

Minutes of the Joint Board of Directors and Board of Governance Meeting
Wednesday 27.07.2022, 14.00 – 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	Chair of the Board of Directors / Director / Head of Quality Assurance	NU
	Athiquil Islam	Director / Head of Administration/Finance/HR	AI
	Shiraj Islam	Director / Head of Marketing and Work Based Learning	SI
	Sarah Ryan	Non-Executive	SR
	Shorful Islam	Non-Executive	SHI
	Juliette Wagner	Non-Executive	JW
	Carl Stychin	Non-Executive	CS
	Gyorgy Denes	Student Representative	GD
	Sayra Zaheer	Student Representative	SZ
Adriana Patru	Student Representative	APa	
In Attendance:	Shamso Miah	Senior Quality Assurance & Enhancement Officer / Committee Secretary	SM
	Kate Stoneman	Academic Project manager (DAP)	KS
	Aamir Mehmood	Head of Data Management and Compliance (Observer)	AM
	David Douglas	Head of Programme Delivery (Observer)	DD
Apologies:	Coral Hill	Non-Executive	CH
	Aleksandra Osiniagova	Head of Academic Services and Vice Principal (Observer)	AO

Note Taker: Shamso Miah (02/08/2022)

Reviewed by: Aaron Porter (11/08/2022) and Nazim Uddin (10/08/2022)

Approved by: All members (23/11/2022)

Agenda:**Part A – Board of Governance**Unreserved Items:

1. Welcome and Introductions (*AP - oral*)
2. Apologies
3. Minutes of the last meeting dated 13th April 2022 and review of the action plan

	[attached]	
		To approve
3a (13.04.2022) including action points		To note
4. Matters arising not elsewhere on the agenda

4a NCL Organisational Chart and governance profile	[attached]	To note
4b Appointment and Selection Process for NEM	[attached]	To note
5. Report from Principal

5a Report from Principal	[attached]	To receive
5b Amendment to the New DAPs project update	[attached]	To receive
5c CRER 2020-21		
5d Annual Report of the Academic Board to the BoG		
5e Template for the Annual Report of the Academic Board to the BoG	[attached]	To approve
6. Strategic Plan and Performance Indicators

6a College Performance and Value for Money Report	[attached]	To receive
6b Value for Money Statement	[oral update]	To note
6c Strategic Plan 2020 – 2025 Progress Report		To receive
6d NCL Away Day	[attached]	To note
7. Academic Board Meeting Minutes

7a Academic Board Meeting Minutes (23.03.2022)	[attached]	To receive
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8. IT/Estate/ Resources/ Finance
9. Student Experience/Engagement/Graduate Outcome

9a KEC Operational Plan 2022/2023 Executive Summary	[attached]	To note
9b Graduate Outcomes Report 2022	[attached]	To note
10. Academic and Prevent Risks

10a Academic Risk Register	[attached]	To note
10b Prevent Risk Register	[attached]	To note
10c Corporate Risk Register	[attached]	To note
11. Any Other Business
12. Date of next meeting: 23.11.2022 – 14:00-16:00

Part A – Board of Governance – Minutes of the Meeting

Unreserved Items:

1. Welcome and Introductions (AP - oral)

The Chair of the Board of Governance opened the meeting at 14:00 and welcomed all the members.

The Chair declared the meeting quorate, briefly discussed the away day and noted that the agenda is much more focused and the summary of the documents have been produced. The Chair thanked the committee secretary and owners of the papers.

2. Apologies

Apologies were noted.

3. Minutes of last meeting dated 13th April 2022 and review of action plan [attached]

The minutes of the previous meeting were approved as an accurate record.

3a. (13.04.2022) including action points

The Chair updated all the members on the action points.

All actions are confirmed complete with AP4 done, subject to OfS approval.

4. Matters arising not elsewhere on the agenda

4a. NCL Organisational Chart [attached]

The updated organisational chart was received and noted by the members.

The members noted all the changes made in the organisational chart and the supported cover sheet.

