

The City College, Board of Governors Meeting: 08/01/20/ Start time: 1:00pm/End time: 3:30pm/Venue: Conference Room

Present: Alan Bradshaw (Chair), Nick Andrews (Principal), Tasneem Riaz (Director), Raj Bhadri (Employer), Mike Potter (External), Susan Riaz (Secretary)

Naweed Riaz (Staff, legal advisor, in attendance),

Item	Key points raised	Actions	Who?	When?
1) Apologies	Apologies received from Collin Chikwana, Uroy Clarke and Joshua Mancini	None	N/A	N/A
2) Welcome	<p>AB – particular welcome to Mike Potter, new member, a practitioner in acupuncture.</p> <p>MP – introduced himself. Informed the Board that he has been teaching for thirty years and practicing acupuncture for forty years. He currently teaches acupuncture at Westminster University. He was previously a governor at a local primary school so aware of prevent, health and safety, etc.</p>			
3) Minutes of Previous Meeting	Minutes circulated electronically to Board members before meeting. Approved by Board.	None	N/A	N/A
4) Matters Arising	BoG Terms of Reference: equal votes clarification: AB – it was always intended but implicit that voting rights should be equal, (one vote per member). Terms of Reference should be changed to make this explicit when next reviewed.	Equality of voting rights in Terms of Reference to be made explicit.	AB/NA	When Proposed Terms of Reference next reviewed
	Staff register of interests:	NA to forward information to AB	NA	ASAP

	<p>AB – reported that not all governors have declared their interests. NA – informed the Board that he is awaiting some information from the Acupuncture lecturers but has information from other City College academic staff.</p>	<p>when available.</p>		
	<p>Liability of acupuncture graduates practicing within City clinic premises:</p> <p>AB – mentioned incident discussed at last meeting, (a patient had had a minor incident on the premises while being treated by a City graduate, ie <i>not</i> by a current City student).</p> <p>TR- clarified that no complaint had been made and that City staff had kept aware of the issue. She further mentioned that graduates necessarily have indemnity insurance.</p> <p>MP – affirmed that City College should not have liability in such incidents involving non-students.</p> <p>NR – questioned whether insurance cover for graduates mentions the fact they will be carrying out acupuncture. Suggested that vicarious liability may be an issue and that he will look at, and assess, the insurance cover.</p> <p>TR – confirmed that, once graduates qualify, they need to be on the college's exemption certificate.</p> <p>AB – asked what happens if there is a complaint against a graduate and this complaint is rejected, leading a still-aggrieved patient to complain directly to, or about, the college?</p> <p>TR – said that the insurance cover is aware that graduates are carrying out acupuncture on the premises.</p> <p>AB – summarised by stating that the College must continue to see the</p>	<p>NR to assess the insurance cover for graduates and report back.</p> <p>NR to work with head of acupuncture to ensure certificates up to date</p>	<p>NR</p>	<p>Next meeting</p>

	<p>insurance cover of graduates and keep this on record. It must avoid or reduce the risks of vicarious liability. The Board is aware that the College is legally covered by insurance to cover graduates practicing.</p> <p>NR – stated that CCA needs to apply to Hackney Licensing Council, which has a list of all practitioners working on the premises. NR says will work with the head of Acupuncture (PJ) to ensure the list is up to date.</p> <p>MP – mentioned ATCM, a rival regulatory body, which CCA should be aware of.</p>			
	<p>City committee structure chart</p> <p>NA – supplied latest version for information. NA further mentioned that KPMG questioned the 2-way arrow between the Board of Directors and the Board of Governors, which was clarified, satisfactorily, at the time. If the BoD-BoG relation is mentioned in the KPMG report, he will bring this to the attention of the BoG at the next meeting.</p>	<p>NA to report on whether there are any comments on the City College Committee Structure Chart.</p>	<p>NA</p>	<p>Next meeting</p>
	<p>Remuneration Committee</p> <p>AB – OfS requires a Remuneration Committee to ensure that payments are open and proportionate. Although nobody at TCC is paid higher than the threshold amount of interest to OfS, a sub-committee is to be set up.</p> <p>POA: UC to call meeting of the Remuneration Committee. This committee to exist of UC, AB and one other member, yet to be confirmed.</p> <p>AB – Stated that it would be useful to have another external member of the Board of Governors.</p> <p>TR – suggested AA, founder of TCC, who has since retired.</p>	<p>UC to report on meeting of Remuneration Committee</p> <p>To review position after end of March and look for another member if AA not</p>	<p>UC</p> <p>AB/TR</p>	<p>Next meeting</p> <p>End of March</p>

