



Minutes of the College Oversight Board (COB) Meeting

Date:	Friday 16 th August 2019	Time:	12 pm – 3.30 pm
Chair:	Peter Bathmaker	Room:	201; Barclay Hall Campus
Minute Taker:	Asata Forbes-Dacres	Approved:	Yes

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1. Attendance and Apologies

Name	Job Title
Peter Bathmaker (PB)	Interim Chair
Professor David Bonner	Non-Executive Member / Voice Chair (attended via Skype)
Graham Morrell (GM)	Non-Executive Member
Dr Frank Haddleton (FH)	Non-Executive Member
Neil Pearce (NPe)	Non-Executive Member
Stephen Hyde (SH)	Observer / Non-Executive Member
Gerry Takamura (GT)	Observer / Non-Executive Member
Dr Nick Papé (NP)	Director / Principal
Nazim Uddin (NU)	Company Secretary to the Board of Directors
Aska Begum (AB)	Student Representative
Rahaman Hasan (RH)	Head of Programme and Monitoring
██████████ (NA)	Head of Quality Assurance
Suroth Miah (SM)	Interim Head of Student Engagement
Dr Abdur Rahim (AR)	Registrar
Asata Forbes-Dacres (AFD)	Executive Assistant
Apologies	
Angel Faiza (AF)	Student Representative
M W I Oli (MO)	Director of Studies

2. Welcome and Introduction

- 2.1. The Chair warmly welcomed all to the COB Meeting and asked all present to introduce themselves as many in attendance were newly appointed in their role. PB particularly welcomed Stephen Hyde and Gerry Takamura, who are attending as Observers, with a view to becoming Non-Executive Members.
- 2.2. PB confirmed that he would be Interim Chair today and an election would take place for the appointment of Chair at the end of the meeting. PB confirmed that this meeting would be his last at the COB as he had recently been appointed a Non-Executive Director of the College and consequently will now sit as a member on the Board of Directors
- 2.3. On behalf of the College, NP congratulated PB on his appointment and thanked him for his valuable contribution during his term in serving the COB as Chair.

3. Review of Meeting Minutes of 12th April 2019

- 3.1. The Minutes of the previous meeting were reviewed by members and the following recommendations were agreed;
- 3.1.1. AR to circulate to members the John Rushworth slides as agreed in the minutes under paragraph 7.1
 - 3.1.2. To make a recommendation from paragraph 16.4.2
 - 3.1.3. AR to circulate to members the academic calendar showing meeting dates for 2019/20 for the College Oversight Board, Principal's Executive Group and Academic Board
- 3.2. With the above recommendations being incorporated into the Minutes, it is agreed that they can be signed-off as an accurate record.

4. Matters Arising from the Minutes

- 4.1. The recommendations to the BoD from the meeting of 12th April 2019 are shown below:

No.	Recommendation	Attention
1.	Transfer all 'Goals and Outcomes' from the 'Strategy and Enhancement Statement 2019-2022' into an 'Recommendation Plan' is listed as an agenda item for the PEG to consider.	NP
2.	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
3.	Oversee all updates to the Strategy and Enhancement Statement 2019-2022 and provide it to PEG for their consideration.	NP
4.	Review the ToR for the BoD, re-word point 2.10 to provide better clarity.	Board of Directors
5.	Update the Articles of Association to reflect BoD quoracy.	Board of Directors

- 4.2. NP noted that Recommendations had been completed although the BoD ToR was still under consideration by the BoD.

5. Student Feedback

5.1. Received and noted:

- 5.1.1. AB, Student Representative Oral Report.

5.2. Key points:

- 5.2.1. AB attended various Boards and Committees, participated in Audits and attended the end of year survey;

- 5.2.2. Students had noted the ongoing support received by the College within their learning journeys. Due to this, students are becoming more positive;
- 5.2.3. NP noted that the College has printed and displayed 'You Said, We Did' posters around the College to show the recommendations and requests of students were being heard and implemented.

6. Principal's Report

6.1. Received and noted (1):

- 6.1.1. NP, Principal's Written Report (06).