4.b. Appointment and Selection Process for NEM [attached]

NU was invited to present the salient points of this paper and informed the Board that the duration of NEMs is agreed with the Chair of the BoG and that each eligible NEM can serve two terms of five years each. A draft agreement document has been created for NEMs, with NU requesting the Chair to consider completing this document for each NEM member.

The Board noted and discussed the appointment and selection process for Non-Executive Members (NEMs), with the Chair highlighting the recruitment and monitoring of non-executive members.

The Board agreed that the HR Manager would issue the non-executive members updated letters of appointment and fit, and proper person test. **[AP1]**

The Board discussed good practice and governance, with appraisals of NEMs considered. The Chair agreed with the Board to formalise an appraisal process of NEMs. **[AP2]**

The Board approved adding a member to the Board of Governance with HR background and higher education experience. **[AP3]**

The Head of Data and Compliance informed the Board of the HESA data returns, requesting that all non-executive members submit their profile including any Fellowship in Higher Education status to the HR Manager. **[AP4]**

5. Report from Principal

5.a. Report from Principal [attached]

The meeting received and noted the Principal's Report. An oral update accompanied the report. The following was noted:

- i. The Principal thanked the staff for their support during his ill health.
- ii. The recast Access and Participation Plan has been submitted to the OfS, and we await their response.
- iii. In the National Student Survey 2022, the College received a score of 96.2%, which is significantly higher than the OfS benchmark (89.25%). It was noted that the College result was well above the sector average on all survey outcomes. The Principal asked members to cover this item in the next Student Representatives Committee. **[AP5]**
- iv. The Principal informed the changes in the governance structure driven by the requirements for new degree awarding powers. It was made aware that the eligibility

criteria to admit 50% of students to level 6 (or above) of the higher education framework must be achieved before the probationary period ends.

- v. A staff member has completed the External Examiner training course from Advance HE.
- vi. The Board noted Principal continued membership in various external groups and publications.

It was agreed for the Principal to send a message thanking staff members and students for the NSS score. **[AP6]**

5.b. Amendment to the New DAPs project update [attached]

The Academic Project Manager provided an oral update on the New DAPs project.

It was noted the DAPs project would require additional resources, with the Academic Project Manager requesting for the Board of Governance to endorse these in the amendment update.

The Board discussed the Student Engagement Framework and the appointment of the Student President, with New DAPs Steering Group making suggestions to the document.

The Head of Quality Assurance confirmed the Student Engagement Framework has been approved by the Academic Board and is effective from the next academic year (i.e. Sept 22).

The Chair suggested the current Framework be implemented in the next academic year with a post implementation review to take place within six months (i.e.- March 2023) and fresh set of recommendations to be made by the New DAPs Steering Group to be considered for the next academic year.

The Board requested to see the progress made with the current Student Engagement Framework in the next meeting. **[AP7]**

The endorsement for recruitment of staff was discussed by the Board, with Chair noting it is beyond their remit and should be approved by the BoD.

It was noted that the Vice-Principal is overseeing a College-wide exercise of each staff member's job description to identify potential gaps with any resourcing implications to be considered by the BoD.

5.e. Template for the Annual Report of the Academic Board to the BoG [attached]

The members received and noted the template for the Annual Report of the Academic Board to the BoG.

6. Strategic Plan and Performance Indicators

6.a. College Performance and Value for Money Report [attached]

The members received the College Performance and Value for Money Report. The Head of Quality Assurance provided an oral update of the report.

It was noted that various internal and external data sources were used to measure the key performance indicators with the College meeting all the targets.

A student focus group will be held to identify why students scored in the negative in the exit survey, with an update to be provided at the next meeting. **[AP8]**

The value for money statement will be published and will be received by the Board in the next meeting. **[AP9]**

Progression in studies was discussed with the Head of Programme Delivery, stating that transitioning from level 6 to level 7 has been challenging for students.

The Board were informed that recruitment for the master's programme has been good due to the reduction in fees and support provided by the London Met academic team.

