



College Oversight Board Meeting Minutes

Meeting Date:	Thursday 23 rd April 2020	Time:	11.30am – 3.00pm
Chair of the Meeting	Professor David Bonner	Venue:	Online (GD Hangout)
Secretary to Board	Dr Abdur Rahim	Signed off:	Yes
Minute taker:	Dr Abdur Rahim		

Agenda

1. Attendance and Apologies	2
2. Welcome and Opening remarks by the Chair	2
3. Review of Previous Meeting Minutes (6th March 2020).....	2
4. Matters arising from the Minutes	2
5. Items for Consideration	2
6. Student Feedback.....	3
7. Principal’s Reports.....	3
7.1. Received and noted:	3
7.2. Key points:.....	3
8. Director’s Report	4
8.1. Received and noted:	4
8.2. Key points:.....	4
9. Quality Assurance Reports	4
9.1. Received and noted:	4
9.2. Key points:.....	4
10. Student Engagement Report	5
10.1. Received and noted:	5
10.2. Key points:.....	5
11. Higher Education Report	5
11.1. Received and noted:	5
11.2. Key points:.....	5
12. To Receive and Consider.....	5
12.1. Corporate Risk Register (V.10.1.2)	5
12.2. Covid-19 Risk Management Plan and Risk Register	6
12.3. Strategy and Enhancement Statement: 2019-2022.....	6
12.4. Value for Money Report (VfM)	6
12.5. AdvanceHE Stage II Report	6
13. To Receive and Note	6
13.1. Academic Board Minutes 17 March 2020	6
14. Any Other Business (previously notified to the Secretary)	6
15. Recommendations to be sent to BoD	7
16. Date and time of next meeting	7



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
Neil Pearce (NPe)	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
Apologies	
Tim Priestman (TP)	Head of Student Engagement

2. Welcome and Opening remarks by the Chair

2.1. DB welcomed and thanked members for their attendance via online GD Hangout.

3. Review of Previous Meeting Minutes (6th March 2020)

3.1. The Minutes were approved as an accurate record.

4. Matters arising from the Minutes

No.	Final Recommendations (shaded items are carried forward from previous meetings)	Date Recommendation Initiated	Status
1.	COB to receive all Risk Registers annually.	26/11/2019	Completed
2.	BoD to clarify the construction of pass rate to the Academic Board.	06/02/2020	Completed
3.	To produce a tailor-made survey for COB about the performance of BoD.	06/02/2020	Completed

5. Items for Consideration

5.1. DB presented a draft version of the Standing Agenda for COB Meetings. The agenda had been reviewed by DB, GT and TP, to ensure that it maps against the COB ToR. The new version of the Standing Agenda was approved subject to the following amendment:

5.1.1. Items 6.3 and 6.4 to be merged



- 5.2. Members agreed that the agenda should be reviewed annually;
- 5.3. NP reconfirmed that COB is discursive and non-operational;
- 5.4. **Recommendation:** The ARRC submits reports and/or Meeting Minutes to COB, for oversight;
- 5.5. GM was appointed COB Vice-Chairman;
- 5.6. SQAQO and Registrar to signpost matters and documentations of importance for consideration at meetings.

6. Student Feedback

- 6.1. No student representatives were present during the meeting.

