



College Oversight Board Meeting Minutes and Agenda

Meeting Date:	Thursday 18 February 2021	Time:	2.00 pm – 5.00 pm
Chair of the Meeting:	Gerry Takamura	Venue:	BH/Online (GD Hangout)
Minutes Secretary	Dr. Abdur Rahim	Signed off:	Yes

Contents

1. Attendance and Apologies	2
2. Introduction.....	3
3. Minutes of the Previous Meeting (3 December 2020)	3
3.2. Matters Arising	3
3.3. Recommendations from Meeting 03 December 2020.....	3
4. Principal’s Report.....	3
4.1. Received and Noted written report (Paper 4.1);.....	3
4.2. Professor David Bonner Portrait (Paper 4.2)	4
4.3. KPI Performance Metrics and Calculation Method V05 (Paper 4.3).....	4
4.4. HoDIT April 2020 vs September 2020 performance V 1.0 (Paper 4.4)	4
4.5. Special Needs Report v1 (Paper 4.5)	4
5. Director’s Report (Paper 5.1)	4
5.2. AB Effectiveness COB Recommendations Action Plan V2.0. (Paper 5.2)	4
5.3. BoD Response to COB Recommendations V2.0 (Paper 5.3)	4
6. Academic Direction and Policy	4
6.1. Report from the Head of Quality Assurance. (Paper 6.1.1).....	4
6.2. Report from the Head of Programmes and Academic Management. (Paper 6.1.2) ..	4
6.3. Report on Human Resources. (Paper 6.1.3).....	5
7. External and internal reports on academic matters including reports produced by awarding bodies and the QAA;	5
7.2. Minutes of the Academic Board Meeting (24 Nov 20, Draft) (Paper 6.1.5).....	5
7.3. 201124 Standing AcB Agenda Final (Paper 6.1.6, NP).	5
8. Receive and consider all EE reports, external body reports, Pearson reports and Programme Annual Monitoring Reports (PAMRs)	5
9. Contributions from Student Representatives	5
9.2. Report from the Head of Student Engagement. (Paper 7.2)	6
10. Strategic Statement.....	6
10.2. IT Strategy V1 (Paper 8.3).....	6
11. Governance Arrangements and Regulatory Compliance:	6
11.1. Minutes of ARRC (Paper 9.3);.....	6
11.2. Report from PEG on the College action plans (Papers 9.4, 9.4a);.....	6
11.3. LCC Governance Action Plan (Paper 9.5).	6



11.4. 210205 IT Disaster Recovery and Contingency Plan V1.0 Redacted (Confidential) (Paper 9.6).....	6
12. To advise the Board of Directors	6
12.2. Academic Board Effectiveness Review Report and Action Plan (Paper 9.9)	6
12.3. Non-Executive Handbook, V4 (Paper 9.10).....	6
13. Recommendations for BoD	7
14. Any Other Business	7
15. Date and Time of Next Meeting	7

1. Attendance and Apologies

Membership	Role title
Gerry Takamura (GT)	Non-Executive Member (Chair)
Graham Morrell (GM)	Non-Executive Member (Vice Chair)
Professor Stephen Hyde (SH)	Non-Executive Member
June Dennis (JD)	Non-Executive Member
Kaniz Fatemah (KF)	Student Representative
Md Kabirul Hasan Babu (KB)	Student Representative
In Attendance	LCC Executives
Dr. Nick Papé (NP)	Principal
Dr. Abdur Rahim (AR)	Registrar
MW Oli (MO)	Chair, Board of Directors
Nazim Uddin (NU)	Company Secretary
Apologies	
Neil Pearce (NP)	Non-Executive Member
Professor Frank Haddleton (FH)	Non-Executive Member
Rahaman Hasan (RH)	Head of Programmes and Academic Monitoring / Interim Head of Student Engagement
Maksim Alam (MA)	Senior Quality Assurance Officer



2. Introduction

- 2.1. GT chaired the meeting and thanked members for their attendance via online GD Hangout and agreed the Agenda with membership;
- 2.2. In responding to comments about student participation, NP confirmed the College recognises the importance of the partnership between the College and its students, which is echoed in the College's Learning and Teaching Strategy.

3. Minutes of the Previous Meeting (3 December 2020)

- 3.1. The Minutes were approved as an accurate record.

3.2. Matters Arising

- 3.2.1. There were no matters arising.

