

Minutes of the Joint Board of Directors and Board of Governance Meeting

Wednesday 13.04.2022, 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
	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
	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
Moznur Roshid Roney	Student Representative	MRR	
In Attendance:	Shamso Miah	Senior Quality Assurance & Enhancement Officer / Committee Secretary	SM
	Bruce McLauchlan	KEC Manager	BM
	Aamir Mehmood	Head of Data Management and Compliance (Observer)	AM
	David Douglas	Head of Programme Delivery (Observer)	DD
	Aleksandra Osiniagova	Head of Academic Services and Vice Principal (Observer)	AO
Apologies:	Corina-Mariana Bozieru	Student Representative	CMB
	Ramona-Annabella Disca	Student Representative	RAD
	Alis Veronica Neicutescu Zoica	Student Representative	AVNZ

Note Taker: Shamso Miah (20/04/2022)

Reviewed by: Aaron Porter (26/04/2022) and Nazim Uddin (25/04/2022)

Approved by: All members (27/07/2022)

Agenda:

Part A – Board of Governance

Unreserved Items:

1. Welcome and Introductions (*AP - oral*)
2. Apologies
3. Minutes of last meeting dated 24th Nov 2021 and review of [attached] To approve
 action plan
- 3a (06.12.2021) including action points To note
4. Matters arising not elsewhere on the agenda
- 4a NCL Organisational Chart [attached] To note

	4b	Covid-19 and Risk Mitigation and Outbreak Plan	[attached]	To review
	4c	Governance Profiles	[oral update]	
	4d	Sensitivity Analysis	[attached]	To note
5.		Report from Principal	[attached]	
6.		Academic and Prevent Risks		
	6a	Academic Risk Register	[attached]	To review
	6b	Prevent Risk Register	[attached]	To review
	6c	Prevent Steering Group Meeting- Action Points (01.03.2022)	[attached]	To note
7.		Office for Students – Accounts Direction	[attached]	To approve
8.		Awarding Bodies’ Reports		
	8a	AMR Report 2021/22	[attached]	To note
	8b	AMR Outcome 2021/22	[attached]	To note
9.		Taught Degree Awarding Powers		
	9a	Progress Report for Joint BoG-BoD on the New DAPs Application	[attached]	To note
	9b	Communications Strategy and Plan	[attached]	To note
	9c	NDAP Project plan	[attached]	To note
	9d	NDAPs project risk register	[attached]	To note
	9e	NDWG Action plan for Academic Governance	[attached]	To note
	9f.i.	Minutes of NDAP Steering Group Meeting (14.02.2022)	[attached]	To note
	9f.ii.	Minutes of NDAP Steering Group Meeting (24.01.2022)	[attached]	To note
	9f.iii.	Minutes of NDAP Steering Group Meeting (15.12.2021)	[attached]	To note
	9f.iv.	Minutes of NDAP Steering Group Meeting (17.11.2021)	[attached]	To note
10.		Quality Assurance and Enhancement Strategy	[attached]	To note
11.		CRER / Student Experience and Current Performance Statistics		
	11a	CRER 2020-21	[attached]	To receive
12.		Recruitment and Admission Report for 2021/22 [available May 2022]	[oral update]	To note
13.		Careers and Employability - Presentation	[attached]	
14.		Staff Development and LTEEC	[oral update]	
15.		Academic Board Meeting Minutes		
	15a	Academic Board Meeting Minutes (17.11.2021)	[attached]	To receive
	15b	Academic Board Meeting Minutes (07.07.2021)	[attached]	To receive
16.		Compliance with regulatory deadlines	[GA oral update]	To note
17.		Estate and Resources		
	17a	IT Acceptable Use Policy and e-Safety Procedures	[attached]	To approve
	17b	Risk Management Policy	[attached]	To approve
	17c	VLE Risk and Disaster Recovery Plan	[attached]	To discuss

- 17d Email from Coral - IT Issues [attached] To note
- 18. Key Dates - Submissions and Subscriptions [attached] To note
- 19. Any Other Business
- 20. Date of next meeting: TBC

Reserved Items from BoG

- 21. Reserved Items from BoG
- 22. The search for a new validating university (Principal: Oral Statement)

