

**The City College, Board of Governors Meeting: 26/11/20/ Start time: 14:00 pm/End time: 15:20 pm/Venue: Online – Microsoft Teams**

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

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

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

<b>Item</b>	<b>Key points raised</b>	<b>Actions</b>	<b>Who?</b>	<b>When?</b>
<b>1) Apologies</b>	Apologies received - Joshua Mancini, Collin Chikwana, Raj Bhadri	None	N/A	N/A
<b>2) Welcome</b>	UC opened the meeting and welcomed everyone and thanked them for support to the College. The previous meeting had to be changed due to a family bereavement and he expressed his sympathy to the Members of the Board involved.	None	N/A	N/A
<b>3) Minutes of Previous Meeting</b>	Minutes circulated electronically to Board members before meeting.  Minutes Approved by Board.	None	N/A	N/A
<b>4) Matters Arising</b>	<p>i. Action Plan Update – Coronavirus theme and online teaching.</p> <p>TR stated that the CCA acupuncture clinic re-opened in July. There was a risk assessment of the building, and it was the previous third years who came in, as they were unable to complete without finishing their clinic hours.</p>	To update BoG with any changes to teaching/college opening as	TR	At next meeting or when necessary

	<p>From early September there was a risk assessment for CCA classes to continue. Each group were isolated in bubbles and classes kept on separate floors, to avoid groups from mingling or cross-contamination, in order to allow for groups to be able to self-isolate, if necessary, without affecting other students outside their group. Social distancing was in place and masks used in all common areas.</p> <p>There was a new intake of first years – 24 new students. That was a full cohort, but only one intake was recruited instead two, as had been previously planned. This was to ensure for social distancing. As many classes as possible were held online, but practical lessons had to be held on the college premises.</p> <p>TR reported that teaching for CCA has been going well so far. Practical sessions cannot be held online, but this week there was an isolated case of student who emailed to say they had tested positive for COVID-19. The student was last in college on the 13<sup>th</sup> November and then felt unwell and self-isolated. Once student informed us, all students in their group were contacted and informed to self-isolate and all students in CCA informed of the case and warned to be vigilant with PPE and other COVID-19 safe measures. No other person seems to have developed symptoms so seems to have been contained.</p> <p>The decision was then made to shut the college on the 11<sup>th</sup> of December and keep two weeks before Christmas and two weeks after Christmas and practical sessions will continue when students are back in College. This means that students have time to self-isolate before Christmas and it was thought best to err on the side of safety and not disadvantage students or staff.</p> <p>HND students are just teaching out and completion of those students is going well. TCC has no new students, other than</p>	<p>necessary</p>		
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	<p>acupuncture. Arrangements have been made for remaining HND/DET students who need support, or computer access, to come in by appointments.</p> <p>Safety protocols have to be followed and students have to sign an agreement before attending the college premises.</p> <p>MP said that it sounds robust and well organized, considering his own experiences with private practice and work outside.</p> <p>TR says that if someone does test positive for COVID-19, the safety measures mean it should only affect a small number of students and the bubble can self-isolate.</p> <p>MP said it is good that the Point Location class could be split into small groups.</p> <p>TR says luckily, we have the whole building for CCA at the moment. From business point of view not so good, but for safety, it is excellent. For HND seems nothing will happen until at least April. Hopefully, vaccine should be in place by Spring. Need to plan as though things will not return to normal quickly but remain optimistic. The winter months will be a challenge for the whole country.</p> <p>TR says online teaching is fine, although the TCC does not have Tier 4 and cannot take overseas students.</p> <p>UC says even if classes run, students can dial in online.</p> <p>TR says online teaching and resources working well.</p>			
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5) Update on Office for Students Registration	<p>TR said that she had received an email in November to say that OfS are starting assessment. Has not heard anything else so far.</p> <p>This was two weeks ago but have heard nothing so far. Does not seem as though they have scrutinized anything yet but will keep Board updated if there are any updates. Cannot imagine that they will do anything before the end of the year.</p>	TR to update Board Members when hear anything from OfS	N/A	N/A
6) Planned Acupuncture Clinic visit from BAAB and BAaC in January 21.	<p>TR – says Board members were aware of visit in May, so this is just an update. BAAB have been in contact with CCA and have tentative date in January, around the 14<sup>th</sup>, for premises to be visited. Mid January visit planned for them to do an on-site inspection and to visit the clinic.</p> <p>MP asked why BAaC coming as well as BAAB?</p> <p>TR says received guidance from BAaC regarding clinic.</p> <p>TR says BAaC provide indemnity insurance for registered acupuncturist. BAAB says they are referring to them for clinic guidelines, due to COVID-19. They are advising BAAB about safety measures regarding the clinic.</p> <p>MP says he only gets guidance with private practice, and only dealing with BAAB. Sounds as though everything under control.</p> <p>TR agrees and says extra equipment and safety measures in place. Jet spray used for cupping and special spray to disinfect those. If inspection goes ahead or deferred, depending upon circumstances in the new year.</p>	<p>BAAB/BAaC to visit premises in mid-January</p> <p>TR to update members</p>	TR	Mid-Jan Currently scheduled for 14/01/20