3.3. Recommendations from Meeting 03 December 2020

#	Recommendation	Date Initiated	Status
3.2.	Chair of COB and Principal to meet regarding recruitment of NEMs to COB	03 Dec 2020	Completed
3.3.	Classify attendance into membership and observer attendance according to their roles' definitions	03 Dec 2020	Completed
3.4.	Principal to share all Special Needs reports	03 Dec 2020	Completed
3.5.	COB members receive HoDIT report as submitted to OfS	03 Dec 2020	Completed
3.6.	Definitions and criteria used in compiling student attendance and non-attendance data to be submitted	03 Dec 2020	Completed
3.7.	HoPAM internal response protocol to External reports is to highlight urgent actions and these can be copied to the COB.	03 Dec 2020	Completed
3.8.	Further linking of metrics and objectives in Strategic Statement	03 Dec 2020	Completed
3.9.	Identify or highlight changes to documents to aid identification	03 Dec 2020	Completed
3.10.	BoD to provide clarity about potential overlap in ARRC and COB ToRs	03 Dec 2020	Completed
3.11.	Non-Executive Handbook is produced as a pdf only without hard copy	03 Dec 2020	Completed

4. Principal's Report

4.1. Received and Noted written report (Paper 4.1);

- 4.1.1. GT commented that the report was comprehensive and covered a wide range of operational issues and data;
- 4.1.2. SH asked for an update on OfS registration application; NP confirmed the College has submitted all requested information, including the data which has been made available from HoDIT to all COB members; NU further confirmed the College is still anticipating a positive outcome from the OfS application;



- 4.1.3. In response to queries from membership, NP confirmed the College is in discussions with HEIs regards developing new academic partnerships;
- 4.1.4. GM commented on the student attendance. NP confirmed the attendance figure of 73% evidences and confirms the previous high gains in April 2020 terms;

4.2. Professor David Bonner Portrait (Paper 4.2)

- 4.2.1. The portrait of Professor David Bonner was presented to COB, which was approved. The portrait will be presented to David's widow in March 2021; we have published a memorial in David's memory on our website.

4.3. KPI Performance Metrics and Calculation Method V05 (Paper 4.3)

- 4.3.1. In response to membership queries NP confirmed KPIs are established in accordance with the QA Quality Cycle and the calculation method will be submitted for approval by the Academic Board.
- 4.3.2. SH enquired about the KPI calculation of total classes attended by all students and asked for clarification; this was provided. HoPAM to clarify the KPI calculation of students who attended 3 units out of 4 units.

4.4. HoDIT April 2020 vs September 2020 performance V 1.0 (Paper 4.4)

- 4.4.1. Members noted the report.

4.5. Special Needs Report v1 (Paper 4.5)

- 4.5.1. Membership received and noted Reasonable Adjustment and Special Needs Policy (RASNEP) has been written and implemented, which dealt with their request to be kept informed of how the College addresses the issue of students with special needs.

5. Director's Report (Paper 5.1)

- 5.1. Membership noted the College has recently agreed to formalise and structure BoD responses to COB, ARRC and AB recommendations, by use of a formal template. Discussion ensued and agreement this should enable improved communication;
- 5.2. **AB Effectiveness COB Recommendations Action Plan V2.0. (Paper 5.2)**
 - 5.2.1 Membership noted the COB list of recommendations has been completed.
- 5.3. **BoD Response to COB Recommendations V2.0 (Paper 5.3)**
 - 5.3.1. Membership noted many of the recommendations have been embedded into College practices.

6. Academic Direction and Policy

6.1. Report from the Head of Quality Assurance. (Paper 6.1.1)

- 6.1.1. Membership noted the report.

6.2. Report from the Head of Programmes and Academic Management. (Paper 6.1.2)

- 6.2.1. Membership noted the report.



6.3. Report on Human Resources. (Paper 6.1.3)

6.3.1. Membership noted the report.

7. External and internal reports on academic matters including reports produced by awarding bodies and the QAA;

7.1.1. No reports submitted.

7.2. Minutes of the Academic Board Meeting (24 Nov 20, Draft) (Paper 6.1.5)

7.2.1. Membership noted Minutes were waiting to be approved by the Academic Board.

7.3. 201124 Standing AcB Agenda Final (Paper 6.1.6, NP).

