

The City College, Board of Governors Meeting: 28/06/21/ Start time: 2:30pm/End time: 4pm/Venue: Online – Microsoft Teams

Present: Uroy Clarke (Chair), Tasneem Riaz (Director), Collin Chikwana (Alumni), Susan Riaz (Secretary)

Apologies: Mike Potter (External), Joshua Mancini (Student), Raj Bhadri (Employer)

Naweed Riaz (Staff, legal advisor, in attendance)

Item	Key points raised	Actions	Who?	When?
1) <b>Apologies</b>	Apologies received - Mike Potter (External), Joshua Mancini (Student), Raj Bhadri (Employer)	None	N/A	N/A
2) <b>Welcome</b>	UC welcomed members to meeting. TR said meeting was fairly short notice but had previously mentioned there would be a meeting held if there were any updates from the OfS and so this was now necessary.	None	N/A	N/A
3) <b>Minutes of Previous Meeting</b>	UC asked members whether they have looked at the previous minutes. Asked members whether they have any comments.  TR shared previous minutes with members (these were also sent out prior to meeting).  Minutes Approved by Board.	None	N/A	N/A
4) <b>Matters Arising</b>	(i) Update on Office for Students decision regarding OfS Registration  UC stated that the College has gone through quite a lot recently and thanked committee members for support. Stated that the College has received a letter from the OfS with an update regarding registration.	Letter to be sent to (x) to thank them for supporting College	TR	ASAP



	<p>TR says that they do want good numbers of students. Quite late to recruit large numbers for September, but for January can certainly be more proactive. Collaboration provision needs to be looked at and recruitment is key at the moment. OfS have asked about financial stability and student numbers are involved in this.</p> <p>UC suggested a letter should be written to the (x) to thank them for their support.</p> <p>UC asked whether members have any points to make about the update relating to the OfS.</p> <p>NR said financial viability important, and recruitment is key. Accounts that were submitted were not that great so need to work on recruitment.</p>			
	<p>(ii) Action plan update: Coronavirus theme and online teaching</p> <p>UC – asked whether, with September coming up, the College is looking to teach online or in the classroom.</p> <p>TR – after last BoG meeting in November, students were given a two-week grace period, so people could spend time with their families over Christmas, as per government guidelines (giving staff and students ability to self-isolate before Christmas).</p> <p>In January to March everything was online, due to lockdown. During this period, CCA ran theoretical classes. As soon as the decision with OfS was made for practical classes to go ahead, from March onwards, then all CCA practical classes went ahead on site. Clinic, apprenticeship days, etc. went ahead on site. All Acupuncture students have asked for all classes to continue on site, so the majority will take place in college.</p> <p>With future HND students, we are considering one day online and one day</p>	BAAB Clinic visit	N/A	09/07/21

	<p>on-site. Students like to meet in person, but, if we find it is too difficult with a large number of students, then we will consider more teaching online.</p> <p>At present, college is open Monday, Tuesday, Thursday, and Friday with no classes on Wednesday. All Covid protocols are in place with students signed in, wearing a mask, temperature checks, etc. In classes, social distancing is in place, with masks used for practical sessions. Have only had one or two students with positive tests, none in college, so they are then testing and forwarding negative test results before returning to class.</p> <p>UC says blended learning for September will be what most universities will go with, in terms of feasibility. Seems a good approach, with not too many in the classrooms to release classroom space.</p> <p>CC says good idea and part online part on campus is the best way to go for now.</p> <p>TR says OfS says university students have not been happy with online teaching and many felt it was not value for money. Have no students in Halls of Residence and many universities still are not doing practical classes. We have completed all our previous students and have added a second clinic to enable students to make up the hours. We also have a visit from BAAB to look at the clinic on the 9<sup>th</sup> July, which was previously cancelled due to lockdown restrictions. Accreditation was done, but practical element needs to be done now that they can visit the College. Need to observe students in the clinic and see how they are supervised.</p>			
<p><b>5)Annex F</b></p>	<p>UC shared the Annex F, which was previously sent to Board Members. Areas which need attention by the provider. Go through the points and check which areas can be attended to moving forward.</p> <p>The OfS have identified the following issues, in which you may need to take action – although state that TCC are not required to take action at this time.</p>	<p>Audited Accounts to be submitted to OfS</p>	<p>TR</p>	<p>Jan 2022</p>

