

Minutes of the Board of Governance Meeting

Monday 25th November 2019, 09:30 - 11:30, Room 303, 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
	Coral Hill	Non-Executive	CH
	Juliette Wagner	Non-Executive	JW
	Sarah Ryan	Non-Executive	SR
	Carl Stychin	Non-Executive	CS
	Shorful Islam	Non-Executive	SHI
	David Douglas	Head of Programme Delivery (Observer)	DD
	Ganeshananthan Kiritharan (9170179)	Student Representative	GK
Tanzina Islam	Academic Administrator (Note Taker)	TI	
Apologies:	Aamir Mehmood	Head of Data Management and Compliance (Observer)	AM
	Aleksandra Osiniagova	Head of Academic Services (Observer)	AO
Externals:	Professor Dennis Farrington	External Observer	DF

Note Taker: Tanzina Islam

Reviewed by: Aaron Porter

Approved by: All Members

Agenda:

1. Welcome (AP)
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]
8. Office for Students – Accounts Direction
9. Strategic Plan and Performance Indicators (AP) [to be attached]
10. Access and Participation Plan 2020-2025 (GA) [attached]
11. Pearson External Examiner Visits (GA) [oral]
12. Draft Strategic Plan 2020-2025 for the College (GA) [attached]
13. External review of governance (AP)
14. Enhancement Strategy
 - a. Enhancement Strategy Report [attached]
15. Student Experience and Current Performance Statistics (NU)
 - a. Student Survey Reports
 - i. HND Business [attached]
 - ii. HND Hospitality Management [attached]
 - iii. London Met Courses [attached]
 - b. Poor Attendance Enquiry Form Analysis Reports
 - i. HND Business [attached]
 - ii. HND Hospitality Management [attached]
 - iii. London Met Courses [attached]
 - c. Early Exit Student Analysis and Report 2018-19 [attached]
 - d. Report on Library and Learning Resources 2019 [attached]
16. Recruitment and Admission Report for 2019/20 (SI) [attached]
17. Careers and Employability update (SI) [attached]
18. Update from Board of Directors (NU) [oral]
19. Minutes/Report from Academic Board (GA) [oral]
20. Any Other Business
21. Date of Next Meetings: 30/03/2020 and 08/07/2020

1. Welcome (AP)

The Chair welcomed members to the meeting.

2. Apologies (AP)

There were no apologies for absence to note.

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

Members approved the meeting minutes from 11/07/2019 as an accurate record. An outstanding action point (AP1) from the 28/03/2019 meeting was noted as work in progress, with a due date of December 2019.

4. Matters arising not elsewhere on the agenda

No points were raised under this agenda item.

5. Report from Principal (GA) [attached]

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

OfS - Access and Participation Plan 2020-25:

It was noted that the APP 2020-2025, after some iterations, was submitted with the OfS, and is now awaiting approval from Chris Millward, Director for Fair Access and Participation.

OfS - Appointment of Deputy Manager of Widening Participation:

It was noted that a Deputy Widening Participation Manager has been appointed by the College to fulfil one of the requirements of our APP.

OfS - Barnado's:

It was noted that the College is in contact with Barnardo's in relation to the recruitment of care leavers, as part of widening participation and outreach.

OfS - External Expertise:

The meeting noted that Mr John Azah OBE has been invited to attend the College's Equality & Diversity Committee and Professor Binna Kandola has been invited to attend the College's Black, Asian & Minority Ethnic Advisory Group.

Partnership with London Metropolitan University:

It was noted that the Principal's Executive Group has been addressing the initial planning stages of the one-year BA Accountancy top-up programme, intended to be offered via validation by LMU.

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

The meeting noted that the College will report back to the OfS with updates against each conditions of registration as well as comment on unforeseen circumstances.

The meeting also noted that a letter was received by the Office for Students regarding the timely membership fee to the QAA, however, the Principal informed Dr Susan Lapworth via email that the College had paid the fee on time.

It was also noted that, as part of the OfS conditions, all students were made aware via email to register to vote and were referred to online facilities for registration to vote.

7. Office for Students – Prevent (GA)

The meeting noted that there is an ongoing dialogue with the Prevent team within OfS. Following a meeting on 23rd July between the College's Principal and Director (Athiqul Islam), and two members of Prevent, five actions and five recommendations were made, to which the College has complied with. One of these recommendations was to have a discrete separate prevent risk register, which has been produced.

a. Prevent Risk Register [attached]

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

b. Prevent Steering Group – ToR [attached]

The Terms of Reference for the Prevent Steering Group (PSG) was noted. The meeting would like the PSG to provide termly reports to both the Boards.

8. Office for Students – Accounts Direction

It was noted that the Auditors have been contacted regarding the Accounts Direction to prepare the financial statements according to the OfS guidance.

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

This agenda item was addressed with agenda 12.

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

The Board noted the Access and Participation Plan 2020-2025, which is currently being reviewed by the OfS.

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

The meeting noted that an unannounced visit from Pearson took place on 22/11/2019. The reviewer was happy with the outcome of the visit.

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

The meeting received and endorsed the draft Strategic Plan for 2020-2025. It was noted that members found the Strategy Meeting, held on 24/09/2019, useful. The meeting noted comments made on the Strategic Plan: to provide further information on white male backgrounds in terms of statistics and to refine key performance indicators. Once revised, the Strategic Plan will be sent to the Student Representatives Committee for comments **AP1**.

13. External review of governance (AP)

The meeting noted that Professor Dennis Farrington is undertaking a review of the governance of the College and will provide a report in due course which will be considered by the next meeting of BoG.

14. Enhancement Strategy

a. Enhancement Strategy Report [attached]

The meeting received and endorsed the Enhancement Strategy Report. In terms of enhancement, it was noted that there exists a cascade of mechanisms that have an oversight of enhancement. The College has performed well in this area as evident from the successful NSS statistics reflected in the NSS report.

15. Student Experience and Current Performance Statistics (NU)

a. Student Survey Reports

- i. HND Business [attached]**
- ii. HND Hospitality Management [attached]**
- iii. London Met Courses [attached]**

The Board received and endorsed the Student Survey Reports.

- b. Poor Attendance Enquiry Form Analysis Reports**
 - i. HND Business [attached]
 - ii. HND Hospitality Management [attached]
 - iii. London Met Courses [attached]

The Board received and endorsed the Poor Attendance Enquiry Form Analysis Reports.

- c. Early Exit Student Analysis and Report 2018-19 [attached]**

The Board received and endorsed Early Exit Student Analysis and Report.

- d. Report on Library and Learning Resources 2019 [attached]**

The Board received and endorsed the Report on Library and Learning Resources.

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

The Board received and endorsed the Recruitment and Admission Report. An oral update, accompanied by a demonstration of the breakdown of attendance percentages via Quercus, was provided.

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

The Board received and endorsed the written and oral updates on Careers and Employability. It was agreed that a presentation will be provided on Careers at a future BoG meeting **AP2**.

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

A brief oral update was provided by the Chair of the Board of Directors. It was noted that the meeting dates for all Board and the Audit Committee has been circulated for the year 2019/20.

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

A brief oral update was provided by the Chair of the Academic Board. There was nothing of significance to report.

20. Any Other Business

No points were raised under this agenda item.

21. Date of Next Meetings

30/03/2020 and 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	WIP	N/A

New Action Plan

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		
AP2	To provide a presentation on Careers at a future BoG meeting.	Director /Head of Marketing and Work Based Learning	March 2020		