<p><b>8) Prevent</b></p>	<p>UC talked about Prevent and safeguarding. Looked at document sent by TR.</p> <p>TR says have a more mature student body for HND/DET and not typical younger group who are more likely to be involved with terrorism, as they have more practical issues regarding work and childcare to concern them. CCA have different student body as well. Most recent meeting was on the 17<sup>th</sup> November. SR has done welfare training and so TCC follows all guidelines.</p> <p>UC asked whether Board members needed more training? TR says no further training is available online at the moment. All admin staff did training when available and TCC hosted training at the college previously. TR to investigate if a session can be arranged onsite in the new year circumstances permitting.</p> <p>Aware that TCC needs to be vigilant and to think of social media. Try to bar students accessing certain websites in college, but obviously cannot see what people do at home. Prevent is part of induction, interview and training and Prevent is certainly mentioned.</p> <p>UC says yes, guest lecturers also go through correct procedure. Included redacted document.</p> <p>TR says yes, other welfare issues, rather than terrorism. Those details are provided in the Prevent report.</p> <p>UC says good that this is in place. Said it was impressive that this is provided to them.</p> <p>TR says yes, they do look as part of registration. Once registered then Board minutes should be available in the public domain. However, waiting for TCC</p>	<p>TR to submit Prevent Report</p> <p>Report sent to UC to sign as Chair of BoG</p> <p>TR to send Prevent Report to MP</p>	<p>TR</p>	<p>01/12/2020</p>

	to be registered. Cannot go on indefinitely and need to make a decision.			
9) Student matters for discussion: items raised by students/alumni	<p>TR says JM has not attended the last couple of meetings, so might need to be replaced.</p> <p>UC thought about putting an advert on Indeed. TR said yes, perhaps should do that in January. May approach current students.</p> <p>NR will ask three or four students for CV's and send them to UC and MP.</p> <p>UC says it is more professional to advertise.</p> <p>MP asks whether could see CV of person mentioned.</p> <p>TR says need at least one external person and the membership of the board covers that with UC, MP, and RB, who is out of the country at the moment. Want to do justice to the students and for TCC to move forwards.</p> <p>NR says students would like more face-to-face meetings, but things working well online. Students do come in by appointment only.</p> <p>TR says students can also use computers if they do not have computer facilities. CCA students can also book to use computers if they wish to. Measures are in place to ensure social distancing.</p>	<p>UC to send CV of interested possible member to BoG members</p> <p>TR to add advertisement for members to Indeed in Jan 21</p> <p>NR to suggest current students and sent details to BoG members</p>	<p>UC</p> <p>TR</p> <p>NR</p>	<p>ASAP</p> <p>Jan 21</p> <p>ASAP</p>
10) Any Other Business	As an update, may have another intake in March for CCA, depending on how things continue with COVID and if there are reasonable numbers, might expand Acupuncture. CCA had maximum number for first year but decided against two groups due to social distancing. Had an open day this week and lots of interest, so Acupuncture is looking positive, but COVID-19 hit plans for collaborations and possible courses in Performing Arts.	None	N/A	N/A

	<p>TR suggests have another meeting if further updates from the OfS and will inform members if anything happens.</p> <p>UC says Uni where he works also still online.</p> <p>TR says no substitute for face-to-face teaching. At recent open day for CCA said they do not want online classes. London is in Tier 2.</p> <p>UC says has looked at Prevent report and thinks satisfactory. He will sign this and return it to TR.</p> <p>MP asked to see Prevent report and TR agreed to email it to him before it is uploaded.</p>			
<p><b>11) Next meeting</b></p>	<p>Date to be agreed. TR will inform Board of any changes and can arrange meeting to discuss any updates. Suggested Jan/Feb, unless changes with OfS and need to discuss response required and obtain input.</p>	<p>TR to contact BoG members with updates from OfS</p>	<p>UC/TR</p>	<p>To be scheduled</p>