	<p>UC Condition D is financial viability and sustainability. This is reliant on former levels of student recruitment. The OfS intends to engage closely to monitor financial performance. How we are going to move forward with sustainable plan as recruitment drive continues. As TR mentioned, the collaboration with another institution will be another possible way to increase financial viability.</p> <p>UC says student recruitment needs to be pulled into the discussion at this stage as it is important. Financial viability and sustainability can only come through student recruitment.</p> <p>TR OfS wish us to submit audited accounts by January 2022. This may need to be done annually after registration. Year end is 30<sup>th</sup> June, but this will be the worst year, but from September onwards things will pick up. This should be fine, as we have carried on for last two years, but should not be such an issue if we can recruit.</p> <p>UC suggests an action plan/projection with financial steps to improve viability.</p> <p>TR says will only happen when we begin to recruit. We are working on that, and it all revolves around recruitment. Accountants said are good until January 2022 even before this, so have reserves to carry on. Not in a bad place but needed to recruit for September.</p> <p>UC moved on to Public Interest governance. Need to update website with Board of Governors' meetings and noted that some policies needed to be updated. Are we dealing with this?</p> <p>TR said that we were not required to put minutes on public domain at that time. We will check what needs to be redacted and then will publish them. Especially if name other universities etc.</p>	<p>Board of Governors previous minutes to be checked/redacted before being put on public domain</p> <p>Policies to be put on public domain</p> <p>Terms of Reference for Boards of Governors to be updated</p>	<p>TR/UC</p> <p>TR/SR</p> <p>TR/UC</p>	<p>Update at next meeting</p> <p>Update at next meeting</p> <p>Update at next meeting</p>
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	<p>TR said that she had gone back to OfS. In this meeting, we have discussed Annex F and then we can go back to them with latest findings. Meetings have gone ahead, but will now publish the minutes from now on, should be more regular.</p> <p>UC so more about publishing, rather than providing, the minutes.</p> <p>TR says yes, we did not have much to discuss during the lockdown, but she will draft something and will then go back to them with points. Do need to look at the Terms of Reference for the Board of Governors.</p> <p>UC Terms of Reference for Board of Governors, need to agree terms.</p> <p>TR says that she feels a Director is necessary for updates. One Director is a member, but not both.</p> <p>UC in terms of 5 or 3 years, think 5 years give us more space. Number of years.</p> <p>TR agreed single term of 5 years.</p> <p>UC asked if committee happy with that for staff members. Members agree.</p> <p>UC asked if policies are up to date. Also, that the OfS suggested need to consider updating processes to ensure that you fully uphold the 'fit and proper' principle.</p> <p>SR says we have a previous student, who may be returning to College to do DET, who we could consider to join board.</p> <p>TR says process should be more professional.</p>			
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	<p>UC went through process with a school in Milton Keynes and went through invitation, to show premises and then met Principal, looked at documents, etc. Then had to complete forms. Might need to review process as an institution. Have a number of applicants, so could do this process with them.</p> <p>TR says we have all the appropriate documents. We are trying to recruit new members for the Board.</p> <p>UC asked if any individuals need to submit forms.</p> <p>TR says policies are reviewed annually and now we can replace those online. All are updated but need to be put on public domain after the Academic Board approval.</p>			
<p><b>6)Student Recruitment</b></p>	<p>NR had meeting with (x) who are hoping to send good number of potential students and should send them contract tomorrow and they will put together a plan. Also targeting old students and any phone queries, as well as recruitment campaign online.</p> <p>TR started the process previously with the collaboration, which started before the OfS decision. We have the acupuncture, the collaboration and registration. So, we are doing Google Adverts, social media, LinkedIn. No cap on numbers anymore, so we can recruit as a good number that we can service properly. Do not want to enroll students who are not genuine, but we have no cap on the numbers that we can take now. We have finished a lot of students who were still enrolled, so can start with a fresh number in September.</p> <p>UC asks if it matters where students are located? Are we limited by student location?</p> <p>TR says students have always commuted but if classes are on site, then it</p>	<p>College to recruit, making links with agents and social media.</p>	<p>TR/NR</p>	<p>Update at next meeting</p>

	<p>might matter. However, we can have provision for online sessions and that is something we wish to keep going as it improves attendance.</p> <p>CC says it is excellent that the college has registration.</p>			
<b>7) Staff Recruitment</b>	<p>TR says posted a job advert on LinkedIn and have had many applications, so will be interviewing this week for a receptionist and new admin staff. Will need to look for lecturers as well, as may need more.</p> <p>UC asked how many staff are needed.</p> <p>TR says may need a Principal in future.</p> <p>UC says may be able to hold off for a while.</p> <p>TR says yes, but a Principal can take off the pressure, as senior staff are dealing with everything at the moment.</p> <p>TR says did lose staff as could not recruit and expenses too high. Could only carry on by reducing expenses.</p> <p>UC says that committee members could pick up things at the moment. Should focus next year when we have the student numbers and things progressing well. Says has time and could help.</p> <p>TR says it would be good to look at documentation for Board members.</p>	<p>Interviewing for admin staff/receptionist to go ahead</p>	<p>TR/SR</p>	<p>Update at next meeting</p>
8) Possible new candidates for BoG's	<p>UC – CVs for BoG members.</p> <p>TR highlighted a few shortlisted members for interview.</p>	<p>New BoG members to be approached and interviewed</p>	<p>TR/UC</p>	<p>Update at next meeting</p>



	<p>UC agreed that student suggested by SR could be accepted.</p> <p>CC agreed that it would be fine for TR, UC to approve Board Members.</p> <p>TR says need to look at the skills set. Would be good to have members skilled in different ways to advice on decision making process.</p>			
9) Student Matters	None	None	N/A	N/A
10) <b>Any other Business</b>	None	None	N/A	N/A
11) <b>Next meeting</b>	<p>TR suggested for next meeting. 6<sup>th</sup> September.</p> <p>Board members agreed tentative date – to be agreed.</p> <p>.</p>	Next meeting date TBC	TR	TBC