	<p>AB – says that he first needs to relinquish co-ownership of the building but may be invited once that has happened.</p> <p>TR - to inform Board of likelihood of prospective AA-member having no conflict of interest</p> <p>AB – says that Board would prefer member with accountancy background, which AA has, as well as having no recent involvement with running of college.</p>	available		
	<p>Action plan update: Brexit theme</p> <p>AB – asked what consequences of Brexit will be on EU students.</p> <p>SR – says students for this academic year will have no change to status. If SLC give any update, this information will be provided to students when available.</p> <p>Board reminded that City may provide information but not immigration advice to students</p>	Any information regarding changes to student finance, or any other aspect of student life, to be provided to students when available	NA/SR	As information becomes available
<p>5) Health and Safety Report</p>	<p>Health and Safety Report/Fire Practice</p> <p>NA- reported that all students are given fire practice information at induction and that a practice evacuation is scheduled by Feb 2020. Fire alarms are tested every Friday and fire extinguishers are serviced regularly and renewed last year.</p> <p>AB – suggested evacuation should occur termly</p> <p>MP – asked who is responsible for health and safety.</p>	<p>To look into Fire Marshal training</p> <p>To carry out required evacuation/fire tests</p>	NA/NR	ASAP

	<p>NR/NA – say jointly responsible AB – suggested further fire marshal training</p> <p>TR – reports that staff to have first aid training tomorrow.</p> <p>AB – asks for a security report</p> <p>NA – says there have been no incidents/accidents since last BoG meeting. For enhanced security, suggests staff/students should wear ID Cards.</p> <p>TR – says that when building is refurbished, it may be possible to change entry system to require ID Cards. Current security measures – including CCTV cameras trained on entrance with images available to all senior staff computer screens - avoid security problems</p>			
<p>6) Office for Students</p>	<p>KPMG governance scrutiny (Autumn 2019) QAA Quality and Standards Review (Autumn 2019)</p> <p>TR – says TCC has not yet received a report from the Office for Students/KPMG regarding governance scrutiny</p> <p>NA - QAA QSR review visit was on 16/17/18 December 2019 and draft report expected on 13th January, 2020. Once received TCC has seven days to respond, and final report should be given to OfS by QAA by 3rd February.</p> <p>TR – mentions that apparently there are currently 50 reports with OfS and an embargo on publication until after the recent election.</p> <p>AB – suggests that there might be a record of decision without the publication of the report.</p> <p>TR – says she feels that the report will be published first.</p>	<p>Updates on KPMG/QAA Reviews</p>	<p>TR/NA</p>	<p>Next meeting</p>

