



College Oversight Board Meeting Minutes and Agenda

Meeting Date:	Thursday 20 May 2021	Time:	2.00 pm – 5.30 pm
Chair of the Meeting:	Gerry Takamura	Venue:	BH/Online (GD Hangout)
Minutes Secretary	Dr. Abdur Rahim	Signed by Chair	Yes

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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
Professor Frank Haddleton (FH)	Non-Executive Member
June Dennis (JD)	Non-Executive Member
Neil Pearce (NP)	Non-Executive Member
Tahmina Chowdhury (TC)	Student Representative
Ukane Kennedy (UK)	Student Representative
Kaniz Fatemah (KF)	Student Representative
In Attendance	LCC Executives
Dr. Nick Papé (NP)	Principal
Dr. Abdur Rahim (AR)	Registrar
Rahaman Hasan (RH)	Head of Programmes and Academic Monitoring / Interim Head of Student Engagement
MW Oli (MO)	Chair, Board of Directors
Nazim Uddin (NU)	Company Secretary
Apologies	
Maksim Alam (MA)	Senior Quality Assurance Officer
Maria Stevens	HR Officer
Md Kabirul Hasan Babu (KB)	Student Representative



2. Introduction

- 2.1. The Chair welcomed members present to the meeting and particularly welcomed the student representatives;
- 2.2. The Chair informed NEMs of the LCC Governance Conference scheduled for 29 July 2021. Chair noted that NP confirmed the Conference invitation to NEMs and external members has been sent via email and thanked AR for informing that three NEMs have confirmed attendance to date.

3. Minutes of the Previous Meeting (18 February 2021)

- 3.1. The Minutes were approved unanimously as an accurate record of the meeting.

3.2. Matters Arising

- 3.2.1. COB recommends the IT Strategy to be over 3 years.

3.3. Recommendations from Meeting 18 February 2021

#	Agenda	Recommendation	Date Initiated	Status
	4.3	HoPAM is requested to clarify the KPI calculation of students attended 3 units out of 4 units.	18 Feb 2021	Completed
	10.2	The IT Strategy should include milestone on the Strategic Statement.	18 Feb 2021	Completed
	11.1	The BoD to provide further clarity of the roles of COB and ARRC	18 Feb 2021	Completed
	12.3	The Non-Executive Handbook, V4 add "Dr Steven Quigley" name on the handbook under Academic Board non-executive members.	18 Feb 2021	Completed

4. Principal's Report

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

- 4.1.1. Board noted the Principal's report. The NEM appreciated the full detailed and useful content of the report.
- 4.1.2. **Comments:** NEMs wanted to understand the process of DSL application for non-UK students. NP advised that we are discussing with Pearson the possibility of offering online mode of learning to foreign students (Non-UK, International). We have made Distance Learning Applications for approximately 100 students for HND Business at Level 4 for academic year 2021/2 and 200 students for academic year 2022/3;
- 4.1.3. JD asked for an update on OfS registration application. NP stated that we have been informed by OfS that for resource reasons, our application can only be considered when resources allow, as OfS needs to prioritise handling the pandemic problems. NP confirmed that it was agreed by BoD to maintain a regular email correspondence to the OfS in relation on seeking an update



about the OfS registration. The COB recommended that LCC should continue to keep the relationship with the OfS friendly and collegiate;

- 4.1.4. SH asked for an update on partnership discussions with the Higher Education Institution (HEI). NP confirmed that we are discussing the possibility of forming an academic partnership with an HEI, under a franchise arrangement. We expect this to cater for 100 students of FD Business at Level 4 for academic year 2021/2 and 150 students for academic year 2022/3. It might be possible to introduce Level 3 to prepare some of our applicants for undergraduate study;
- 4.1.5. NU stated that the HEI is considering three criteria (1) Financial due diligence; (2) Academic delivery and (3) Resource compliance and confirmed that the College has all the provisions prepared to achieve these three criteria.

