



College Oversight Board Meeting Minutes

Meeting Date:	Friday 1 st February 2019	Time:	1pm – 4pm
Chair of the Meeting:	Professor David Bonner	Venue:	Barclay Hall Campus
Minute takers:	Zahraa Rafiq/Ralph Brown	Signed off:	No/Yes

Agenda

- 1. Attendance**
- 2. Welcome and Introduction**
- 3. Strategy Outcomes**
- 4. Groups Reports to Plenary**
- 5. Summary and Conclusion**
- 6. Final Actions**
- 7. Date and Time of next meeting**

1. Attendance

Name	Job title
Professor David Bonner (DB)	Non-Executive Board Member (Chair)
Frank Haddleton (FH)	Non-Executive Board Member
Graham Morrell (GM)	Non-Executive Board Member
Rahaman Hasan (RH)	Head of Programmes and Academic Monitoring
MWI Oli (MO)	Director of Studies (Ex-officio member)
Nazim Uddin (NU)	Director of Quality Assurance (Ex-officio member)
Dr. Nick Papé (NP)	Principal
Ralph Brown (RB)	Registrar (Minute Taker)
Zahraa Rafiq (ZR)	Executive Assistant (Minute Taker)
Apologies	
Name	Job Title
Peter Bathmaker (PB)	Chair of COB (Non-executive member)
Lesley Cave (LC)	Non-Executive Board Member
Neil Pearce (NPe)	Non-Executive Board Member
Tim Priestman (TP)	Head of Student Engagement

2. Welcome and Introduction

- 2.1. DB stated that the overall purpose of this meeting is to review College Strategy and Enhancement, to look in more detail at how the College is progressing against strategic goals and objectives, and to discuss enhancements.
- 2.2. DB referred members to the provided document 'Strategy and Enhancement Statement: 2019-2022' and he invited open discussion on it. DB stated that following his initial observations he noted what appears to be some minor spelling and grammatical errors throughout the document.

3. Strategy Outcomes

- 3.1. DB suggested that there are some points in the document that need clarification.
- 3.2. NP stated that this document has been in development for some time and whilst it fairly well defines the journey of the College and its future plans, there are areas for improvement however, overall, this document is a significant improvement from the previous version.
- 3.3. NP advised the Board that this document has been approved by the Board of Directors and that in general, the College has opted against developing a 'Strategic Plan' and, instead, adopted a 'dynamic' approach with a 'flexible' plan in view of external influences affecting the sector through OfS, QAA and changes in legislation and any other Government led initiatives.

- 3.4. NP clarified that there is an 'Enhancement Action Plan' to help monitor developments and there is a 'Consolidated Action Plan' which incorporates all actions emerging from the various College Committees/ Boards and Monitoring Reports. NP suggested that members may provide DB with any further comments of detail that they may have in regard to the Enhancement Action Plan.
- 3.5. GM recommended that under item 15, Access and Participation, clarity is needed regarding specifying who the under-represented groups within 'Target Demographics' are.
- 3.6. GM suggested that where the sub headings 'Key Goals and Outcomes' occur; more specific detail should be provided to inform the reader of deadlines and responsibilities i.e. to and by when and by whom.
- 3.7. DB stated that it would be helpful if a clear indication of where objectives link to the metrics for instance, points 9.6 and 9.7 appear to embody two metrics.
- 3.8. In further discussion over the Strategic Content of the 'Strategy and Enhancement Statement' NU stated that the main intention of the College is to both a). survive and b). thrive.
- 3.9. NU suggested that in deliberations over the 'Strategy and Enhancement Statement' Board Members as well as suggesting additional objectives also identify any objectives that could be discarded for any reason. This will keep the document more concise and practical.
- 3.10. DB observed that in terms of the language used, there sometimes does not appear to be a hierarchy from 'strategic aims' to 'Key Objectives to outcomes. As an example 13.2.4 seems to be an 'Outcome' rather than a 'Key Objective'. FH suggested that both 13.2.4 and 13.3.8 could be swapped and that that will better indicate a hierarchical sense. NP acknowledged that there have been both drafting issues and over the direction of the document.
- 3.11. GM suggested that the 'Goals and Outcomes' sections should be provided in a 'Action Plan' as this will help to formalise the delivery of them. This suggestion was well received by the Board and it was agreed that this proposition would be made to the PEG.

Action 1: NP to ensure that the recommendation of the COB to transfer all 'Goals and Outcomes' from the 'Strategy and Enhancement Statement 2019-2022' into an 'Action Plan' is listed as an agenda item for the PEG to consider

- 3.12. NU stated that external bodies such as OfS, DfE, QAA and others provide only a few metrics, therefore perhaps we can take a similar approach as this gives colleagues flexibility over how they achieve targets and what their objectives are.
- 3.13. DB asked whether all of sections 1 – 8 of the Statement are necessary, particularly philosophy. FH asked whether there is a benefit to section 8. 'Academic Drive'. The Board agreed that sections 1 and 8 should be removed. NP confirmed that this will be taken to the PEG for a final decision.

Action 2: NP to ensure that the recommendation of the COB to remove both section 1 ‘Philosophy’ and section 8 ‘Academic Drive’ from the ‘Strategy and Enhancement Statement 2019-2022’ is listed as an agenda item for the PEG to consider.

4. Groups Reports to Plenary

4.1 Members were divided into two groups as follows;

Group 1 (Strategy Outcomes)

David Bonner
MWI Oli
Ralph Brown
Graham Morrell

Group 2 (Strategic Enhancements)

Nazim Uddin
Nick Papé
Frank Haddleton
Rahaman Hasan

The purpose of the groups was to discuss both ‘Strategy Outcomes and ‘Strategic Enhancements’ and then to report to the Plenary. The outcomes of group deliberations will be core recommendations about how this document will be improved and to identify any enhancements from it.

Each Group made a number of recommendations which will be applied to the next version of the Strategic and Enhancement Statement after being fully reviewed by PEG.

5. Summary and Conclusion

- 5.1. DB stated that ‘Enhancement’ does not appear to be explicit within the document.
- 5.2. NP advised that ‘Deliberative Enhancements’ will be created through the enhancements identified by the Group work
- 5.3. DB and NP thanked all members for their contributions and he stated that NP will oversee any amendments to this document. It will then go the PEG for their consideration.

Action 3: NP and RB will oversee all updates to the Strategy and Enhancement Statement 2019-2022 and provide it to the PEG for their consideration.

6. Final Actions

Action No	Task	Responsible Member	Date Deadline
1	To ensure that the recommendation of the COB to transfer all 'Goals and Outcomes' from the 'Strategy and Enhancement Statement 2019-2022' into an 'Action Plan' is listed as an agenda item for the PEG to consider	NP	05/03/2019
2	To ensure that the recommendation of the COB to remove both section 1 'Philosophy' and section 8 'Academic Drive' from the 'Strategy and Enhancement Statement 2019-2022' is listed as an agenda item for the PEG to consider.	NP	05/03/2019
3	To update the Strategy and Enhancement Statement 2019-2022 and submit it to the PEG for their consideration.	NP	05/03/2019

7. Date and Time of next meeting

- 7.1. The next full meeting of the College Oversight Board will take place on Friday 12th April 2019 at 12 noon at Cavell Street, Whitechapel.

Meeting closed at 4pm