	<p>AB – says that the OfS are so new that nobody is really sure of timings. Both the KPMG and QAA reviews seemed to go well, and AB was present at the KPMG scrutiny-visit day. However, his intuition is that TCC may be asked to provide further evidence before a decision is made. As things stand, the process of registration is not yet over.</p>			
<p>7) Benchmarking and Key Performance Indicators</p>	<p>AB – suggests we concentrate on a selection of benchmarking and key performance indicators, for benefit of this meeting: Student retention Student progression Completion Achievement</p> <p>NA – reports that tables for the above have been provided for 18/19. In 19/20 TCC did not recruit new students on funded courses.</p> <p>TR – clarified what was presented to the Board. 43% of HNC completion, but many students still working on projects, so completion rate will increase. Reminded Board that Sep 18 (S18) intake students could not continue to 2nd year (Sep 19) because of lack of public funding.</p> <p>NA – stated that the tables have to be read with reminder that they conflate different cohorts; TCC has three different HNC/HND cohorts throughout a year – Jan/Apr/Sep (ie different expected completion months)</p> <p>AB – asked how many S18 HNC students still to complete</p> <p>NA – explained how many students still pending and why</p> <p>AB – Table reveals percentage completed in Business 43%, TTM 33%, HCP 80%.</p>			

	<p>TR – stated completion percentages may change when results pending are updated. Also says that results are improving and OfS will be interested in the retention rates, processed from the return made by City to HESA. Further stated that no recruitment for publicly funded courses since S18. Although there has been a new Acupuncture intake (self-funded students) and Jan 19 was the first time that there have been 2 first year takes. There were 36 new Acupuncture first year students and 8 new Tui Na students. Acupuncture recruitment targets have been met.</p> <p>MP – asked how many Acupuncture students the year can take.</p> <p>TR – TCC is limited by clinic space. Although it is possible to have 24 in each cohort (48 in total) total number is dependent on space. TCC is planning another clinic when refurbishment takes place, with 8 new beds.</p> <p>AB – recapped that although TCC is allowed to recruit 24 in each class, the College has recruited 2 new first-year groups with 18 in each class. This meets current targets, responds to clinic space, and is in line with agreements.</p> <p>TR – says that there is also an advertisement on an education publicity website for City's DET programme. There are 5 new self-funding students. College is currently recruiting for DET, and only taking self-funding students.</p> <p>AB – asks about fees received.</p> <p>TR – states that 80% of Acupuncture fees have been received. TCC is still receiving public-money payments for HNC/HND continuing students. If college is denied OfS registration such payments will finish April 2020</p>			
<p>8) Strategic Plan</p>	<p>Strategic plan, risk register and financial position – discussion and decision on action in the event of delayed or denied OfS registration.</p>	<p>Approaching Universities for partnership</p>	<p>TR/NA/NR</p>	<p>Update next meeting</p>

	<p>AB – asks what plan there is for a worst-case scenario (OfS denies TCC registration).</p> <p>TR – says that, in worst case scenario, TCC will carry on with Acupuncture and diversify. Introduce courses in herbal medicine, for example, which are not reliant on public funding. In addition, a Performing Arts course has been approved by Pearson.</p> <p>AB – asked what the timetable is for the Performing Arts programme</p> <p>TR – City has such a timetable</p> <p>NA – says were waiting for Pearson approval before taking the matter further but have things in place.</p> <p>TR – As an aspect of diversification not dependent on OfS registration, City trying to make arrangements with FE college (college 'X') to teach that college's students.</p> <p>NR – states that, obviously, the FE college 'X' will want to see a favourable QAA report before committing itself to City. In event of agreement City would get substantial fees from teaching students enrolled with that other college</p> <p>TR - TCC wants to keep diversifying and also utilize premises to full capacity. For example, there is a studio perfect for hiring out as drama rehearsal room.</p> <p>NR – City may be able to offer a university's top-up degrees in future via a university franchise held by college 'X'.</p> <p>AB – commented that 'serial franchising' (franchising involving a hierarchical chain of three providers) was not illegitimate but was notoriously error-</p>	<p>If any risks in risk register are misclassified in their view (threat level), members of the Board should contact AB</p> <p>New draft for risk register, to cover OfS registration approved or registration denied</p> <p>TR to speak to MH to draw up 2 new drafts, one for OfS approval and one for refusal</p> <p>Working party to be set up</p>	<p>N/A</p> <p>TR/MH</p> <p>MP/TR/NA /AB</p>	<p>ASAP by email</p> <p>End of January 2020</p> <p>To be announced</p>
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	<p>prone.</p> <p>TR – clarifies that University associated with college 'X' would collaborate directly with City.</p> <p>AB – reported that universities are now more open than 5 years ago to collaborations with private HE, and that one known to him was more confident in its own due diligence than QAA review results.</p> <p>MP – says similar degree franchising or validation arrangement also possible with Acupuncture.</p> <p>AB – draws attention to City's current risk register, which was received and noted its especially uncertain quality while QAA report still pending. Suggested a working party – MH to provide a new draft by end of Jan, and included in working party with NA, TR, MP and possibly others.</p> <p>TR – Pearson also provide online Business course. Collaborations with college 'X' and City's acupuncture courses are not dependent on OfS registration.</p>			
9) Papers for Information	<p>Prevent duties report</p> <p>NA – reported that the latest Prevent Duties report had been sent to OfS. OfS system for receipt had broken down on occasion of original dispatch by City.</p>	None	N/A	N/A
10) Papers for decision	<p>Social Media Strategy</p> <p>Enhancement Strategy</p> <p>NA – suggests the two papers for decision – Social Media Strategy and</p>	Social Media Strategy and Enhancement Strategy to be considered in	NA/TR	At next meeting