5. Director's Report (Paper 5.1)

- 5.1. MO informed Board that 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. The College will remain self-sufficient until OfS registration or possible HEI partnership;
- 5.2. NEMs posed some questions on the details of OfS registration and considered the questions may be based on the clarification from OfS: what the different stages are of any College appeal and the future impact for the College and what are the positive/negative implications for doing so; NEMs discussed that the College should consider contacting the local MP for support, which could give credibility to the College's OfS registration application and promote a fast-track OfS decision; Membership recommended the BoD considers forming a working group to deal with OfS registration.

6. Effectiveness of the Academic Board

- 6.1. Membership noted this is to be reviewed in November 2021.

7. Academic Direction and Policy

To receive, consider and respond to:

7.1. Report from the Head of Quality Assurance (Paper 7.1.1)

- 7.1.1. Membership noted the report.

7.1.2. Report from the Head of Programmes and Academic Management (Paper 7.1.2)

- 7.1.2.1. Membership considered most useful information is provided regarding various aspects of academic delivery;
- 7.1.2.2. SH requested clarification on the budgeting of library resources. RH explained that the College has adequate budgets for library resources and will revise its budgeting in July 2021; SH asked to see the Budget



Report when it was available; NU agreed this would be uploaded to the 25 November 2021 COB Meeting folder.

7.1.2.3. The Board noted that a positive picture is visible and recorded its thanks to the academic department.

7.1.3. Report on Human Resources (Paper 7.1.3)

7.1.3.1. Membership noted the report.

7.1.4. External and internal reports on academic matters including reports produced by awarding bodies and the QAA (Paper 7.1.4)

7.1.4.1. No reports submitted.

7.1.5. Minutes of the Academic Board Meeting of 16 March 2021 (Paper 7.1.5)

7.1.5.1. Membership noted the AB minutes. There was some discussion regarding online delivery which would probably benefit the College if it was shared.

7.1.6. 201124 Standing AB Agenda Final (Paper 7.1.6)

7.1.6.1. Membership noted the standing AB agenda.

7.1.7. College Annual Monitoring Report

7.1.7.1. An oral update was given in relation to the College Annual Monitoring Report (CAMR)

7.2. Receive and consider all EE reports, external body reports, Pearson reports and Programme Annual Monitoring Reports (Paper 7.3)

7.2.1. Membership noted Pearson report. JD commented on the positive statement covered on the report and various good practices implemented by the Academic Department;

7.3. Monitor academic key performance indicators (Paper 7.4)

7.3.1. Membership was pleased to note KPI data confirmed achievements above set benchmarks.

7.4. 210221 Reasonable Adjustments and Special Needs Policy v4.0 (Paper 7.5)

7.4.1. Membership noted this policy is to be approved by the AB.

8. Contributions from Student Representatives

8.1. Receive and consider feedback from Student Representatives:

8.1.1. UK reported that students are generally happy with their course and that it encapsulates the strategies necessary for teachers to ensure personalising education for students through online learning. This showcased and offered guidance and motivation to exemplify the qualities for successful implementation of online learning. The format and structure of the course has given students the impetus to go out and share, create and build an environment that is student centered to facilitate lifelong learners. The online delivery should continue and it should supplement it as LCC's classroom teaching provision;



- 8.1.2. UK volunteered *'I prefer on-line. It gives flexibility for parents; to look after children and other home activities. We feel engaged, more so than in the classroom'*;
- 8.1.3. FH enquired how does group work proceed? UK responded we have a WhatsApp group and also use it for conference calls. RH further elaborated that every 20 mins lecturer asks questions from students and at the end of lecture there is a quiz link shared for immediate feedback. HoDIT reviews all feedback at the end of each week and reports it to PEG.
- 8.1.4. TC reported that the pandemic has had a major impact on student life and the College has been very supportive towards student assessments, managing the situation very well. The Academic, IT and Registry Department were extremely organised when supporting students during online classes. We feel engaged and thoroughly enjoyed the online classes;
- 8.1.5. KF stated that students are happy with online arrangements, which allow them to voice opinions on all matters raised;
- 8.1.6. UK offered further complimentary comments given by students;
- 8.1.7. GT thanked the SRs for their positive comments and any recommendation or improvements will be positively considered by the College.

