



## College Oversight Board Meeting Minutes and Agenda

Meeting Date:	Thursday 22 July 2021	Time:	2.00 pm – 4.30 pm
Chair of the Meeting:	Gerry Takamura	Venue:	BH/Online (GD Hangout)
Minutes Secretary	Dr. Abdur Rahim	Signed off:	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
Ukane Kennedy (UK)	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
<b>Apologies</b>	
Neil Pearce (NPe)	Non-Executive Member
Maksim Alam (MA)	Senior Quality Assurance Officer
Maria Stevens (MS)	HR Officer
Tahmina Chowdhury (TC)	Student Representative
Kaniz Fatemah (KF)	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 had already confirmed the Conference invitation to NEMs via email;
- 2.3. Declaration of Interests: In response to declaration of interest in any agenda item, the members made no new declaration.

## **3. Minutes of the Previous Meeting (20 May 2021)**

### **3.1. Approval of Minutes**

- 3.1.1. The Minutes require further amendments will be submitted for approval to the COB meeting on 25 November 2021.

### **3.2. Matters Arising**

- 3.2.1. There were no matters arising.

### **3.3. Items for Consideration**

- 3.3.1. There were no items for consideration.

## **4. Principal's Report**

### **4.1. Received and Noted written report (Paper 4.1)**

- 4.1.1. Key points: OfS Registration / Pandemic Impact / Potential Academic Partnerships / Response of Executive Group (REG) / HR and Staff/ Barclay Hall Campus / Barking Campus / LCC Website / Journal / Delegated Budgets / KPI Results (2018, 2019, 2020)/ Strategy / Staff Employment / Monitoring College Performance / Semester Comparisons;
- 4.1.2. Comments: The Board noted this was a comprehensive report and conveyed thanks to the Principal;
- 4.1.3. JD wanted to understand the process of awarding 100% pass rates to students in Term 1 (Jan 2021) and stated that there should not be any academic conduct associated with 100% pass rate. RH explained the rationale behind the calculation and assured the Members there is no academic conduct associated with 100% pass rate; JD further explained that a 100% pass rate might well provide concerns to an auditor from an inspecting institutional body (e.g., QAA or Pearson) and the College should be quite clear on how the rate was computed and the rationale supporting such data. Membership requested RH to report a response to the next COB meeting and NP agreed that the College will review its procedures for reporting pass rates;
- 4.1.4. SH asked for further detailed analysis of the KPI data. NP informed that the data presented to NEMs is transparent and explained on individual KPIs. NEMs were satisfied with the explanation;
- 4.1.5. GT asked for an update on the Distance Learning Application for non-UK students. NP advised that we are discussing with Pearson the possibility of offering an online mode of learning to foreign students (Non-UK, International). We have made a Distance Learning Application for approximately 100 students



for HND Business at Level 4/5 for academic year 2021/2 and 200 students for academic year 2022/3;

- 4.1.6. GM asked for an update on the College's partnership discussions with Higher Education Institutions (HEIs). 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 4/5 for academic year 2022-2023, with an increase the following year. We are discussing the possibility of starting a cohort of perhaps 50 students in April 2022. It might be possible to introduce Level 3 to prepare some of our applicants for undergraduate study.

## **5. Director's Report (Oral)**

- 5.1. NU informed Board that COB recommendations have been considered and will be implemented for the next meeting;
- 5.2. NU mentioned that the College policies and Master Risks Register aligns within the College policies and procedures. It has been noted that NP and NU are currently working on mapping the College documentations to align with Committee of University Chairs (CUC) Higher Education Code of Governance. This will help the College to produce a range of publications, from guides and handbooks to policy documents and research reports;
- 5.3. NU stated that DSA for non-UK students is pending outcome. BoD considering hybrid courses for overseas students;
- 5.4. NU informed that the COB could focus on academic governance. The ARRC will focus on the remuneration aspect of the College;
- 5.5. NU informed NEMs that BoD authorised the correction of some colour and numbering issues as minor changes. The BoD considered the subsequent corrections to COB ToR and ARRC ToR as minor changes;
- 5.6. MO informed the Board that 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 for the next two years. The College will remain self-sufficient until OfS registration or possible HEI partnership;
- 5.7. NEMs posed some questions on further clarity on COB ToR and ARRC ToR. NU explained the roles and responsibilities of both Boards;
- 5.8. KF asked for further clarification on ARRC membership. NU explained the ARRC membership to NEMs. Members were satisfied with the explanation.

## **6. Effectiveness of the Academic Board**

- 6.1. 210316 AB Meeting Minutes – received and noted.
- 6.2. 201124 AB Meeting Minutes – received and noted
- 6.3. 200721 AB Meeting Minutes – received and noted
- 6.4. 201124 Standing AcB Agenda Final – received and noted
- 6.5. NEMs stated they would like AB Minutes to be comprehensive and to include record of AB Members discussions. NP considered the comments.



- 6.6. COB requested a copy of self-assessment of effectiveness of Academic Board to be uploaded to GD folder for 25 November 2021 COB Meeting;
- 6.7. COB requires a meeting with AB NEMs to understand the effectiveness of AB. COB Chair will nominate two COB NEMs to meet AB NEMs. AB Chair to send invitation to COB NEMs to attend next AB meeting as Observers.