7. Principal's Reports

7.1. Received and noted:

- 7.1.1. Principal's written report

7.2. Key points:

- 7.2.1. NP confirmed that the College has formed the Covid-19 Action Working Party (CAW), meeting on a weekly basis, to oversee operational steps the College is taking to mitigate the impact of the pandemic;
- 7.2.2. Both physical campuses (WC and BH) were closed to staff and students on 25 March 2020 and will reopen in accordance with government guidelines;
- 7.2.3. All staff are working from home until further notice;
- 7.2.4. The final report from QAA QSR is now expected late April 2020, which will be submitted by QAA to OfS as part of the information needed for the registration decision. We are unsure of the outcome but remain reasonably optimistic;
- 7.2.5. The updated Governance Organisational Chart V08.09 has now been registered with regulatory bodies and uploaded to our website;
- 7.2.6. The website continues to be overhauled and upgraded by our Quality Assurance Team and serviced and supported by the PIMG;
- 7.2.7. GM recommended that the College website should have a truer representation of ethnicity, more accurately reflecting our student demographic; **Recommendation:** The College website is reviewed for the inclusion of a truer representation of College students' ethnicity;
- 7.2.8. Provisional KPI figures are generally outstanding, except for attendance. The Attendance and Retention Action Plan addresses issues raised including student feedback;
- 7.2.9. 7FH questioned whether the KPI Pass rates include students who do not submit assessments and recommended an explanatory note in all relevant documents be included to make this clearer; **Recommendation:** An explanatory note in all relevant documents be included to clarify the College definition of Pass rate.



8. Director's Report

8.1. Received and noted:

- 8.1.1. Director/Company Secretary's verbal report

8.2. Key points:

- 8.2.1. 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;
- 8.2.2. LCC is mapping expenditure against income, which includes a number of measures including some reductions in staff hours and restructuring the College's organisation. This is to reflect the termly loss of approximately 30% of students;
- 8.2.3. The College has 25-30% students completing each term (unequal) and are not recruiting students until the OfS registration decision is confirmed, we have a reducing student population over the January 2020 and April 2020 terms. Our staffing requirements are therefore reduced accordingly, which is planned and operationalised by the Principal and Director of Finance;
- 8.2.4. The College has retained the services of an external consultancy to advise on all staff matters during the current pandemic and beyond;
- 8.2.5. Work has been undertaken by the Board of Directors and external resources to produce a coherent, applicable and comprehensive document to guide the College in its dealings with all members of staff;
- 8.2.6. Further cost cutting measures have been delayed until the OfS final registration decision has been received;
- 8.2.7. Governance survey of COB members has been written and can now be circulated to NEMs for completion; it was agreed that AR circulates the tailor-made survey for COB members.

9. Quality Assurance Reports

9.1. Received and noted:

- 9.1.1. SQAQO written report

9.2. Key points:

- 9.2.1. Update on policies and procedures. All policies submitted have been approved by the Academic Board;
- 9.2.2. The College has developed and is monitoring a risk register to mitigate impact of COVID-19 pandemic. The College has uploaded a dedicated webpage to provide all necessary and relevant information on health and wellbeing, online academic delivery and student support services;
- 9.2.3. The College has implemented a survey to receive students' response about the feasibility of online academic delivery, including students' knowledge and resources;
- 9.2.4. The College has applied for a temporary distance learning approval from Pearson;
- 9.2.5. The College received a final report from OfS on 18 February 2020 indicating that the College practice is fully compliant with the Prevent Duty;
- 9.2.6. Response of NSS data for the academic year 2019-2020 is 76% (344 students).



10. Student Engagement Report

10.1. Received and noted:

10.1.1. HoSE written report presented by RH

10.2. Key points:

- 10.2.1. The impact of Covid-19 has meant that SE plans have had to be postponed;
- 10.2.2. The total percentage of students who have completed or are near to completing their work experience requirement is 84%;
- 10.2.3. The College is integrating new online training into the current courses that will be delivered by course tutors. This includes, functional skill courses and employability skills including negotiation and presentational skills;
- 10.2.4. The budget for Student Engagement for three months is agreed at £1,000 to reflect the reduction or postponement of external events;
- 10.2.5. A Communications Plan for the Student Representatives (SRs) has been drafted, so we can ensure regular contact with them;
- 10.2.6. SRs training is being enhanced; SRs can be a key resource for informing student body about future changes and their part in these changes.

