

The City College

Board of Governors Inaugural Meeting: 28/08/19 / Start time: 1:00pm/End time: 3:05pm/Venue: Conference Room

Present: Alan Bradshaw (Chair), Nick Andrews (Principal), Tasneem Riaz (Director), Farrah Riaz (Director), Naweed Riaz (Staff), Collin Chikwana (Alumni), Joshua Mancini (Lead Student Representative), Uroy Clarke (External Lecturer), Raj Bhadir (Employer), Susan Riaz (Secretary)

Item	Key points raised	Actions	Who?	When?
1. Introductions & apologies	No apologies received, full attendance. Introduction by Chair. Introduction to Board Members. Arrangements for minuting.	None	N/a	N/a
2. Minuting	Inaugural Meeting – no previous minutes, no matters arising. Susan R thanked for agreeing to take minutes	None	N/a	N/a
3. General Purpose of the Governing Body	General introduction to City College by Chair.	None	AB	N/a
	Explanation of why City College has new Board of Governors: Board of Governors due to new governing body – Office for Students (OfS) has increased focus on commercial decisions to be transparently separated from academic decisions. City already operating correctly, but greater transparency desirable.	None	AB	N/a
	Previous suggestion of Advisory Board discarded and Board of Governors decided upon.	Core Responsibilities as drafted agreed	AB	Draft 2 to be discussed at next meeting

	AB – Directed Board Members to Paperwork (Board of Governors Terms of Reference – Draft 1) and went through core responsibilities. Detailed Consideration of draft terms of reference later in meeting.	upon.		(date to be agreed upon)
3. Continued Questions/ Comments regarding the General Purpose of the Governing Body	<p>CC asked about terms of implementations.</p> <p>AB clarified that previous scrutiny has suggested that the Directors and Senior Leadership Team may be too close. Previous internal debate had considered Advisory board, but decided that something with more authority necessary.</p> <p>NA clarified board responsibilities ethical and moral. The final legal responsibility lies with the ownership of the company.</p> <p>UC asked whether members need to sign paperwork or declare conflict of interest. TR clarified that this will happen, after inaugural meeting; before the next meeting is held.</p>	<p>Paperwork to be given to members before next meeting</p> <p>Checks to be implemented</p>	<p>AB</p> <p>AB</p>	<p>Date to be agreed upon</p> <p>Prior to next meeting</p>
4. Recent Developments at the College and in Higher Education Regulation	<p>TR outlined College’s recent application to register with OfS and process so far.</p> <p>The City College is required to undergo a new Quality and Standards Review with QAA as well as governance inspection by KPMG. Board of Governors important in this process – to give a different viewpoint and authority.</p> <p>NR made the point that, in previous QAA visits, the theme of governance had not been addressed greatly. This has been a recent issue.</p> <p>The need for a Board of Governors will help the college have more open accountability.</p> <p>TR announced that, in terms of long-term plans, the ambition of the college</p>	None	<p>TR</p> <p>NR</p>	QAA Visit January 2020

	<p>educational backgrounds.</p> <p>FR reported that 18/19 has seen the most students graduate.</p> <p>NR reported that City College did not recruit all allocated numbers in the last academic year due to tightening of recruitment procedures. Applicants continue to have to pass an entrance test plus an interview. A large number of applications were turned down, which counts against the college. The college acts selectively and ethically.</p> <p>TR reported that the OfS no longer has student number control, so registration with them would be advantageous. However, it is the need to retain quality which is the challenge.</p> <p>NA reported that Pearson external examiners visited in the summer and that City College passed all inspections. Pearson identified 'Good Practice' in City College.</p> <p>NA further reported on Acupuncture department. Acupuncture is preparing for re-accreditation in May/June 2020 and have already received an initial visit from BAAB.</p> <p>NA also reported that the City College participates in the Borough Network Quarterly Review, as which the Home Office were present and which was successful. The City College also participates in the London Higher Education Network, which is reviewed annually, and received a clean bill of health.</p> <p>AB explained that the OfS has an increased number of requirements, including:</p> <ul style="list-style-type: none"> • Safeguarding • Student Protection Plan 			
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	<ul style="list-style-type: none"> Equality, participation and good access. <p>It was discussed that the City College is known for providing on HND programmes high support for students with a previous poor experience of education.</p>			
5. Consideration of Draft Terms of Reference	<p>Detailed consideration of draft terms of reference. Draft document introduced .</p> <p>Final terms of reference not to be agreed at this meeting: members will have the opportunity to reflect, add and change AB suggested ideas should be emailed to Alan as editor of Draft 2.</p>	AB asked members to email with any suggestions for Draft 2	AB	Draft 2 to be discussed at next meeting (date to be agreed upon)
5. continued Comments or Questions on Draft Terms of Reference	<p>UC questioned flexibility in member number, and make-up, of Board Members. Suggestion that number of members could be extended. UC further suggested that it is necessary not to take too much control from the Directors NA suggested that voting rights need to be considered.</p> <p>It was agreed that, presently, it is assumed that being a member of the board gives voting rights.</p>	Currently assumed that all members of the Board will have voting rights	AB	Voting rights and number of members to be discussed at next meeting (date to be agreed upon)
	UC questioned whether a Vice Chair would be voted in.	Agreed that a Vice Chair needed, preferably external	AB	To be agreed upon at next meeting (date to be agreed upon)
5. Continued Comments or	UC asked that the agenda for the next meeting should be circulated to members at least one calendar week in advance.	Agreed	AB	One week before next meeting

Questions on Standing Agenda Items within draft terms of reference	NA suggested that minutes for meetings should be published on VLE. TR agreed but objected to minutes appearing on external website, although it was agreed that the names of members of the board should be listed on website.	Minutes to be published on VLE	NA?	(date to be agreed) As soon as available
6. Calendar of Meetings	AB suggested the next meeting should take place either in the last week of September/first week of October.	Agreed	AB	To be agreed
7. AOB	AB asked whether Directors would members will be offered travel and incidental expenses	Agreed	TR/FR	N/a

Draft Agreed: 02/10/2019

Alan Bradshaw