## **7. Academic Direction and Policy**

To receive, consider and respond to:

### **7.1. Report from Quality Assurance (Paper 7.1.1)**

- 7.1.1. **Key points:** Student facing policies / Action Quality Assurance and Administration process / Policy / student attendance / Governance conference / Progress data on Academic Strategy / LCC Performance Matrix / QA audit;
- 7.1.2. **Comments:** JD asked the validity of policies and review. RH stated that College policies will be reviewed and validated by AB on 10 August 2021;
- 7.1.3. GM stated that NSS data is comprehensive information and should be published on the College website. NP confirmed this is being considered;
- 7.1.4. QA report should include 2019/20 base year for key metrics data.

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

- 7.1.2.1. **Key points:** Distance learning approval / new HND in Business / KPI calculation APB cycle / AMR 2021 review / JSTOR journal access;
- 7.1.2.2. Membership was happy with the content and structure of the report, commenting these were very comprehensive and informative;
- 7.1.2.3. SH requested clarification on the budgeting of library resources. RH explained that the College has adequate budgets for library resources.

### **7.1.3. Report on Human Resources (Paper 7.1.3)**

- 7.1.3.1. **Key points:** CIPD / Peninsula / Staff holidays entitlement extension / furlough, Restrictive Covenant and Training terms and conditions;
- 7.1.3.2. **Comments:** GM asked what the current status of College resources i.e., staff redundancies. NP explained that the College is taking all measures to safeguard staff during this period and noted that some redundancies have been planned;
- 7.1.3.3. Membership noted the report.

### **7.2. External and internal reports on academic matters**

- 7.2.1. An oral update was given in relation to the reports produced by awarding bodies and the QAA. NP commented on the positive statement covered in the Pearson report and various good practices implemented by the Academic Department;
- 7.2.2. Membership noted the report.

### **7.3. Monitor Academic Key Performance Indicators**

- 7.3.1. Membership noted report.

## **8. Contributions from Student Representatives**



8.1. Receive and consider feedback from Student Representatives:

- 8.1.1. GT stated that the College provides a learning experience that is rewarding and challenging for all students. To help ensure this remains the case, staff engage with students with a view to listening and responding to what they say about their experience of their courses, whether individually, collectively or through their representatives;
- 8.1.2. UK reported that students thought the College did an amazing work on tending to its students during the pandemic. Teachers and Registry staff were in constant communication with students. They were there to help us when we needed it, they checked in on how we were all settling in and how our online tutorials were doing. We never felt like we were stranded. The staff did a great job of setting things up, things for us to do as well as provide answers to any other tutorial questions. We will speak very highly of this College and its teaching excellence. It would be beneficial if the College had OfS registration or HEI partnership. This will greatly benefit the local community;
- 8.1.3. On a personal note, UK stated that “*LCC is a wonderful College with a fantastic atmosphere. All staff are friendly and hospitable. People in the College get to know each other easily and quickly. Everybody gets on very well with each other. It is also a good place for an adult like me to learn English. I really enjoyed my time here*”;
- 8.1.4. GT thanked UK for his positive comments and NP confirmed 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. **Key points:** Budgets (SE) / CPD Planning / Student Engagement Activities and Events
- 8.2.1.2. Membership noted the HoSE report.

**9. Recommendations for BoD**

No	Minute	Recommendation	Date Initiated
9.1.		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.	25 Nov 2021
9.2.		The Master Risk Register should be filtered for COB i.e., only Critical or Very High Risks “red colored” part of the Master Risk Register should be considered for COB discussion.	25 Nov 2021
9.3.		The Master Risks Register should include Student Representation and the impact on the College, to be considered at the next review date.	25 Nov 2021
9.4.	4.1.3	RH to report a response to the next COB meeting clarifying rationale for declaring KPI pass rates	22 July 2021
9.5.	4.1.3	The College to review its procedures for reporting pass rates.	22 July 2021
9.6.	6.6	COB request copy of self-assessment of effectiveness of Academic Board.	22 July 2021
9.7.	6.7	COB requires a meeting with AB NEMs to understand the	22 July 2021



No	Minute	Recommendation	Date Initiated
		effectiveness of AB. COB Chair will nominate two COB NEMs to meet AB NEMs. AB Chair to send invitation to COB NEMs to attend next AB meeting as Observers.	
9.8.	7.1.4	QA report should include 2019/20 base year for key metrics data.	22 July 2021

## 10. Any Other Business

- 10.1. The Chair reminded NEM of LCC Governance Conference scheduled for 29 July 2021;
- 10.2. The Chair advised NEMs that the annual COB self-assessment report is to be written for academic year 2020-2021 and presented to the BoD by 01 September 2021. NEMs were requested to send in any comments to the Chair as soon as possible in regard to COB performance against its Terms of Reference;
- 10.3. Members noted that the to proposed list of dates for COB Meeting Calendar AY 2021-2022 is now available;
- 10.4. NEMs noted the 210426 BoD Response to COB Recommendations.

## 11. Date and Time of Next Meeting

- 11.1. 2.00 pm, Thursday 17 February 2022.

The Chair closed the meeting at 4.20 pm and thanked all for their contributions.

Signed

**Gerry Takamura**

**Chair**

**College Oversight Board**

**London Churchill College**

Date of Meeting: 22 July 2021

Date Signed by Chair: 07 August 2021

Date Approved by Chair's Action: 24 September 2021

Date Approval validated by COB: 17 February 2022