7.3.1. Membership noted the report.

8. Receive and consider all EE reports, external body reports, Pearson reports and Programme Annual Monitoring Reports (PAMRs)

8.1. Membership noted no reports submitted; Secretary advised dates the reports will be available.

9. Contributions from Student Representatives

9.1. GT stated the effective use of the 'student voice' may be promoted and encouraged through a variety of college mechanisms. GT invited Student Representatives' feedback;

9.1.1. KF reported students observed an improvement in the online teaching skills of the tutors, noting that tutors are accustomed to teaching in physical classrooms and have some experience of teaching online prior to this pandemic. Students believe that occasional peer-to-peer discussion on tools and techniques for online education will give added benefit to tutors. Students are regularly attending the online classes and participating in quizzes. KF noted that individual student ID email was provided by LCC with instructions during January term, this has helped students to have a better communication with Academic and Admin Team.

9.1.2. KB reported that students prefer the online study method and the cohort WhatsApp's groups established by the College help students support each other. Although no social activities planned at present due to Covid-19, all students are aware the College's future plans will include such. Students have excellent communication with the College staff. However, he did ask that tutors should provide additional flexibility to students attending their online courses as many homes have a limited number of digital devices and more people need to use them simultaneously. This new form of digital divide has to be considered and the social impact of online education needs to be studied carefully. KB proposed that a video link could be considered by the Academic Team, to show better 'how-to' issues such as "changing password", rather than dealing with those issues one-to-one with individual student. This would



therefore allow more free time for teachers to deal with online delivery. KB informed that staff contact list needs to be more easily accessible, sometimes difficult to find people or who they need to contact to deal with a specific issue.

9.2. Report from the Head of Student Engagement. (Paper 7.2)

- 9.2.1. Membership noted the report, in particular the College is providing high levels of student engagement;
- 9.2.2. GT commented on the positive experience of the Graduation Ceremony in the past reported to her by students;

10. Strategic Statement

- 10.1. NP responded to queries regarding implementation of the Strategic Statement, in particular further linking of metrics and objectives has been reviewed.

10.2. IT Strategy V1 (Paper 8.3)

- 10.2.1. Membership noted the report and recommended the inclusion of milestones. Membership had a discussion over the duration of the plan considering the speed at which IT changes and suggested reducing it to 3 years.

11. Governance Arrangements and Regulatory Compliance:

11.1. Minutes of ARRC (Paper 9.3);

- 11.1.1. GT confirmed Peter Bathmaker has been appointed Chair for the next three years;
- 11.1.2. The meeting had some discussion regarding the role and function of the ARRC considering the issues flagged by the COB and have asked the BoD for further clarity about potential overlap, noting this is addressed in various action plans.

11.2. Report from PEG on the College action plans (Papers 9.4, 9.4a);

- 11.2.1. In response to membership queries, NU confirmed that the Academic Board ToR had been updated, in consultation with Chair and External Members of the AB.

11.3. LCC Governance Action Plan (Paper 9.5).

- 11.3.1. Membership noted the action plan.

11.4. 210205 IT Disaster Recovery and Contingency Plan V1.0 Redacted (Confidential) (Paper 9.6).

- 11.4.1. Membership noted the plan.

12. To advise the Board of Directors

- 12.1.1. See recommendations below

12.2. Academic Board Effectiveness Review Report and Action Plan (Paper 9.9)

- 12.2.1. Membership noted the report and action plan.

12.3. Non-Executive Handbook, V4 (Paper 9.10)



12.3.1. Membership noted the Handbook and requested omission of AB member name is corrected.

13. Recommendations for BoD

No	Agenda	Recommendation	Date Initiated
13.1.	4.3	HoPAM is requested to clarify the KPI calculation of students attended 3 units out of 4 units.	18 Feb 2021
13.2.	10.2	The IT Strategy should include milestone on the Strategic Statement.	18 Feb 2021
13.3.	11.1	The BoD to provide further clarity of the roles of COB and ARRC	18 Feb 2021
13.4.	12.3	The Non-Executive Handbook, V4 add "Dr Steven Quigley" name on the handbook under Academic Board non-executive members.	18 Feb 2021

14. Any Other Business

14.1. None

15. Date and Time of Next Meeting

15.1. 2.00 pm, Thursday 20 May 2021

The Chair closed the meeting at 5.20 pm and thanked all for their contributions.

Signed

Gerry Takamura

Chair

College Oversight Board

London Churchill College

Date signed: 31 March 2021

Date of approval: 20 May 2021