

Minutes of the Board of Governance Meeting

**Minutes of the Board of Governance Meeting
Held on Tuesday 27th March 2018 at 14:00 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
	Aleksandra Osiniagova	Head of Academic Services (Observer)	AO
	Shorful Islam	Non-Executive	SHI
	Sarah Ryan	Non-Executive	SR
	Coral Hill	Non-Executive	CH
	Les Counce	Non-Executive	LC
Apologies:	None		

Note Taker: Tanzina Islam (06/04/2018)

Reviewed by: Aaron Porter (10/04/2018)

Approved by: N/A

Agenda:

1. Welcome (AP)
 - a. Revised Terms of Reference for the Board of Governance [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]
5. Registration with the Office for Students (GA)
6. Strategic Plan and Performance Indicators (AP) [attached]
7. Pearson Investigation (GA) [oral]
8. QAA report (GA) [attached]
 - a. Action plan (AO) [attached]
9. Report on Enrolment, Attendance, Progression, and Submission (Sep to Dec 17) (NU) [attached]
10. Board of Governance Skills Matrix & Recruitment (AP) [attached]
11. Update from Board of Directors (NU) [attached]
12. Minutes/Report from Academic Board (GA) [to be tabled]
13. To note:
 - a. Key Dates [attached]
 - b. CRER [attached]
 - c. Compassionate Leave Policy [attached]
 - d. Whistleblowing Policy [attached]
14. Any Other Business
15. Date of next meetings: 11th July 2018 and 6th December 2018

1. Welcome (AP)

a. Revised Terms of Reference for the Board of Governance [attached]

The Terms of Reference for the Board of Governance was amended to include a student representative at the meetings. In order to maximise our engagement with students, the Board agreed to invite up to three students to attend in future. These students will meet with the Chair of the Board of Governance beforehand and would be asked to attend a minimum of three board meetings to ensure continuity. **AP1**

2. Apologies (AP)

There were no apologies for absences.

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

a. Matters arising not elsewhere on the agenda

Members received the minutes of the previous meeting (07/12/2017) and reviewed the action points:

New Action Plan – 07/12/2017

AP1 – Done – ToR updated.

AP2 – Done – A non-executive BoG member (Coral Hill) has been chosen to chair future Audit Committee meetings.

AP3 – Done – The Principal responded to the consultation in December 2017. The preparations to submit an application to the OfS is currently underway.

AP4 – WIP

AP5 – Done – PEG received the Entry Profile Analysis Report. It was suggested, however, that the tracking of student alumni's could be a key metric for the Office for Students. Groups and events, such as LinkedIn groups and annual reunions, could be set up to engage alumni's. This will require a team to organise. This matter has been forwarded to PEG to consider and an update will be brought to the next BoG meeting.

AP6 – Done

AP7 – Done

Previous action plan – 23/03/2016

AP1 – Done – related to AP4 from 07/12/2017

4. Report from Principal (GA) [attached]

The Principal's report covers agenda items 5, 7, and 8.

QAA: The finalised report of the September 2017 HER (AP) review visit was due to be published on 22nd December. On 21st December, Mr Will Naylor (Director of Reviews, QAA) emailed the Principal to inform him that the publication of the finalised report was being withheld because of the anonymous allegations made about the College by 'Iqbal'. In the meantime, the QAA wanted to make contact with 'Iqbal', who eventually did not attend the arranged meeting. The finalised report has now been published on the QAA website. The College has provided the QAA with the Action Plan, which has also been published on the College website. Members noted that the publication of the QAA report subsequently indicates that the College has no pressing concerns.

Messrs. Pearson: Pearson visited the College on two occasions and interviewed 9 out of the 10 students they had requested to meet. On 23rd March, the College received a letter from Messrs. Pearson which outlined: (1) a thank you for the cooperation in arranging the students to be interviewed and (2) from 1 of the 9 students interviewed, concerns were raised as they found certain anomalies in the written assignments and personal statement which students are asked to complete at admission. On 26th March, this specific student was interviewed by the Principal. During this interview, the student confessed to plagiarising their personal statement. In relation to the written assignments, the student confessed to receiving help from family members. In light of this, the College will take the necessary actions to implement the academic offence penalties as stated in the policy. The meeting also noted that in the original report from November 2017, 5 allegations were made in the letter, none of which match the 3 allegations made in the Pearson investigation report. The Principal will reply to Pearson on this matter.