6.2. Key Points:

- 6.2.1. The College will be holding its annual Graduation Ceremony on Wednesday 11th December 2019 and members are invited to attend.
- 6.2.2. QAA Quality and Standards Review (QSR) will be conducted on the 17th, 18th and 19th September 2019. The QSR is a key review OfS will use to make decisions regarding LCC's registration.
- 6.2.3. KPI results submitted, particularly noteworthy is the increased achievement of 63% for student attendance.

6.3. Received and noted (2):

- 6.3.1. NP, Principals Written Report; Effectiveness of Academic Board (06.1).

6.4. Key Points:

- 6.4.1. LCC has adopted IoD Corporate Governance for Unlisted Companies, with CUC CoP concerning Academic Governance;
- 6.4.2. Articles of Association have been updated to map against OfS Conditions/Principles and have been approved by Shareholders;
- 6.4.3. Academic Risk Register had now been approved by the Academic Board and reviewed by BoD;
- 6.4.4. The inaugural meeting of the Audit, Remuneration and Risk Committee (ARRC) is scheduled to be held in October 2019;
- 6.4.5. KPMG and AAA Audits are confidential to LCC and OfS;
- 6.4.6. The College does not plan a student intake in September 2019, aiming for intake in January 2020, subject to positive QSR;

7. Directors Report

7.1. Received and noted:

- 7.1.1. NU, Directors Oral Report

7.2. Key Points:

- 7.2.1. The BoD had recently appointed two additional members;
- 7.2.2. The BoD meeting frequency would now be for a total of four hours every eight weeks;

- 7.2.3. The BoD had reviewed the College's financial forecast for the worst-case scenario and could confirm that the College has built-in resilience to cope with any financial pressure.

7.3. Recommendations:

- 7.3.1. NU requested that members review tabled document 12.1 'Advance HE Governance Review' and make any recommendation to the BoD.

8. Quality Assurance Report

8.1. Received and noted:

- 8.1.1. NA, Head of Quality Assurance, Oral Report

8.2. Key Points:

- 8.2.1. Requested documents by the QAA for upcoming QSR visit would be uploaded 16 August 2019;
- 8.2.2. Pearson visit due in September 2019;
- 8.2.3. Prevent submission due in December 2019.
- 8.2.4. Priority is for Board and Committee structure of the College to be reviewed for streamlining and recommendation;
- 8.2.5. NP thanked NU for taking on this role whilst the post had been vacant and stated that HoQA role was vital, being central to the College's operations.

9. HR Strategy Report

9.1. Received and noted:

- 9.1.1. PB, Interim Chair Oral Report

9.2. Key Points:

- 9.2.1. HR Officer developing key job profiles for each role within the College, including key accountabilities and performance indicators.
- 9.2.2. Key performance indicators (KPIs) would be used to review set targets were being met and identify development and training objectives for individuals. Indicators would also help measure the capabilities of individuals to assess they were being matched to the required role successfully.
- 9.2.3. Staff development and retention is an important aspect for the College and that it also encouraged staff to build careers in the College. Job profiles will provide the means to carry out these tasks.

10. Student Engagement Report

10.1. Received and noted:

- 10.1.1. SM, Interim Head of Student Engagement Written Report (11).

10.2. Key Points:

- 10.2.1. There are currently 6 Student Representatives in total; 4 based at the Whitechapel campus and 2 based at the Barclay Hall campus.
- 10.2.2. Several workshops for Student Representatives have been organised addressing various aspects of the role including the College's expectations. These workshops are proposed to be widened to include participation of all students from September 2019.
- 10.2.3. Successful Refreshers' Day and Alumni Boat Trip have recently been organised for students
- 10.2.4. HND Health and Social Care programme have seen the following progression of students completing their mandatory 200 Work Experience Hours;
 - 26 students completed required hours
 - 8 students were trying to obtain a placement to complete their hours
 - 4 students were in the process of completing their required hours
- 10.2.5. NP congratulated SM for his exemplary work as Interim Head of Student Engagement and for the consistent support given to both Student Representatives and students.

10.3. Recommendations:

- 10.3.1. 'Events Calendar' for students in 2019/20 to be circulated

11. Higher Education Report

11.1. Received and noted:

- 11.1.1. RH, Head of Programme's and Monitoring Written Report (12).