8.2. Head of Student Engagement Report (Paper 8.2)

8.2.1. HoSE Report

- 8.2.1.1. Membership noted the HoSE report. NPe commented that there could be an Alumni Event held by the CollegeCollege, which could enhance its reputation and create a lifelong commitment from alumni students. RH stated that a scheduled Alumni Event will be held post pandemic and the cost will be met from the approved Student Engagement budget;

8.2.2. Effectiveness of Student Engagement (Paper 8.3)

- 8.2.2.1. RH informed the Board that a Mature Student Survey is being conducted by the College. This survey questions will place emphasis on individual student experiences, so that the College can develop an understanding in the following areas:
 - Why have you undertaken Higher Education at LCC?
 - What teaching methods and approaches would you prefer?
 - What learning means to you and what learning outcomes do you wish to achieve?
 - What attributes and behavioural characteristics do you expect from your educators (lecturers)?
- 8.2.2.2. Membership noted and discussed the merits of the Survey.



9. Strategy

9.1. BoD response to COB recommendations of 18 Feb 2021 (Paper 9.1.)

- 9.1.1. SH commented on COB recommendations (10.2) and further recommended the IT Strategy could include 3 years milestone on the Strategic Statement. NU stated that BoD requires further clarification from COB. GM commented that the milestone should be aligned with College KPIs.

9.2. Responding to COB (Paper 9.2)

- 9.2.1. Membership noted 210510 HoPAM paper and thanked for response.

10. Governance Arrangements and Regulatory Compliance

10.1. Master Risk Register (Papers 10.1.)

- 10.1.1. GM stated that Master Risks Register is very comprehensive and detailed document that outlines all the possible risks to the College and recommends that OfS registration risks and impact to the College are included;
- 10.1.2. RH informed Board that Heads meet monthly to discuss the latest risks to the College and reported to PEG. Any change in risk levels are reported to BoD for approval;
- 10.1.3. GM commented that it would be useful to filter the risks for COB i.e. only Critical or Very High Risks “red colored” part of the Master Risks Register should be considered for COB discussion. This was agreed by membership;
- 10.1.4. NEMs recommended the Master Risks Register should include Student Representation and the impact on the College, to be considered at the next review date.

10.2. Risk Management Framework V1.06 (Papers 10.2.)

- 10.2.1. Risk Management Framework (Version 1.06) was last updated on 31 March 2021, which as approved by the BoD;
- 10.2.2. GM stated that Risk Management Framework is very well-written document;
- 10.2.3. Master Risk Register (MRR): GM proposed that COB should only focus discussions on Critical or Very High Risks; “Red colored” parts of MRR should only be considered for COB discussion. GM commented the MRR already has the option to filter those that are non-red. Membership agreed a good idea for all those other risks to be filled out before COB sees the MRR as otherwise it will remove evolving risks;

10.3. Minutes of ARRC of 15 Dec 2020 (Paper 10.3.)

- 10.3.1. Membership noted the Minutes.

10.4. College OfS registration

- 10.4.1. Membership noted and commented on the OfS registration application.



11. Recommendations for BoD

No	Agenda	Recommendation	Date Initiated
11.1.	5.2	Establish a working group to deal with OfS registration. Contact local MP for support.	20 May 2021
11.2.	4.1 and 9.1.1.	IT Strategy:5 years is a long time for an IT Strategy and the period should only be 3 years.	20 May 2021
11.3.	9.1.1.	The IT Strategy should include milestone on the Strategic Statement for COB to comment. The Strategic Plan should include milestone with the current plan and aligned with KPI.	20 May 2021
11.4.	10.2.3.	Master Risk Register (MRR): COB should only focus discussions on Critical or Very High Risks; "Red colored" parts of MRR should only be considered for COB discussion.	20 May 2021
11.5.	10.1.4	The Master Risks Register should include Student Representation and the impact on the College, to be considered at the next review date.	20 May 2021

12. Any Other Business

- 12.1. The Chair reminded NEM of LCC Governance Conference scheduled for 29 July 2021.

13. Date and Time of Next Meeting

- 13.1. 2.00 pm, Thursday 22 July 2021

The Chair closed the meeting at 5.30 pm and thanked all for their contributions.

Signed

Gerry Takamura

Chair

College Oversight Board

London Churchill College

Date of Meeting: 20 May 2021

Date Signed by Chair: 22 June.2021

Date Approval by COB: 25 November 2021