Part B – Matters Reserved for the Board of Directors

- 23. Financial Performance (Covered in the Joint BoD and BoG meeting)
 - 23a OfS Financial Returns [attached] To approve
 - 23b OfS Financial Commentary [attached] To note
 - 23c Report on NCL Estates including CCU Campus [oral update]
 - 23d NCL Graduate Outcome Results Analysis [attached] To note
 - 23e Continuation Rate Breakdown [attached] To note
- 24. Audit, Risk Management and Remuneration Committee (ARMRC)
 - 24a ARMRC Minutes [attached] To note
 - 24b Risk Management Framework [attached] To note
 - 24c Annual Report to the Board of Directors from ARMRC [attached] To note
 - 24d New member of the ARMRC – Helen Pickering [oral update]
- 25. Scheme of Delegation [attached] To approve
- 26. Report from Principal
 - 26a Vice Principal Job Description [attached] To note
 - 26b Appointment of Vice-Principal [oral update]
 - 26c Management of IT throughout the College [oral update]
- 27. Academic and corporate governance, risks, and value for money
 - 27a Progress Report on Farrington Review of NCL Governance [attached] To discuss

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.

2. Apologies

Apologies were noted.

3. Minutes of last meeting dated 24th Nov 2021 and review of action plan [attached]

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

3a. (24.11.2021) including action points

The Chair updated all the members of the action points.

All actions were either complete or to be presented in this meeting.

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 Vice Principal informed the members that the chart is a draft version and the final version is to be available in next meeting [AP1].

4b. Covid-19 and Risk Mitigation and Outbreak Plan [attached]

The Covid-19 and Risk Mitigation and Outbreak Plan was received and noted by the members.

4c. Governance Profiles [oral update]

The Chair provided an oral update of the governance profile. The Chair informed members, some profiles in the College website require an update, noting his profile has not been updated in three years.

The declaration of interest was updated in previous year. Members agreed for all governance profiles to be updated [AP2].

The Chair agreed that all members of the ARMRC (non-executives) should be mentioned on the College website.

4d. Sensitivity Analysis [attached]

The Sensitivity Analysis was received and noted by the members, who were also informed that the Sensitivity Analysis was covered and a detailed account of the risks related to recruitment of students as covered in the Sensitivity Analysis was provided by the Head of Marketing in the previous ARMRC meeting.

5. Report from Principal [attached]

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

- i. The current Access and Participation Plan has been approved, however, all OfS registered institutions are expected to update their APP by July 2022.
- ii. On 8th March 2022, London Metropolitan University agreed to extend its partnership for a further two years. Formal agreement is signed by the Principal with the University. The agreement allows the College to recruit students for all six London Met programmes.
- iii. The OfS have been informed of the College's intention to apply for new degree awarding powers in business and hospitality management. Preparation for NDAPs is being made by the Academic Project Manager, the Principal informed members a workshop for NDAPs has taken place for both campuses.
- iv. Graduation ceremonies have taken place in November 2021 for 2020 and 2021 HND Business and Hospitality Management programme. The Principal thanked the Registrar, Romeela Joseph and the staff for organising the events.
- v. The 2021 Prevent report has been approved and accepted by the OfS.
- vi. Tier 4 licence has been renewed for another year.
- vii. The Principal and board congratulated Aleks Osiniagova on her appointment as Vice Principal.
- viii. The meeting noted Principal continued membership of various external groups and various publications.

6. Academic and Prevent Risks

6a. Academic Risk Register [attached]

The academic risk register was received and noted by the members. Members commended the document as well detailed and noted that it presented the risks accurately. Few major risks in the register were highlighted, but not of present concern.

Item 14 in the register was discussed in detail regarding partnership with charities and local schools. The Principal responded and informed members that the College has an agreement with a local primary school (Manor School).

The Head of Data mentioned that the APP plan is to be revised in accordance to the proposed changes made in the OfS for the year 2024/25. The Head of Quality Assurance concurred and stated the current APP plan should be updated in accordance with the government's priority.

The board agreed that the College should have a response to the government's priorities and approach to the current APP plan **[AP3]**.

6b. Prevent Risk Register [attached]

The meeting received and noted the Prevent Risk Register.

6c. Prevent Steering Group Meeting – Action Points [attached]

The meeting received and noted the Prevent Steering Group minutes.

7. Office for Students – Accounts Direction [attached]

The meeting received and noted the OfS Accounts Direction.

The Head of Finance informed the members the accounts has been sent to the auditors.

8. Awarding Bodies' Reports

8a. AMR Report 2021/22 [attached]

The meeting received and noted the AMR Report 2021/22.

The Head of Academic Services informed members that the visit was successful with no recommendations made.

8b. AMR Outcome 2021/22 [attached]

The meeting received and noted the AMR Report 2021/22.

9. Taught Degree Awarding Powers

9a. Progress Report for Joint BoG-BoD on the New DAPs Application [attached]

The meeting received and noted the Progress Report for Joint BoG-BoD on the New DAPs Application.