11. Higher Education Report

11.1. Received and noted:

11.1.1. HoPAM written report

11.2. Key points:

- 11.2.1. LCC has completed the assessment and progression cycle (including resubmission) for September 2019 term, which has been confirmed in APB Meetings;
- 11.2.2. LCC has approval for four RQF programmes, to which new learners can be recruited following OfS registration. RH confirmed all internal processes have been completed;
- 11.2.3. Pearson webinar sessions arranged and staff have been requested/invited to attend;
- 11.2.4. Programme for a phased testing and training session scheduled:
 - Phase 1: Staff training on Hangout Meet: 20th April 2020
 - Phase 2: Training Student REPs: 22nd April 2020
 - Phase 3: Pilot testing with student groups: w/c 20th April 2020
 - Phase 4: Training for all students: w/c 20th and 27th April 2020
- 11.2.5. Student training for online communication and virtual access will take place during first week of new semester, from 27 April;
- 11.2.6. Student Representatives to receive training from 20 April, so they can also offer support to the student body.

12. To Receive and Consider

12.1. Corporate Risk Register (V.10.1.2)

12.1.1. DB questioned whether the Corporate Risk Register includes academic risks. NP clarified to members that the College has three Risk Registers:

- 1) Corporate Risk Register



- 2) Academic Risk Register
- 3) Covid-19 Risk Management Plan and Risk Register

12.1.2. **Recommendation:** The three Risk Registers are reviewed to remove any duplications;

12.1.3. DB, GM and NP to meet to make recommendations to the BoD regarding the structure of the Corporate Risk Register;

12.2. Covid-19 Risk Management Plan and Risk Register

12.2.1. The COB received the Plan and Risk Register with thanks.

12.3. Strategy and Enhancement Statement: 2019-2022

12.3.1. DB noted that the document contained some grammatical errors. **Recommendation:** The Strategy and Enhancement Statement is reviewed for error and correction. COB asked for a revised version of the document be presented to the next COB meeting.

12.4. Value for Money Report (VfM)

12.4.1. DB noted that the VfM report includes metrics to measure progress against mission and aims, and that this aspect of the document should be reviewed to ensure consistency with KPIs and College Key Metrics; **Recommendation:** The VfM is reviewed for metrics clarification.

12.5. AdvanceHE Stage II Report

12.5.1. The COB received the report with thanks.

12.5.2. DB noted a number of items in the report where there are implications for COB, including a commitment to gender balance in the membership, explicit reference in the ToR to academic risk and training in risk identification and management for COB members.

12.5.3. It was noted that the BoD is in the process of formulating a response to the report and that COB will receive an action plan.

13. To Receive and Note

13.1. Academic Board Minutes 17 March 2020

13.1.1. The COB received the Minutes with thanks.

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

14.1. DB proposed the COB reviews the College OfS Action Plan; **Recommendation:** The College's OfS Action Plan be sent to the COB Chair.



15. Recommendations to be sent to BoD

No.	Final Recommendations	Date Recommendation Initiated
1.	5.4 The ARRC submits reports and/or Meeting Minutes to COB, for oversight	23 April 2020
2.	7.2.7: The College website is reviewed for the inclusion of a truer representation of College students' ethnicity.	23 April 2020
3.	7.2.9: An explanatory note in all relevant documents be included to clarify the College definition of Pass rate	23 April 2020
4.	12.1.2: The three Risk Registers are reviewed to remove any duplications;	23 April 2020
5.	12.3.1: The Strategy and Enhancement Statement is reviewed for error and correction. COB asked for a revised version of the document be presented to the next COB meeting.	23 April 2020
6.	12.4.1: The VfM is reviewed for metrics clarification.	23 April 2020
7.	14.1: The College's OfS Action Plan be sent to the COB Chair	23 April 2020

16. Date and time of next meeting

16.1. The next meeting of the College Oversight Board is scheduled on Thursday 18th June 2020 at 2:00 pm.

Meeting closed at 3.30pm

Signed:

**Professor David Bonner
Chair
College Oversight Board
London Churchill College
Signed 05 May 2020
(Approval on 18 June 2020)**