The City College, Board of Governors Meeting: 10/11/21 Start time: 4:15 pm/End time: 5:30 pm/Venue: Online – Microsoft Teams

Present: Uroy Clarke (Chair), Tasneem Riaz (Director), Mike Potter (External), Susan Riaz (Secretary)

Apologies: Collin Chikwana (Alumni), Joshua Mancini (Student), Raj Bhadri (Employer)

Naweed Riaz (Staff, legal advisor, in attendance)

Item	Key points raised	Actions	Who?	When?
1) Apologies	Apologies received - Collin Chikwana (Alumni), Joshua Mancini (Student), Raj Bhadri (Employer)	None	N/A	N/A
2) Welcome	UC welcomed members to meeting.	None	N/A	N/A
3) Minutes of Previous Meeting	 UC asked members whether they have looked at the previous minutes and whether members whether they have any comments. There were no comments from members. TR shared previous minutes with members (these were also sent out prior to meeting). Minutes Approved by Board. 	None	N/A	N/A
4) Matters Arising	 (i) Update on Office for Students decision regarding OfS Registration and recruitment TR mentioned that this was covered in previous meeting. The college is now recruiting, but this will be covered in greater detail later in the 	None	N/A	N/A

	meeting.			
	(ii) Action plan update: Coronavirus/on site teaching	To be reviewed as an ongoing issue	TR	Ongoing
	TR explained that Covid protocols are more or less the same as when the Board had the previous meeting. Minor changes are that the canteen is now open, and staff are no longer taking the temperature of those visiting the building.			
	Classes are now on site where possible. With BTEC students there is blended learning, at present, so part of the teaching is on site and lectures are online. While cases are high, the college is just ensuring that this does not coincide with clinic days, so patients are not coming in contact with BTEC Students and there are not too many people in the building on the same day.			
	UC mentioned other universities are taking the same approach. TR said that students are asked to wear a mask in common areas, but this cannot be enforced. However, students are generally complying.			
5) Student	NR said that 158 students applied, predominantly for DET and BUS HNC.	Recruitment	NR/SR	Current
Recruitment	Also have three existing HNC students who returned to do HND BUS. Out of the 158 applications, only 31 were taken for DET and in the HNC, BUS only, there are 14 students. The reason for that was largely that the Level 2 online English qualification was not passed, or students dropped out due	currently taking place for the January intake.		
	to work commitments. Many were working full time and could not attend the course. So, there are approximately 45 students for the October intake.	Applicants who are felt to be weak to be offered Essential		
	UC – questioned any way of keeping students with work commitments.	English classes.		

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Was there a possibility for a weekend program?		
NR said that looking at evenings and weekends for the January intake. Challenge was that Registration came very late and recruitment was only approximately three weeks. Market is quite depressed across the board and even the acupuncture course has had less applicants. Confidence is low but all the students on DET/HNC are funded by student finance. May be due to Brexit and admits heavy reliance on agents but need to recruit by other means going forward and looking at the interest in evening or weekend classes.		
UC – said was going to suggest ESOL to stop students going elsewhere. Asked whether there was more interest in HSC.		
NR said that only started recruiting for January a week ago.		
TR said that we now have an online application. Want to move to electronic applications and have been working on a database to avoid using paper files. Suggested that Board Members look on the website and explore this new application online process, which is making life easier, rather than printed copies. Interviews are on Teams and easier for admin and applicants.		
NR hoping for a great number of students, but it is about quality, rather than numbers. With HSC, work placement of 225 hours per year needed, which is putting people off, but they are getting some enquiries. Looking at Hospitality and other courses.		
UC asked about nursing as a HNC option.		
TR says not offering the nursing specialization. External examiner said the requirement is that students need to be placed in a hospital and that would		

	 be difficult for us. Care homes are easier, but hospitals would be difficult to place students. The college also offers the Social Community work option, but interest has been less. UC stated that the sophistication of the programs also leads into that. Quality students are higher in acupuncture and that needs to be explored moving forward. Programs that bring value and help the college stand out. The DET is one of those areas. Nursing may be something that should be explored and can be looked at when we explore staffing. Possibly find a staff member who could help find links and explore new courses? TR - We were looking at beautician courses, but the problem is that you need a practical space. As with the acupuncture you need a clinic. Perhaps in eighteen months, when things improve, we might add that and we have the performing arts as an approved program, but we need to advertise in the right media and have connections. Registration came too late, but perhaps next September it could be explored. Performing arts is a niche course and would be good going forward as it would attract more dedicated and genuine students. NR mentioned the college also need to think about a foundation course, but that requires a collaboration with a university and that would mean we have a student for four years with us to give us financial stability. The college has different angles that are being explored going forward and should make it easier to recruit. Many applicants are not Level 4 caliber at present and that may be due to the current reliance on agents. 			
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6) Staff Recruitment/ Appointments	 TR – the college has recruited new admin staff. One new member to work with finance and recruitment and a new receptionist. Financial situation means we cannot stretch ourselves too far. With teaching BTEC, we are only teaching two courses currently, so have three members of staff teaching, which is currently enough. However, when looked at new teaching staff, some did not wish to travel or teach on site. 4 New acupuncture staff were recruited. TR also says have two or three alumni staff assisting now they have graduated. MP said would be nice to see who is on board and would like to know which new staff are working for the college now. TR asks whether he is in touch with PJ and suggests they arrange a meeting on the day that he is in. Have only one intake for first year, rather than the two groups for second or third years. Hoping to get a new intake for a March start but haven't yet done any open days. TR says we are the only London college currently offering the acupuncture course. There are some outside, but not in London. TR says more staff for acupuncture, but as we go on, will have more staff on BTEC courses. 	Further staff recruitment to be considered in January dependent upon financial situation	TR	Jan 22
7) Draft Terms of reference and	UC and TR explained they had been working on the Terms of Reference. TR said that OfS asked college to simplify some aspects of the Terms of	Terms of Reference sent to board members	TR/UC	N/A