The Head of Quality Assurance informed the board that two risks highlighted in the Progress Report to the Joint BoG-BoD by the Academic Project Manager need our attention and informed members that the College needs to make investment in resources and staff, in particular the recruitment of senior staff.

9b. Communications Strategy and Plan [attached]

The meeting received and noted the Communications Strategy and Plan.

The board commended the Academic Project Manager for the progress made towards the College's preparation for the New DAPs application. The Principal has made aware much work needs to be done, particularly in the documentation for the application.

9c. NDAPs Project Plan [attached]

The meeting received and noted the NDAPs Project Plan.

9d. NDAPs Project Risk Register [attached]

The meeting received and noted the NDAPs Project Risk Register.

9e. NDWG Action Plan for Academic Governance [attached]

The meeting received and noted the NDWG Action Plan for Academic Governance.

9f. Minutes of NDAPs Steering Group Meeting [attached]

The board received and noted the minutes of the New DAPs Steering Group meetings held from 17th November 2021 to 14th February 2022.

10. Quality Assurance and Enhancement Strategy [attached]

The board received and noted the Quality Assurance and Enhancement Strategy.

11. CRER / Student Experience and Current Performance Statistics

11a. CRER 2020-21 [attached]

The meeting received and endorsed CRER 2020-21 report.

12. Recruitment and Admission Report for 2021/22 [available May 2022] [oral update]

The board noted that the Recruitment and Admission Report for 2021/22 will be available in May 2022.

The Head of Marketing provided an oral update on the progress of recruitment and admission for 2021/22 academic year and assured the members that the recruitment is on target.

The Head of Marketing raised that the recruitment of students from POLAR 4- Quintile One and Two areas is challenging but assured that his team is working hard to achieve its targets.

13. Careers and Employability – Presentation [attached]

The KEC Manager delivered a short presentation on Careers and Employability followed by a question and answer session. The presentation highlighted the current barriers facing students in the Work-Based Learning module and the productive strategies that are in place to mitigate these problems. Engagement with students as well as workshops has helped students in finding placements.

In the question and answer session, the KEC manager has answered various questions relating to work-based learning. He informed members that flexibility in finding placements for both hospitality and business was generally good, though sometimes difficult due to the requirements of the students. Feedback from students and employers was mostly positive. The Head of Quality Assurance responded to a question raised by a member regarding the acquisition of a hotel; they were informed the hotel has been leased to a provider with consent to provide work placement opportunities for NCL students.

14. Staff Development and LTEEC [oral update]

The meeting received an oral update from the KEC Manager that this year's theme will be the student engagement framework which will include employability and entrepreneurship forum with speakers from staff and students.

The Principal provided an oral update on staff development and informed members that the College continues to have a good success rate for the application of Higher Education Academy Fellowships.

15. Academic Board Meeting Minutes [attached]

The meeting received and noted the meeting minutes of the Academic Board for 7th July 2021 and 17th November 2021.

16. Compliance with regulatory deadlines [oral update]

The Principal informed the members that all compliance and regulatory deadlines have been met.

17. Estate and Resources

17a. IT Acceptable Use Policy and e-Safety Procedures [attached]

The IT Acceptable Use Policy and e-Safety Procedures was received and approved by the members.

17b. Risk Management Policy [attached]

The Risk Management Policy was received and approved by the members.

17c. VLE Risk and Disaster Recovery Plan [attached]

The VLE Risk and Disaster Recovery Plan was received and noted by the members. CH informed members that the report has been reviewed in the ARMRC meeting and the Principal has taken it to the PEG meeting to assign a risk owner to all IT related issues. [AP4]

17d. Email from Coral - IT Issues [attached]

Email from CH was received and noted by the members.

18. Key dates – Submissions and Subscriptions [attached]

The key dates and submission has been received and noted by the board.

19. Any Other Business

CH suggested to members if the next Joint BoD & BoG meeting can be held in the College and proposed for an away day to be arranged. The members agreed to meet in an away day in June 2022 to look at key areas relating to the College. [AP5]

The Chair informed members if there are items they wish to discuss that is not in the agenda to confer with the Principal or the Chair of the Board of Governance.

20. Date of next meeting: Wednesday 27th July 2022

New 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	Wip	Subject to OfS approval – 31.07.2022
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.

Previous Action Plan:

Action Point	To Do	Person Responsible	Deadline	Status	Comments
AP1	To provide an executive summary of the scope of Sensitivity Analysis and Contingency Plan	Head of Data Management and Compliance.	April 2022	Done	In agenda 4d.
AP2	To provide a presentation on work placements	KEC Manager	April 2022	Done	KEC Manager to present.