NELSON COLLEGE LONDON NCL

Minutes of the Board of Governance Meeting

Thursday 28th March 2019 at 10:00 in Room 303 at the Gants Hill Campus

	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
	Sarah Ryan	Non-Executive	SR
	Coral Hill	Non-Executive	CH
	Carl Stychin	Non-Executive	CS
	Shorful Islam	Non-Executive	SHI
	Melbourne Theophilos (9170265)	Student Representative from HND Business	MT
	Tanzina Islam	Academic Administrator (Note Taker)	TI
Apologies:	Juliette Wagner	Non-Executive	JW
	Aleksandra Osiniagova	Head of Academic Services (Observer)	AO
	David Douglas	Head of Programme Delivery (Observer)	DD

Note Taker: Tanzina Islam (23/04/2019)

Reviewed by: Aaron Porter (03/05/2019) and Prof. Geoffrey Alderman (07/05/2019)

Approved by: All Members

Agenda:
1. Welcome (AP)
    a. Updated: Governance Manual (last updated:19/02/2019) [attached]
2. Apologies (AP)
3. Minutes of last meeting and review of action plan (AP) [attached]
    a. Matters arising not elsewhere on the agenda
4. Report from Principal (GA) [attached]
    a. HEA Fellowship [attached & oral]
    b. Access and Participation Plan implementation (GA) [oral]
5. Strategic Plan and Performance Indicators (AP) [attached]
6. Pearson Academic Management Review (AO) [oral]
7. QAA
    a. Educational Oversight (GA) [oral]
    b. Action Plan (AO) [attached]
8. Student Experience and Current Performance Statistics
    a. Statistics on Attendance, Retention, and Pass Rates (NU) [attached]
    b. Student Experience – Student Feedback Reports [attached]
9. Recruitment and Admission Audit 2018 Report (SI) [attached]
10. New Policies
    a. Promotion within the Lecturer Grade Policy (GA) [attached]
    b. Student Engagement Policy (GA) [attached]
11. Update from Board of Directors (NU) [oral]
    a. Acquisition of shares (reportable OfS event) (NU)
12. Minutes/Report from Academic Board (GA) [oral]
13. Employee Feedback Analysis Report [attached]
14. Any Other Business
15. Date of Next Meeting: 11th July 2019

1. **Welcome (AP)**

The Chair welcomed members to the meeting.

   a. **Updated: Governance Manual (last updated: 19/02/2019) [attached]**

The meeting noted the updated Governance Manual.

2. **Apologies (AP)**

The meeting noted the apologies for absences.

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

Members received and endorsed the previous meeting minutes from 06.12.2018. There were no action points to review. However, an amendment was proposed to a paragraph under the OfS section regarding the BAME advisory group.

   a. **Matters arising not elsewhere on the agenda**

No points were raised under this agenda item.

4. **Report from Principal (GA) [attached]**

The meeting noted the report from the Principal on matters relating to the College. An oral update from the Principal accompanied the report. The following topics were addressed.

Office for Students: (OfS):

Members noted that the Access and Participation Plan, approved by the OfS, will be implemented from September 2019. It was also noted that for the academic years 2020/2021 to 2024/2025, the College is required to produce a new 5 year Access and Participation Plan.

Additionally, an Equality & Diversity Committee, a Black, Asian, and Minority Ethnic Advisory Group and a Student Access and Steering Group have been set up in line with the requirements set out in the Access and Participation Plan.

It was noted that the College has registered with the Service Children's Progression Alliance to assist with the recruitment of students from poor, white working-class backgrounds.

Quality Assurance Agency (QAA):

It was reported that the College's relationship with the QAA will end in July 2019 as a result of the OfS registration.

Masters' Programme:

On 11th and 12th March 2019, an institutional review of currently validated programmes and the validation of taught Master's degrees were carried out by London Metropolitan University. One taught Master's Programme, MA International Business, validated by London Met, will be delivered with two pathways: Management and Hospitality Management. The Board of Governance applauded the team behind the preparation of the Master's programmes, which it is intended to offer from September 2020.

It was noted that the review panel will recommend the revalidation of the currently validated four London Metropolitan University (LMU) programmes for another 3 years. The College has also been encouraged by London Met to deliver 1 year top-up programmes in IT and Accounting.

In regards to the recruitment of a Planning Officer and a Careers Advisor, it can be confirmed that these posts have been filled.

a. HEA Fellowship [attached & oral]

It was noted that teaching and support staff are both being encouraged to apply for HEA fellowships.

b. Access and Participation Plan implementation (GA) [oral]

This matter has been discussed under the Principal's report.

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

The meeting noted the updated performance indicators.

6. Pearson Academic Management Review (AO) [oral]

Members were informed that the Pearson Academic Management Review visit, which took place in 22nd March 2019, went well. There were no recommendations or essential actions.

7. QAA
a. Educational Oversight (GA) [oral]

The meeting noted that the College is subject to QAA oversight for another 4 months until the end of July 2019.

b. Action Plan (AO) [attached]

The meeting noted the updated QAA Action Plan developed from the 2018 Annual Monitoring Visit.

8. Student Experience and Current Performance Statistics
a. Statistics on Attendance, Retention, and Pass Rates (NU) [attached]

The statistics on the attendance, retention, and pass rates were received by the meeting. It was noted that module-level submission rates are satisfactory and are improving for both HND and London Met programmes/courses. Attendance rates are also improving, with low attendees being monitored and addressed.

b. Student Experience – Student Feedback Reports [attached]

The Student Feedback Reports from both HND programmes were received and endorsed.

9. Recruitment and Admission Audit 2018 Report (SI) [attached]

Recruitment and Admission Audit 2018 Report was noted.

10. New Policies
a. Promotion within the Lecturer Grade Policy (GA) [attached]
b. Student Engagement Policy (GA) [attached]

The above new policies were formally approved by the Board.

11. Update from Board of Directors (NU) [oral]
a. Acquisition of shares (reportable OfS event) (NU)

The meeting noted that the Board of Directors received an offer to buy back 32 shares from a shareholder on 20th November 2018. Two different contracts were formed to split the purchase of the shares to ease the burden on the College finances. The first 22 shares were bought initially. The OfS has been informed of this acquisition of shares and has not raised any objection

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

The Board noted that the Academic Board meeting took place on 25th March 2019. Amongst other items, two new policies were noted during the meeting, which have subsequently been approved in this meeting.

13. Employee Feedback Analysis Report [attached]

The meeting received the Employee Feedback Analysis Report. It was noted that the next report should display a three year trend and add more action plans related to for example systemic issues and the effects of implementation of the new promotion policy **AP1**. This report has been referred back the PEG, where a summary of action plans will be created based on a discussion.

14. Any Other Business

No points were raised under this agenda item.

15. Date of Next Meeting:

11th July 2019

Previous Action Plan

None.

New Action Plan

AP	To Do	Person Responsible	Deadline	Status	Comments
1	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	WIP	N/A