6.b. Value for Money Statement

This item has been covered in 6.a.

6.d. NCL Away Day [attached]

The notes of the NCL Away Day were received and noted. The action plan within the report has been endorsed.

7. Academic Board Meeting Minutes

7.a. Academic Board Meeting Minutes (23.03.2022) [attached]

The minutes of the Academic Board were received and noted by the Board.

8. Student Experience/Engagement/Graduate Outcome

9.a. KEC Operational Plan 2022/2023 Executive Summary [attached]

The Board noted the KEC Operational Plan 2022/2023 as the document was approved by the Academic Board via Chair's action.

The Board informed the key performance indicators in the operational plan to track student progression, which will be monitored monthly by the KEC Management Committee.

9.b. Graduate Outcomes Report 2022 [attached]

The Graduate Outcomes Report 2022 was noted by the members.

9. Academic and Prevent Risks

10.a. Academic Risk Register [attached]

The members noted the Academic Risk Register.

A member suggested that risks related to the attainment of the Degree Awarding Powers to be included in the Academic Risk Register. The Principal informed members of the current situation regarding the Quality Assurance Agency (QAA) as this might affect the New DAPs assessment.

.It was also noted an NDAPs project risk register is submitted to the New DAPs Steering Group to monitor risks with the Head of Quality Assurance, suggesting these risks can be transferred into the Register. **[AP10]**

10.b. Prevent Risk Register [attached]

The Prevent Risk Register was received and noted by the members.

10.c. Corporate Risk Register [attached]

The Corporate Risk Register was received and noted by the members.

11. Any Other Business

12. Date of next meeting: 23.11.2022 – 14:00-16:00

New Action Plan

Action Point	To Do	Person Responsible	Deadline	Status	Comments
AP1	HR Manager would issue the non-executive members updated letters of appointment and fit, and proper person test.	HR Manager	14.11.2022	Done	
AP2	To formalise an appraisal process of NEMs	Head of HR and HR Manager	14.11.2022	Done	
AP3	To add a member to the BoG with HR background and HE experience	Chair of BoG, and Head of HR	14.11.2022	void	This action will not be pursued.
AP4	To provide Fellow in Higher Education status of BoG members	HR Manager	14.11.2022	Done	Email sent on 16.11.2022.
AP5	National Student Survey 2022 results to be included in next SRC meeting	Head of Programme Delivery	TBC	Done	The NSS results were sent to all student representatives before the meeting took place.
AP6	Principal to send message to all staff and students for the NSS score.	Principal	Sept 2022	Done	Featured in the NCL Newsletter.
AP7	Student Engagement Framework to be added in next meeting	SQAEO	14.11.2022	Done	In agenda item 9.a.
AP8	An update on the student focus group	SQAEO and Head of Quality Assurance	14.11.2022	Done	In agenda item 4.a.
AP9	value for money statement will be published and received by the Board in the next meeting.	Head of Quality Assurance	14.11.2022	Done	In agenda item 6.b.
AP10	To include DAPs risk in the Academic Risks Register	The Principal and Vice Principal	14.11.2022	Done	In agenda item 10.a.

Previous Action Plan

Action Point	To Do	Person Responsible	Deadline	Status	Comments
AP1	To provide the up-to-date Organisational Structure	Vice Principal and Head of Academic Services	June 2022	Done	Received – 24.05.2022
AP2	To update governance profiles of all members	Academic Project Manager and SQAEO	June 2022	Done	Internal governance profile complete. External members by 31.05.2022.
AP3	To have a response to the governments priorities and approach to the current APP plan	Head of Data Management and Compliance	July 2022	Done	Subject to OFS approval – 31.07.2022 See agenda item 11.b.
AP4	Provide a report on the management and risk mitigation of the VLE and IT issues highlighted.	Principal	June 2022	Done	Covered under reserved item.
AP5	Members to meet in an away day	SQAEO	June 2022	Done	Venue booked for 20.06.2022.