documents	Reference. Had been working on this and sent these to members for feedback and approval. Board members asked for any comments for feedback and approved with unanimous agreement.	for approval before meeting		
8) Possible new candidates for BoG's/ Nominations	 UC – three candidates to be referred to the board: MP said he received the applications before the meeting (these were sent to all members). Asked how many members we need? TR replied that JM and RB have stepped down. CC could not make it today. We have another possible student candidate, and we also need an audit committee. RB is not able to do this and too busy, so only MP and UC remain as external members and the Board needs to recruit more members. BAAB wanted to have more people with an acupuncture background. MSL works in hospitality and IW in Travel and Tourism. TR did some research to see if they are fit and proper persons and they seem to both be suitable. TR said that UC and she had an interview with them online and both IW and MSL came into the college. IW is retired and could give time and wants to do something different. Recruited from an advertisement on LinkedIn. Discussed these with UC in the summer. If members agree we can invite them. MP is in agreement with suggested nominations. If they have been spoken to then that makes sense. 	Three board members accepted	TR/UC	New members to be contacted ASAP

	 TR says outside input would be good. More external people will be needed on the Board. Members approved. SR said that we need an alumni student. TR said will speak to PJ to see who he recommends. Some possible past students who are now teaching for us but need someone without links. Will approach some past students and ask them. UC to confirm that RB and JM have removed themselves from the board. 	New student members/alumni to be approached	TR/UC	ASAP
9) Future Actions and Resolution		Increased number of courses to be offered dependent upon interest/numbers	TR	Jan 22
	TR stated the college has been speaking to the (University x). They misunderstood what we wanted and assumed we wanted a top up but they will come back to us and we are looking to do a foundation degree program.	Further meeting with (College x) to be arranged	TR/NR	Early 2022
	NR mentioned that the college also has made links with the (x) which is in the initial stages, but someone senior at the university is currently looking at our QAA report. Current collaborative agreements are often not with registered colleges. There are lots of opportunities.	Possible meeting with (x)	TR/NR	Update at next meeting

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	TR said it takes time to build momentum after being out of the loop for two years while waiting for Registration. Will take time to get started.			
10) Student Matters	 SR gave an update on student support and RASC. The college has a monthly meeting regarding students who require Reasonably Adjustments or Special Considerations. All students are introduced to student support and welfare during induction. A new addition to the support given to students is the Quiet Room. During the summer, SR spoke to all students on the RASC register and took into consideration their thoughts and feedback. There are a large number of neurodiverse students in the college and so it was decided to make one room into a rest and relaxation space for students to book, one at a time. In addition, SR mentioned that in induction, she covers sexual harassment and that all students and staff are asked to complete a short online training task to raise awareness. TR – mentioned that the OfS do send a weekly newsletter and the college has to do returns, such as the student return, Unistats return, provider profile return and offshore aggregate return. So that keeps the college busy, and we have a Prevent return coming up. Needs to be submitted. TR mentioned a complaint from a student who was unhappy with a grade and went through the complaint's procedure. There were several stages – three in all – which meant a panel was convened with an external member. 	None	N/A	N/A
	The panel said that her complaint was not withheld, and we issued a COP letter.			

11) Any other Business	 TR said that risk register, and assessment also needs to be amended and simplified. Obviously, the college is on better ground than previously as we are recruiting. No longer in the red zone. Need to bring college to a safer place as we did in 2018 when started OfS registration procedure. TR has to complete financial return for OfS in early February and needs to upload financial tables, etc. Working on this and accounts need to be audited. Deadlines and collaborations are taking up time. 	None	N/A	N/A
12) Next meeting	 TR suggests two to three meetings a year and have had two meetings so far. One in the summer and one now, so next one could be Feb/March and then July. Unless we need an emergency, meeting should space them out. May need more as college grows. UC suggests we need to have more members. Perhaps identify three more for next meeting. TR suggests a new ad in January to look for further Board members. 	Next meeting date TBC	TR	TBC