	<p>Enhancement Strategy need to be looked at in depth.</p> <p>AB – College will continue to develop these. Any enhancement strategy needs to include a financial element (budget).</p> <p>TR – asked to clarify whether the budget referred to infrastructure?</p> <p>NA – suggested costings.</p> <p>AB – clarified that 'enhancement budget' refers to how much money is put aside to improve the student learning experience.</p> <p>Continued by asking about the Acupuncture re-accreditation submission.</p> <p>TR – Says submission in preparation. Due with BAAB late January. PJ requires CVs from governors</p> <p>MP – Agrees his CV can be sent to BAAB</p> <p>AB – suggests that the BAAB submission ought to go through the Board of Governors / Academic Board as the expected internal approval mechanism. Suggests that PJ sends AB the submission documents. In view of deadline later in January AB will take chair's action over approval and report to next Board of Governors meeting.</p> <p>MP – volunteered to look at submission to BAAB as well</p>	<p>depth and brought back to the Board</p> <p>AB to contact PJ re mechanism for Board of Governors approval</p>	<p>AB and MP to confer with PJ/TR and NA</p>	<p>At next meeting</p>
<p>11) Student matters</p>	<p>No Matters Received</p> <p>Governors would like formally to thank students for help during QAA review.</p>	<p>None</p>	<p>N/A</p>	<p>N/A</p>
<p>12) Code of Conduct for Governors</p>	<p>AB – has been working on draft, and this draft is before BoG today Will continue working on it and bring it to next meeting for approval.</p>	<p>To continue working on draft Code of Conduct for Governors</p>	<p>AB</p>	<p>At next meeting</p>

13) Governors' folder system	<p>Structure Completion Summary Registers Governors Details on Internet</p> <p>AB – suggested that information, currently with him, to be kept centrally. Will transfer files to college.</p> <p>NA – to set up sub-folders when information forwarded</p>	AB – to contact members who have not provided necessary information	AB/NA	ASAP
14) Governance self-scrutiny	<p>AB – BoG expected to self-scrutinise. Starting paper presented to this meeting as promised. Suggests next step is that senior management/academic board to meet to consider governance.</p> <p>Members agree that AB to take the next step.</p> <p>TR – suggests that full Board of Directors should be included, and this was agreed.</p>	Chair to contact senior management/ Academic board/ BoD to consider next steps for continuing governance scrutiny	AB/NA/TR	To have completed next step by April meeting
15) Any other Business	None	None	N/A	N/A
16) Next meeting	Week of 8 April 2020 (Wednesday 8 th currently preferred)	To be agreed by correspondence and date sent to all Board members	AB	ASAP