

**Minutes of the Board of Governance Meeting**

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**Held on Thursday 06th December 2018 at 14:00 in Room 303 at the Gants Hill Campus**

	<b>Name</b>	<b>Position</b>	<b>Initials</b>
<b>Present:</b>	Aaron Porter	Chair of the Board of Governance	AP
	Geoffrey Alderman	Principal	GA
	Nazim Uddin	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
	Aleksandra Osiniagova	Head of Academic Services (Observer)	AO
	David Douglas	Head of Programme Delivery (Observer)	DD
	Sarah Ryan	Non-Executive	SR
	Coral Hill	Non-Executive	CH
	Juliette Wagner	Non-Executive	JW
	Carl Stychin	Non-Executive	CS
	Melbourne Theophilos (9170265)	Student Representative from HND Business	MT
	Happy Begum (2260159)	Student Representative from HND Hospitality Management	HB
	Tanzina Islam	Academic Administrator (Note Taker)	TI
<b>Apologies:</b>	Shorful Islam	Non-Executive	SHI

**Note Taker:** Tanzina Islam (24/01/2019)

**Reviewed by:** Aaron Porter (24/01/2019)

**Approved by:** All Members

**Agenda:**

1. Welcome (AP)
  - a. Updated: Register of Interests (last updated: 12/10/2018) [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. College Performance Report and Value for Money Statement [attached]
8. QAA (GA)
  - a. QAA Educational Oversight Monitoring Visit Report 2018 [attached]
9. Student Experience and Current Performance
  - a. Provisional Statistics on Attendance, Retention, and Pass Rates (NU) [oral]
  - b. Engaging with and responding to student opinions, surveys and feedback [attached x5]
  - c. Student Experience – Student Feedback Reports [attached x2]
10. Access and Participation Plan implementation (GA) [attached]
11. Update from the Board of Directors (NU) [oral]
12. Minutes/Report from the Academic Board (GA) [oral]
13. Draft CRER (GA) [attached]
14. Strategy, data and planning (including the appointment of Planning Officer)
15. Any Other Business
16. Review of meeting
17. Date of Next Meeting: TBC

**1. Welcome (AP)**

**a. Updated: Register of Interests (last updated: 12/10/2018) [attached]**

The Chair welcomed members to the meeting. Members noted the updated Register of Interests.

**2. Apologies (AP)**

The meeting noted the apologies for absences.

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

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

The meeting received updates on the 'action plan carried forward from previous meetings':

- AP3 (27/03/2018) – Done

The meeting received updates on the 'New Action Plan' from the previous meeting:

- AP1 (11/07/2018) – Done
- AP2 (11/07/2018) – Done
- AP3 (11/07/2018) – Done

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

The meeting noted the report from the Principal on matters of the College. An oral update from the Principal accompanied the report.

Office for Students (OfS):

Members noted that the OfS had approved the College's application for OfS registration in the category of "Approved (Fee Cap)".

It was also noted, that in line with our OfS Access and Participation Plan, there is a Black, Asian, and Minority Ethnic (BAME) advisory group is being set up. There is also a separate group with a primary objective to targeting and recruiting potential students from disadvantaged white male background as this is an area of under-representation for the College.

Quality Assurance Agency (QAA):

It was noted that the QAA visit that took place in October 2018 went very well. A report was subsequently published and contained no recommendations or essential actions to be carried out.

Masters' Programme:

It was noted that the application for a Masters' programme to be delivered at Nelson College London is currently being prepared. A validation event will take place around February 2019. One taught Masters Programme, MA International Business, will be delivered with two pathways: Management and Hospitality Management. Dr Asia Alder has been recruited as an advisory.

Teaching Excellence Framework (TEF):

It was noted that more academic, teaching, and support staff members should be put forward to apply for HEA or FHEA membership.

**5. Registration with the Office for Students (GA)**

This item was discussed under agenda 4.

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

The meeting received the Strategic Plan and Performance Indicators. It was noted that the number of full time and part time lecturers, should be included within the breakdown, and be presented at the next meeting.

**7. College Performance Report and Value for Money Statement [attached]**

The meeting received and endorsed the College Performance Report and Value for Money Statement.

**8. QAA (GA)**

**a. QAA Educational Oversight Monitoring Visit Report 2018 [attached]**

This item was discussed under agenda 4.

**9. Student Experience and Current Performance**

**a. Provisional Statistics on Attendance, Retention, and Pass Rates (NU) [attached]**

**b. Engaging with and responding to student opinions, surveys and feedback [attached]**

**c. Student Experience – Student Feedback [attached]**

The meeting reviewed the statistics on attendance, retention, and pass rates. Student representatives' present provided feedback on their experience at the College.

**10. Access and Participation Plan implementation (GA) [attached]**

The meeting received the Access and Participation Plan and noted that action is being taken to implement the plan.

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

The meeting noted that a Non-Executive Director (Coral Hill) has been recruited to the Board of Directors. In addition, priorities for the Principal discussed and set during the BoD meeting will be shared in due course.

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

The meeting noted that a periodic review of programmes, known as the Quinquennial Review, was piloted with the HND Programmes. The Academic Board approved the procedure. However, it was noted that the review committee was not sufficiently prepared for this review, as it was the first time and processes were not clearly understood. Feedback will be taken from this experience to improve the next quinquennial review on the London Met Courses.

**13. Draft CRER (GA) [attached]**

The draft College Review and Enhancement Report was received and noted by the meeting.

**14. Strategy, data and planning (including the appointment of Planning Officer)**

It was noted that a Quality Assurance and Enhancement Manager has been recruited to join the Quality Assurance team. Further posts for the Planning Officer and Careers Advisor are being considered.

**15. Any Other Business**

No points were raised under this agenda item.

**16. Review of meeting**

No points were raised under this agenda item.

**17. Date of Next Meeting:**

Thursday 28<sup>th</sup> March 2019 and Thursday 11<sup>th</sup> July 2019.

**Previous Action Plan**

None.

**New Action Plan**

None.