



College Oversight Board Meeting Minutes

Meeting Date:	Thursday 06 February 2020	Time:	11.30am – 3.00pm
Chair of the Meeting	Professor David Bonner	Venue:	Barclay Hall Campus
Secretary to Board	Dr Abdur Rahim	Signed off:	Yes
Minute taker:	Zahraa Rafiq		

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1. Attendance and Apologies

Name	Job title
Professor David Bonner (DB)	Non-Executive Board Member (Chair)
Graham Morrell (GM)	Non-Executive Board Member
Stephen Hyde (SH)	Non-Executive Board Member
Gerry Takamura (GT)	Non-Executive Board Member
Dr Frank Haddleton (FH)	Non-Executive Board Member
Rahaman Hasan (RH)	Head of Programmes and Academic Monitoring
Nazim Uddin (NU)	Company Secretary
MW Oli (MO)	Director of Studies
Dr Nick Papé (NP)	Principal
Dr Abdur Rahim (AR)	Registrar
Maksim Alam (MA)	Senior Quality Assurance Officer
Tim Priestman (TP)	Head of Student Engagement
Sayeed Sujan (SS)	Student Representative
Shams Uddin (SU)	Student Representative
Sarwar-e Alam (SA)	Student Representative
Tahmina Chowdhury (TC)	Student Representative
Zahraa Rafiq (ZR)	Executive Assistant
Apologies	
Neil Pearce (NPe)	Non-Executive Board Member

2. Welcome and Opening remarks by the Chair

2.1. DB welcomed and thanked members for their attendance.

3. Review of Previous Meeting Minutes (26 November 2019)

3.1. The minutes were approved as an accurate record.

4. Matters arising from the Minutes

No.	Point Reference	Recommendation Points	Status
1.	9.3.	The COB membership receives the full Risk Register on an annual basis	Ongoing
2.	11.3.	HoSE, HoPAM and Principal to undertake a gap analysis for WBL.	Completed

5. Items for Consideration

5.1. **Received and noted:** A draft version of an updated COB agenda was presented to the Board for their comments.

- 5.2. DB raised the point that there are too many reports on the agenda, which could be condensed. There should also be version control on documents, so it is easier to navigate the latest document;
- 5.3. It was agreed that important documents that are necessary for the COB are signposted.
- 5.4. DB, GT and TP will work together on the standing agenda and ensure that it maps against the COB ToR.

6. Student Feedback

- 6.1. **Received and noted:** Student Representative Verbal Report
- 6.2. SS informed the meeting that there was an NSS survey last week as well as the End of Term Survey for students in December. There has been a high response rate. A link is sent via email and student representatives assist the College by encouraging other students to participate in surveys. SS also stated he had the opportunity of improving his confidence in speaking publicly by making a speech during the graduation ceremony;
- 6.3. SA emphasised the importance of IT training as many students struggle with technology. Personal Tutor's help with computer issues and TP confirmed that there will be a schedule for IT training;
- 6.4. RH and the Programme Manager stated the College had introduced an action plan for improving student attendance and retention; extramural meetings or sessions with students are conducted within the term dates.

7. Principal's Report

- 7.1. **Received and noted:** Principal's written report;
- 7.2. **Key points:** NP gave a special thanks to GT for attending the graduation ceremony and delivering the key-note speech. If any COB members are interested in attending the next graduation, please contact NP;
- 7.3. The College is considering academic partnerships to offer apprenticeships and level 3 courses;
- 7.4. An updated Governance Chart has been approved by BoD and added to the website;
- 7.5. Key Performance Indicators (KPI) provisional figures are outstanding, except for attendance. The Attendance and Retention action plan has been drawn up in mitigation;
- 7.6. Members questioned whether the pass rates include students who do not submit assessments and ask for clarity.
- 7.7. **Recommendation:** BoD to clarify the construction of pass rate to the Academic Board.

8. Director's Report

- 8.1. **Received and noted:** Company Secretary's verbal report
- 8.2. **Key points:** The Board of Directors (BoD) has approved the COB Terms of Reference (ToR) on 24 January 2020 and suggested the draft agenda is aligned with the ToR. The BoD has recently introduced a survey to appraise it's functioning and proposed COB contribution;
- 8.3. SH suggested a two-way process where COB could also undertake survey in which their own effectiveness performance is judged.
- 8.4. **Recommendations:** To produce a tailor-made survey questions to gauge COB performance.

9. Quality Assurance Report

- 9.1. **Received and noted:** SQAQO written report
- 9.2. **Key points:** MA reported that there is an update on policies and procedures. There is also a Work Experience Operations Manual. Policies will be reviewed and submitted to Academic Board for approval after going through PEG and QESC. The Quality Cycle has been updated.

10. HR Strategy Report

- 10.1. **Received and noted:** Principal's verbal report
- 10.2. **Key points:** LCC is mapping income against expenses, which could include by cutting staff changes and restructuring departments. This is to reflect the changing numbers of students.
- 10.3. The College has engaged HR consultants to ensure legality and ethical HR processes. The HR Strategy will also aim to encourage staff to develop a career at LCC. The College is committed to ensuring students complete studies and ensure staff resource is maintained at required levels.

11. Student Engagement Report

- 11.1. **Received and noted:** HoSE written report;
- 11.2. **Key points:** The SMS has been updated so ensure that it is easier to monitor WBL progress. The WBL Handbook has been updated. The total percentage of students who have completed or are completing their work experience is 84%.

12. Higher Education Report

- 12.1. **Received and noted:** HoPAM written report;
- 12.2. **Key points:** The Academic Management Review is scheduled for 20 February 2020; LCC has approval for 4 RQF programmes to which new learners can be recruited following OfS registration.

13. To Receive for Information

13.1. PEG Minutes 7 January 2020

- 13.1.1. The COB received with thanks.

13.2. Work Experience Operational Manual

- 13.2.1. The COB received with thanks.

13.3. The Quality Cycle

- 13.3.1. The COB received with thanks.
- 13.3.2. On page 5 of the Quality Cycle, it states that there is an evaluation from COB. NP clarified that the recommendations from the COB meeting will be a part of the evaluation process.

13.4. The AdvanceHE Governance Review Phase 2 Report

- 13.4.1. The COB received with thanks.

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

- 14.1. DB reminded members that a vice-chair has not yet been elected for the COB. This position is open to any NEM and self-nominations are allowed.

15. Date and time of next meeting

- 15.1. The next meeting of the College Oversight Board is scheduled for 12 noon on Thursday 19 March 2020.

Meeting closed at 3.00 pm

Signed

David Bonner

**Professor David Bonner
Chair
College Oversight Board
London Churchill College**

16. Final Recommendations

No.	Final Recommendations (shaded items are carried forward from previous meetings)	Date Initiated
1.	COB receives full Risk Register on an annual basis.	26 November 2019
2.	BoD to clarify the construction of pass rate to the Academic Board;	06 February 2020
3.	To produce a tailor-made survey questions for COB about the performance of BoD.	06 February 2020