

## The City College

**Board of Governors Second Meeting: 02/10/19 / Start time: 1:00pm/End time: 4:05pm/Venue: Conference Room**

**Present: Alan Bradshaw (Chair) (external), Nick Andrews (Principal) (ex officio), Tasneem Riaz (Director) (ex officio), Naweed Riaz (lecturer and legal advisor), Collin Chikwana (student; alumnus), Joshua Mancini (student), Uroy Clarke (External Lecturer), Raj Bhadir (London employer), Susan Riaz (Secretary)**

<b>Item</b>	<b>Key points raised</b>	<b>Actions</b>	<b>Who?</b>	<b>When?</b>
<b>1. Apologies</b>	Apologies received from Collin Chikwana and Raj Bhadir.	None	N/A	N/A
<b>2. Minutes of Previous Meeting</b>	Minutes circulated electronically to Board members before meeting. Approved by Board.	None	N/A	N/A
<b>3. Matters Arising</b>	Matters arising not appearing in agenda – none	None	N/A	N/A
<b>4. Board of Governors; terms of reference</b>	<p>Discussion about Draft 4, which was circulated to members of Board of Governors before meeting.</p> <p>NA asked about voting rights. AB said would be addressed later in meeting.</p> <p>AB discussed changes from previous draft – preamble to explain changes. Board of Governors has oversight of academic and related matters. Clear division between academic and other matters.</p> <p>Statement about remuneration of senior members of the college.</p> <p>Skills/aptitudes of Board of Governors members to be listed.</p>	Draft 4 approved with changes	AB	02/10/19

	<p>AB asked members to produce a short, personal statement for the website should they not already have done so.</p> <p>AB asked whether photographs of Board members should be included. It was decided that photos would be included, unless individual members decline.</p> <p>AB went through the various membership categories. Suggestion that only one Director should normally attend, which allows for substitution of either TR or FR to attend.</p> <p>One or two employee's to be on the Board. AB suggested one more employer.</p> <p>Two students or alumni. In future, it was agreed that students will be elected by student body. Usually one current student and one of the alumni.</p> <p>Two members of staff (one of whom will normally be the secretary). NA suggested one member of staff, which was agreed on by Board. Staff member to be elected. Susan Riaz was reported as having been elected unopposed.</p> <p>NR invited as second member of staff who will be an in attendance (non-voting) member as legal expert.</p> <p>External individuals to be invited as need be.</p> <p>Members of the Board have each voting rights. In-attendance invitees do not have voting rights.</p> <p>Approved terms of reference. It was agreed that these may change in</p>	<p>Governors</p> <p>Governors</p>		
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	future.			
<b>5. Review of instruments</b>	<p>AB - Board of Governors have to publish who members are and that they are appropriate. If members have not sent CVs already, they are reminded to do so.</p> <p>In order to ensure that members are fit and proper, AB confirmed that:</p> <ul style="list-style-type: none"> <li>• Enquiries are made about each member in their sector.</li> <li>• Declarations are made by members.</li> <li>• External objective evidence is gathered, such as references.</li> </ul> <p>UC suggested that the College should keep a filing system for all members with individual details in order to standardize the process. He suggested that two references would be preferable but it was decided that one was sufficient. Agreed.</p> <p>Good audit record of criteria that members need to fulfill should be kept. AB suggested that he currently has a folder system set up where materials on the members of the Board are kept. This could be transferred to the College system.</p> <p>It was agreed that this would be transferred to the College, but that AB would keep copies as backup for version control.</p>	Materials on Board currently kept by AB to be transferred to College.	AB/TR	ASAP
<b>6. Election of an external member – Mike Potter</b>	<p>It was discussed whether there would be the election of an external member – Mike Potter (MP) – whose CV was sent electronically to members before the meeting. MP is proposed as a member of the Board whose expertise is in Acupuncture.</p>	It was agreed that MP will be invited to become a member of the Board	AB	ASAP

