

Minutes of the Board of Governance Meeting

Thursday 11th July 2019 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
	Athiqul Islam	Director / Head of Administration/Finance/HR	AI
	Coral Hill	Non-Executive	CH
	Carl Stychin	Non-Executive	CS
	Shorful Islam	Non-Executive	SHI
	David Douglas	Head of Programme Delivery (Observer)	DD
	Tanzina Islam	Academic Administrator (Note Taker)	TI
Apologies:	Nazim Uddin	Director / Head of Quality Assurance	NU
	Shiraj Islam	Director / Head of Marketing and Work Based Learning	SI
	Aamir Mehmood	Head of Data Management and Compliance	AM
	Sarah Ryan	Non-Executive	SR
	Juliette Wagner	Non-Executive	JW
	Aleksandra Osiniagova	Head of Academic Services (Observer)	AO

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]
 - a. Matters arising not elsewhere on the agenda
4. Report from Principal (GA) [attached]
5. Office for Students – Conditions of Registration (GA) [oral]
6. Strategic Plan and Performance Indicators (AP) [to be attached later]
7. Access and Participation Plan update (GA) [oral]
8. Pearson External Examiner Visits (GA) [oral]
9. Academic strategy of the College (All) [attached]
10. External review of governance (AP) [attached]
11. Student Experience and Current Performance Statistics (NU)
 - a. Statistics on Attendance, Retention, and Pass Rates [attached]
 - b. Student Experience
 - i. Student Feedback Report – HND Business [attached]
 - ii. Student Feedback Report – HND Hospitality Management [attached]
12. Recruitment and Admission update (SI) [attached]
13. Careers and Employability update (SI) [attached]
14. Update from Board of Directors (NU) [oral]
15. Minutes/Report from Academic Board (GA) [oral]
16. Any Other Business
17. Date of Next Meeting: 25/11/2019

1. Welcome (AP)

The Chair welcomed members to the meeting.

2. Apologies (AP)

The meeting noted apologies for absences.

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

Members approved the previous meeting minutes from 28/03/2019 as an accurate record.

a. Matters arising not elsewhere on the agenda

Action Point 1 was categorised as a work in progress, with a due date of December 2019.

4. Report from Principal (GA) [attached]

The meeting noted the written report by the Principal on matters relating to the College. An oral update from the Principal accompanied the report. The following topics were addressed.

Office for Students (OfS):

It was noted that a draft Access and Participation Plan for the years 2020 to 2025 has been submitted to the OfS.

OfS Recurring Grant:

The meeting noted with pleasure that the OfS will provide a Teaching Grant of £499,979 to the College for the year 2019-20. The grant, which can only be used for OfS set requirements, will be sent in monthly instalments, beginning from August 2019. A small group will be convened, consisting of the Principal, HR Officer, and a student, to discuss and advise on possible uses of the grant.

Widening Participation

It was noted that, as part of widening participation, the College will be visited by a senior executive from Barnardo's who it is hoped will assist in the recruitment of care leavers and children in care. In addition, a Head of Widening Participation will be recruited by the College to assist with this process.

Prevent:

The Board noted that a meeting was convened on 12th June between two representatives of the OfS Prevent monitoring team and the Principal and Director of Nelson College London. A wide range of matters regarding Prevent duties were discussed. A report following this meeting had been received, making some recommendations that the College was addressing.

Partnership with London Met:

It was noted with pleasure that London Metropolitan University had indicated that it will renew contracts with NCL for the delivery of the Foundation and Top-up programmes, as conditions set by the University have been met.

Pearson:

The meeting noted that students do not have a right to appeal to the OIA regarding Pearson Education Ltd as this awarding body is not registered with the OIA. Therefore, the College's Student Complaints Policy has been amended to make students aware of this. The OIA has also been made aware of this matter.

Teaching Excellence Framework (TEF):

The meeting noted with pleasure that the College had recently been granted a Silver award from the Teaching Excellence Framework.

National Student Survey (NSS):

The meeting noted with pleasure that the overall satisfactory rating from the most recent NSS survey was over 98%.

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

This agenda item was addressed under Agenda 4 with the Principal's oral update.

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

The meeting received and endorsed the key performance indicators. It was noted that, other than the College being awarded a TEF Silver rating, the remaining statistics will be updated after the end of the current academic year.

7. Access and Participation Plan update (GA) [oral]

The meeting noted that a draft Access and Participation Plan covering the academic years 2020 to 2025 was submitted to the OfS on 1st July 2019.

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

The meeting noted that the Pearson External Examiner Visits took place for both HND Business and HND Hospitality Management in May 2019. A follow up meeting for the HND Hospitality Management QCF programme took place to address a number of assignments which allegedly did not meet the standards. This issue was resolved and the suspension on certification was lifted.

9. Academic strategy of the College (All) [attached]

The College is currently preparing to teach two taught masters-level programmes validated by LMU. The meeting considered that, after perhaps a year, the College could make an application for subject-specific taught degree awarding powers. It was agreed that even though there is no student number control, the overall number of students recruited should not expand so drastically as to endanger the quality of delivery of teaching, especially as the NSS satisfactory rating was above 98%. It was also noted that there could be a market for a one year Accountancy top-up course; this matter will be forwarded to the Academic Planning Committee to support the research of the possibility of delivering this course.

10. External review of governance (AP) [attached]

The meeting noted that an external review of governance should take place every 5 years. The last review was carried out by Steve Denton 4 years ago. The Principal has recruited a suitable individual, Professor Dennis Farmington, to carry out the next external review of governance.

11. Student Experience and Current Performance Statistics (NU)

c. Statistics on Attendance, Retention, and Pass Rates [attached]

d. Student Experience

i. Student Feedback Report – HND Business [attached]

ii. Student Feedback Report – HND Hospitality Management [attached]

The student attendance, retention, and pass rate statistics were noted by the Board. It was noted that the exit review was useful. It was agreed that information on the number of students who completed the survey would be valuable in assessing the depth of the statistics. Additionally, the rating scale of 1-5 should be converted to percentages for easier interpretation.

12. Recruitment and Admission update (SI) [attached]

The presentation slides on recruitment and admissions were noted.

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

This agenda item will be forwarded to the November Board meeting.

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

No points were raised under this agenda item.

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

An oral update from the chair of the Academic Board was received. It was noted that the Academic Board took place on 03rd July where a number of documents and policies were approved.

16. Any Other Business

No points were raised under this agenda item.

17. Date of Next Meeting

Monday 25th November 2019, 2pm, Gants Hill.

Previous Action Plan

Action Point / Meeting Date	To Do	Person Responsible	Deadline	Status	Comments
AP1 11/07/2019	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

None.