The meeting agreed that, to help students understand the relevant acronyms and the importance of external visits, a one page information sheet should be produced which would outline all the external visits that take

place and all the acronyms that are used by the College. **AP2**

The meeting noted that the Department for Education will not consider designation for the academic year 18/19 until the QAA and Pearson are satisfied with the outcome of the allegations investigation. As the QAA has already published the review report, the College is awaiting on Pearson to provide their final views.

The meeting also noted that on 8th March 2018, the College received its routine Academic Management Review visit by Pearson. The reviewer was overall very happy with the review and visits to both the campuses.

OfS: The College intends to register for the "Approved (Fee Cap)" status. An internal steering group has been set up to prepare to submit an application to the OfS.

5. Registration with the Office for Students (GA)

An oral report on this item has been provided under Agenda 4, as part of the Principal's Report.

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

The meeting received and endorsed the latest Strategic Plan which was approved at the last BoG meeting. Members also received the Performance Indicators to which feedback was provided: (1) to include the 2015-16 statistics to enable comparison with previous years; and (2) to include more specific data to course level instead of aggregated non-continuation and non-completion rates. **AP3**

7. Pearson Investigation (GA) [oral]

An oral report on this item has been provided under Agenda 4, as part of the Principal's Report.

8. QAA report (GA) [attached] **a. Action plan (AO) [attached]**

An oral report on this item has been provided under Agenda 4, as part of the Principal's Report.

9. Report on Enrolment, Attendance, Progression, and Submission (Sep to Dec 17) (NU) [attached]

The Board received and noted the report on Enrolment, Attendance, Progression, and Submission for the September to December 2017 term. The data presented involved the previous three intakes (including current intakes) for all programmes. Members would like to make this a standing agenda item on future meetings.

10. Board of Governance Skills Matrix & Recruitment (AP) [attached]

The Board received and noted the skills matrix document that was completed by all BoG members.

Advertisements for BoG membership were advertised in February 2018. The College received 41 applications in total. The Chair selected 3 individuals to interview on the basis of the skills requirement. Once interviews are complete, recommendations for appointment(s) will be made to the Directors.

11. Update from Board of Directors (NU) [attached]

Members received and noted the Board of Directors Meeting Minutes from 22.01.2018.

12. Minutes/Report from Academic Board (GA) [to be tabled]

Members received and noted the draft Academic Board (AB) Meeting Minutes from 19.03.2018. Action Point 5 from the AB minutes were addressed by the members: *To discuss the possibility of increasing the attendance percentage rate and the possibility of introducing flexible learning.*

The Principal will include an update on this in his report for the next BoG meeting.

13. To note:

a. Key Dates [attached]

Members received and noted the Key Dates.

b. CRER [attached]

Members received and noted the CRER.

c. Compassionate Leave Policy [attached]

Members received and approved the current version of the Compassionate Leave Policy. However, it was agreed that a minor change should be made within the policy to count the first day of the bereavement leave as paid leave. **AP4**

d. Whistleblowing Policy [attached]

Members received and approved the Whistleblowing Policy.

14. Any Other Business

The meeting noted that it was Les Caunce's last Board meeting. Members thanked Les for his contribution to the Board over the last 2 years.

15. Date of next meetings

11th July 2018 and 6th December 2018

Previous Action Plan

AP & Date	To Do	Person Responsible	Deadline	Status	Comments
AP1 13/07/2016	To ensure a future development event could focus on how other providers develop, design and utilise their management information dashboards.	AP and PG	11/07/2018	Done	Provisionally for Board awayday June 2017. Chair's note: the June Board will need to focus on the outcomes of the Act so this is deferred until 14 September meeting.
AP8 16/11/2016	To request the auditor to make the educational expenditure clearer in Financial statement.	AI	September 2017 draft financial statements'	Done	Deadline not set yet.

New Action Plan – 27/03/2018

AP	To Do	Person Responsible	Deadline	Status	Comments
1	To invite 3 students to meet with the Chair of the Board of Governance and to attend a minimum of three board meetings.	BoG Secretary	Before next BoG (11/07/2018)	Done	N/A
2	To produce a one page information sheet outlining all the external visits and acronyms used by the College.	Head of Academic Services	Before next BoG (11/07/2018)	Done	N/A
3	(a) To include the 2015-16 statistics, in to the Performance Indicators, to enable comparison with previous years (b) To include specific data at course level for non-continuation and non-completion rates.	Chair of BoG	Before next BoG (11/07/2018)	(a) Not Applicable (b) WIP	N/A
4	To amend the Compassionate Leave Policy to count the first day of the bereavement leave as paid leave.	HR Officer	ASAP	Done	N/A