		of Govern ors.		
<b>7. Election of Deputy Chair</b>	AB proposed UC as Deputy Chair. TR seconded. Voted unopposed and UC accepted.	UC approved as Deputy Chair	UC	ASAP
<b>8. Establishment of a Remuneration Working Party</b>	<p>Establishment of a Remuneration Working Party suggested.</p> <p>AB outlined the Office for Students (OfS) suggest that a Remuneration Working Party to be in charge of managerial and director reward matters.</p> <p>Approval by Board for setting up a Remuneration Working Party. Suggestion by TR that this should be called a Sub-Committee, rather than a Working Party. Agreed.</p> <p>UC proposed as Chair of Sub-Committee. Agreed and accepted.</p> <p>TR asked about other members. It was agreed that there should be 3 members: UC and AB, plus one other external member to be approached/elected. UC suggested RB and agreed to contact him.</p>	It was agreed to set up an Establishment of a Remuneration Sub-Committee. UC to be Chair. At least 3 members to be on Sub-Committee.	AB/UC	ASAP
<b>9. Establishment of an audit sub-committee</b>	Establishment of an Audit Sub-Committee suggested. AB outlined the Office for Students (OfS) suggest that value for money and transparency is very important. The Sub-Committee will be responsible for overlooking accounts – especially of public money (that received from	It was agreed to set up an	AB/UC	ASAP

	<p>students funded by the Student Loan Company).</p> <p>Accounts prepared by TR and independently audited by accountants. These accountants have audited the College for the past five years and were recently externally inspected.</p> <p>Accounts are well ordered and OfS expects transparency of how money is used.</p> <p>Preparation of records of how public money is used on website. TR says that general accounts are audited and submitted to OfS, but the College needs to go further in the circulation and publication of financial themes.</p> <p>External members, with financial background, preferred. AB suggested UC and this was agreed. A third external member needed and it was agreed that this Sub-Committee should meet before the next Board of Governors meeting.</p>	<p>Audit Sub-Committee. At least 3 members to be on Sub-Committee</p>		
<p><b>10. Report from the Principal/a director of the Board of Directors</b></p>	<p>Report from NA.</p> <ul style="list-style-type: none"> <li>• Governance page now on website.</li> <li>• The beginning of term for Acupuncture students started this week. For HND/DET students next week.</li> <li>• CPD day for tutors was held yesterday, 1<sup>st</sup> October, 2019. Staff were made aware of the change of policy and structure.</li> <li>• Committee Meeting Structure. Draft awaiting approval. Voted and approved.</li> <li>• Agreed dates for academic year. Available on VLE. Sets out when meetings will occur if dates set.</li> </ul>	<p>Code of conduct for governors to be written and presented to Board at next meeting</p>	<p>AB</p>	<p>08/01/20</p>

	<ul style="list-style-type: none"> <li>• Minutes for meetings now available on VLE. Anything confidential will be redacted.</li> <li>• Annual Process Monitoring will be submitted February 2020.</li> <li>• Prevent Report due in December 2019. College met criteria last year. Refresh Prevent training will be held shortly.</li> <li>• Several policies have been refreshed and updated on the VLE.</li> <li>• Staff will be asked to complete register of conflict of interest. Acupuncture department currently doing this and admin staff will also be asked to complete paperwork.</li> <li>• UC asked about a code of conduct for governors. AB agreed that there should be a separate code of conduct.</li> </ul>			
<b>11. External governance Review</b>	<p>Governance and Management review visit by KPMG for OfS on 3<sup>rd</sup> October, 2019. KPMG will be speaking to AB, NA, TR and PJ (Acupuncture department)</p> <p>NA commented that there has been little guidance to prepare for the visit.</p> <p>In addition, there will be a Quality and Standards (QAA) Review for OfS. This has been brought forward from Feb 2020 to Dec 2019.</p> <p>There is a deadline for 18<sup>th</sup> October, 2019 for submission of first-tranche documents to QAA, which will be visiting on the 16/17/18 December, 2019.</p> <p>TR added that student submission required. JM stated that he is working on this.</p>	<p>KPMG Review</p> <p>QAA Submission of Documents</p> <p>QAA Review</p>	<p>AB/TR /NA/PJ</p> <p>TR/AB /NA/JM</p> <p>TR/AB /NA</p>	<p>03/10/19</p> <p>18/10/19</p> <p>16/17/18 Dec 2019</p>
<b>12. Health and Safety</b>	NA reported that there had been a recent fire alarm which went off	Fire	NA	Once term starts