11.2. Key Points:

- 11.2.1. Both LR and CPD budgets have money unspent from this financial/academic year.
- 11.2.2. Five workshops for Student Representatives training have been delivered. Further workshops will take place from September 2019;
- 11.2.3. All Peer Reviews for Academic Year 2018/19 have been completed;
- 11.2.4. The Unit and Course Handbook will be available for students prior to course commencement in September 2019;
- 11.2.5. Students work resubmission had been opened for the period of 16th – 19th August 2019, KPI figures for current term expected to be available by end August;
- 11.2.6. Programme Leader recruited; total number of academic staff are now as follows;
 - Full Time – 9
 - Part Time – 21
 - Permanent – 7
 - Seasonal – 13
- 11.2.7. The above includes lecturers of which:
 - Permanent – 3

- Term Time Seasonal – 10

11.3. Conclusion:

11.3.1. NU congratulated RH for his contribution and requested that the information entailed under sub heading 6 ('Academic Staff; Recruitment, Induction and Appraisal') could be more inclusive of Inductions, Appraisal's and HEA membership status of teachers.

11.4. Recommendations:

11.4.1. 'Term Planner' to be available by 30th August 2019 for all students.

11.4.2. The attendance lists of staff that were present at the Student Representatives workshops to be circulated to membership.

11.4.3. Report to PEG showing increased costs for employing full time / fractional staff in preference to sessional teaching;

11.4.4. Report to PEG showing Inductions, Appraisal's and HEA membership status of teachers.

12. Items for Consideration

12.1. Received and noted:

12.1.1. Tabled document 16; 'Terms of Reference of College Oversight Board (COB)'

12.2. Key Points:

12.2.1. COB ToR has been mapped against the College's Articles of Association.

12.3. Recommendations:

12.3.1. The following statement could be included: 'The Chair has the full authority to extend an invitation of attendance to any senior LCC executive';

12.3.2. The COB to receive a copy of the Audit Remuneration & Risk Committee (ARRC) structure and ToR; GM recommended further mapping checks be undertaken;

12.3.3. COB ToR statements to be checked for accuracy (#1.1, 4.1.4, 4.3);

12.3.4. A statement on Diversity to be incorporated into COB ToR.

12.4. Recommendation

12.4.1. Further mapping checks of AARC ToR against Articles of Association be undertaken.

13. To receive for information:

13.1. Academic Board Meeting Minutes of 23/07/2019

13.1.1. This was noted as received by members (refer to item 13.1).

13.2. PEG Meeting Minutes of 06/08/2019

13.2.1. This was noted as received by members (refer to item 13.2).

13.3. QESC Meeting Minutes of 02/07/2019

13.3.1. This was noted as received by members (refer to item 13.3).

14. Nominations/Election of Chair

14.1. The Board elected DB as Chair of the Board by unanimous decision, starting 17 August 2019. NP congratulated DB in his appointment to the post and reminded all we now need a new Vice-Chair.


15. Any Other Business (previously notified to the Secretary)

15.1. No further discussion took place.

16. Date and Time of next meeting

16.1. The next meeting of the College Oversight Board will take place on Friday 13th December 2019 at 12 noon at Barclay Hall.

Meeting closed at 3.30 pm.



Peter Bathmaker
Interim Chair
College Oversight Board

Dated 22 August 2019

17. Final Recommendation Points

No.	Point Reference	Recommendation points
1.	7.3.1	Members review tabled document 12.1 'Advance HE Governance Review' and make any recommendation to the BoD.
2.	10.3.1	'Events Calendar' for students in 2019/20 to be circulated.
3.	11.4.1	'Term Planner' to be available by 30 th August 2019 for all students.
4.	11.4.2	The attendance lists of staff that were present at the Student Representatives workshops to be circulated to COB membership.
5.	11.4.3	Report to PEG showing increased costs for employing full time / fractional staff in preference to sessional teaching;

6.	11.4.4	Report to PEG showing Inductions, Appraisal's and HEA membership status of teachers.
7.	12.3.1.	The following statement could be included in COB ToR: <i>'The Chair has the full authority to extend an invitation of attendance to any senior LCC executive'</i> ;
8.	12.3.2.	The COB to receive a copy of the Audit Remuneration & Risk Committee (ARRC) structure and ToR;
9.	12.3.3.	COB ToR statements to be checked for accuracy (#1.1, 4.1.4, 4.3);
10.	12.4.1	Further mapping checks of AARC ToR against Articles of Association be undertaken.