Governance Review.

The Board endorsed the view of the Principal and the Director/Head of Quality Assurance that the proposal to apply for Taught Degree Awarding Powers should be revisited at an early future meeting of the Board.

15. Enhancement Strategy [oral update]

The meeting received an oral update on the Enhancement Strategy Report, noting that a number of elements are yet to be received, and that the plan is to submit the report on a yearly basis.

16. Student Experience and Current Performance Statistics (NU)

- a. **NCL Student Survey Reports covering all programmes [attached]**
 - i. **HND Business [attached]**
 - ii. **HND Hospitality Management [attached]**
 - iii. **London Met Courses [attached]**

- b. **NSS 2019 Results [attached]**

The meeting received the Student Survey Reports, recording its pleasure at the overall outcomes.

c. Poor Attendance Enquiry Form Analysis Reports

- i. **HND Business [attached]**
- ii. **HND Hospitality Management [attached]**
- iii. **London Met Courses [attached]**
- iv. **Students at Risk OF Withdrawal Report [attached]**

The meeting received the Poor Attendance Enquiry Form Analysis Reports.

d. Value for Money Report (which incorporates Early Exit Student Survey [attached])

The meeting received and endorsed the Value for Money Report

e. Report on Library and Learning Resources 2019 [attached]

The meeting received the Report on Library and Learning Resources for all programmes and recommendations in line with college policies

17. Recruitment and Admission Report for 2019/20 (SI) [attached]

The meeting noted the revised Recruitment and Admission Report. The Director / Head of Marketing and Work Based Learning has expressed his thanks to all the managers and IT teams in their efforts to make work from home possible with minimal disruption.

18. Careers and Employability update (SI) [attached]

The meeting received and endorsed the written and oral updates on Careers and Employability. [AP3]
The meeting recorded its thanks to the academic, administrative and HR teams for adapting to the current Covid-19 situation.

19. LTEEC 2019 conference [oral update]

There was nothing to report on this item.

20. Update from Board of Directors (NU) [oral]

There was nothing to report on this item.

21. Minutes/Report from Academic Board (GA) [oral]

A brief oral update was provided by the Principal as Chair of the Academic Board. The Principal drew special attention to the endorsement by the Academic Board of a recommendation from the Academic Planning Committee that the proposal to run a one-year BA top-up programme in Accountancy be not further pursued.

22. Compliance with regulatory deadlines: reminder for governing bodies – Key Dates [attached]

There was nothing to report on this item.

23. Any Other Business

No points were raised under this agenda item.

Date of Next Meetings: 08/07/2020

Previous Action Plan

Action Point / Meeting Date	To Do	Person Responsible	Deadline	Status	Comments
AP1 28/03/2019	To add to the Employee Feedback Analysis, report a three-year trend as well as action plans related to for example systemic issues and the effects of implementation of the new promotion policy.	HR Officer	Dec 2019	done	Bring to next Board of Governance meeting

Action Point	To Do	Person Responsible	Deadline	Status	Comments
AP1	To send the Strategic Plan to the Student Representatives Committee for comments.	Principal	Feb 2020	Done	

New Action Plan

Action Point	To Do	Person Responsible	Deadline	Status	Comments
AP1	Inviting 3 students to future meeting	Director / Head of Administration/Finance/HR and SA (Q&G)			
AP2	To Provide an APP-related monitoring report	Director / Head of Administration/Finance/HR			
AP3	To provide a presentation on Careers and Employability	Director /Head of Marketing and Work Based Learning	March 2020	Done	Circulated to Board members