	<p>unexpectedly. He also reported the most recent fire alarm test had been at the end of the last term.</p> <p>NA suggested the College may need more trained fire officers. It was agreed that routine tests should take place regularly and that there should be at least one, unannounced, fire test each term, where students and staff are evacuated from building.</p> <p>NA mentioned that there was a retrospective complaint about treatment from a patient, who received treatment from a past graduate student who rented a room in the College.</p> <p>Graduate insured and TR suggested liability lies with student's insurance company. It was agreed that NR would speak to PJ and write a report about the incident.</p> <p>UC asked about provision for mental health of student body. SR (Student Welfare Officer) outlined provisions made for students.</p> <p>UC suggested that security of building should be tightened. TR suggested it is difficult as Reception is on first floor. Both UC and NA suggested that students should wear student cards at all times.</p> <p>TR mentioned that she is considering new security doors if building refurbishment goes ahead. There is a cost consideration for changes.</p>	<p>practices to be carried out.</p> <p>Report to be carried out by NR and presented at next meeting to discuss possible liability of City in such incidents</p> <p>Senior managers to consider</p>	<p>NR</p> <p>Senior Management</p>	<p>08/01/20</p> <p>08/01/20</p>
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		r security measures and report back.		
<b>13. Strategic Plan</b>	<p>AB asked what the plan is if registration with OfS delayed.</p> <p>TR reported that the College:</p> <ul style="list-style-type: none"> <li>• Expanded Acupuncture course/intake this term to have two, first year, Acupuncture classes, instead of one.</li> <li>• Planning to introduce online courses through Pearson.</li> <li>• CPD courses – planning evening and IT courses; nutrition, complementary medicine.</li> <li>• Planning Performing Arts HND.</li> <li>• Degree awarding powers the ultimate goal.</li> </ul>	None	N/A	N/A
<b>14. Benchmarking and Key Performance Indicators</b>	AB suggested carry this over to next meeting. Agreed	None	N/A	08/01/20
<b>15. Finance: Budget</b>	<p>Finance budget for 18/19 circulated by email to members as best 19/20 estimate. Cost for running college in 18/19 was £1.2m.</p> <p>TR agreed that she would provide forecast figures at audit committee meeting.</p> <p>TR states that the College has seven years figures available: 3 past years, present year and forecast for 3 years ahead.</p>	Forecast figures to be provided.	TR	At audit committee meeting (date to be confirmed)
<b>16. Risk Register</b>	Risk register was circulated to members before meeting. Any comments should be sent to NA or brought to next meeting.	Comments to be emailed to NA	NA	08/01/20



		or brought up at next meeting		
<b>17. Student matters</b>	JM suggested some September18 HNC students could not continue to HND due to funding issues. It was confirmed that students can complete HNC at no cost to them (ie cost borne by City).	None	N/A	N/A
<b>18. The City College cttee structure</b>	Approved version will be available to all Board members.	May make minor changes	NA	ASAP
<b>19. Action Plan update</b>	UC mentioned Brexit may be an issue for some students. NR says that the College is by law unable to provide legal advice. It was agreed that this should be mentioned on VLE, with any updated official news.	Update VLE	NA	ASAP
<b>20. Any Other Business</b>	AB suggested another external member needed as a governor, especially for Audit Committee. TR forwarded Andreas Athanasiou (AA) founder of City College, now retired and external to City, who has background in finance.  AB reported the OfS requirement that college self-scrutinizes at governance and management level. Suggested meeting of some members of the Board of Governors, academic board and senior leadership team, have a meeting to review the new governance and management relationships. AB suggested he will provide a written report as a starting paper. NA suggested this should be after QAA visit. TR agreed and stated it was too soon to hold such a meeting this year, as the	AA to be approached about membership of governors and audit committee  Written	AB/TR  AB	ASAP  End of Nov paper from AB to start sequence  Jan 20 Full self-scrutiny governance/management meeting

	Board of Governors is not yet, well enough, established and there is not enough data for self-scrutiny. It was agreed that there will be planning action at the end of November to produce a report, with a full meeting planned for the New Year.	report required to review governance and management relationships		
<b>21. Next meeting</b>	Next meeting agreed for Wednesday 8 January 2020 Further meeting scheduled for week beginning Monday 6 April 2020	Meeting Dates Agreed	AB	08/01/20 Next meeting

Draft Agreed: 08/01/2020

Alan Bradshaw