

ADVISORY BOARD MEETING

Held on Sunday , 02nd December 2018 at 2:00 PM in the Board Room

IMPORTANT NOTE: The format of this minute template should be followed and maintained.

PRESENT:

Prof Mohamed Darwish: (MD)	Brunel University
Dr Peter Hill: (PH)	Hügel Learning
Dr Kenneth Ip: (KI)	University of Brighton
Dr Bahadori-Jahromi Ali (BA)	University of West London
Dr Barbara Morris: (BM)	LCUCK (Co-opted)
Dr Alan Janbey: (AJ)	LCUCK (Co-opted)
Dr Thomas Frank: (TF)	LCUCK (Co-opted)
Ms Fahmida Khan: (FK)	LCUCK (Co-opted)
Mr Shyam Sharma: (SS)	LCUCK (Co-opted)
Ms Cheryl Hogarth: (CH)	LCUCK (Scribe)

Agenda Items:	Action	
	Who	When
<p>1. WELCOME NOTE</p> <p>AJ welcomed All members of staff</p> <p>Preliminaries</p> <p>Completing nomination forms for the chair relating to the board members.</p> <p>Confidentiality agreements were signed by board members.</p> <p>Declaration of conflicts of interest: No raised</p> <p>A brief introduction to the London College: Legacy 1954-2018.</p>		
<p>2. APOLOGIES FOR ABSENCE</p> <p>Dr Peter Slinn: (PS) SOAS</p> <p>Dr John Dwyer: (JD) University of Roehampton</p> <p>Prof Wathek Talebaoui: (WT) LCUCK (Co-opted)</p> <p>Mr Mike Scott: (MS) LCUCK (Co-opted)</p> <p>Dr Najmeldeen Al-Falahe: (NA) Psychiatrist</p>		Apologies noted
<p>3. Minutes of previous meeting</p> <p>Minutes were circulated and approved</p>		Approved

Matter Arising:

4. Approval of budget 2018/19

The cost of relocation Notting Hill Gate (Zone 1) to Cranford, Hounslow (Zone 5) were discussed. The college had introduced five new three year degree programmes (Business, Health and Social Care, Civil Engineering & Electrical Engineering and Hospitality from September 2018. These will incur additional costs including library resources

The proposed budget for 2018/19 was approved and will be forwarded to the BoC for to sign off.

5. Annual Return 2017/18

The board noted the cost verses the revenue of the all the departments.

6. Campus Refurbishment

Refurbishment of the Hounslow campus is ongoing. Key capital costs required: Air conditioning, heating, boiler maintenance plumbing and electronic car park admission.

7. HESA Submission

The College has submitted HESA return since 2014/15. The next return is due in November. The college has worked hard to maintain good retention and achievement rates

8. OfS Registration and TEF outcome

The college has made an application to the OfS to register as a provider with 'Approved' status. The College is awaiting final outcome in Feb 2019.

College has Bronze award for TEF in 2018. The College will apply for the Year 4 TEF award in January 2019 as there are 2 years of qualifying metrics. Results are expected in June 2019. **BM** will update the board at the next meeting.

9. QAA Review

College was subject to a full QAA review in 2016 and achieved a highly commended status. Due to the change of premises to Hounslow, the college had annual monitoring review in 2018 which result in a commendable outcome. The next annual monitoring is due in April 2019.

10. New Staff Appointments

The college had merged the student engagement and examinations roles to Programme Administrator. Each programme group; Business, Healthcare, Engineering, Hospitality & Tourism and Creative Media; has an administrator that deals with students and lecturers. This would help with the tracking of students' attendance and progression through their courses. Two additional members of staff have been recruited to carry out this work. In addition two lectures in Business and Healthcare have also been recruited.

11. New Programme Portfolio

The college is establishing a tutoring division for Further education courses and two technicians have also been recruited to manage to applied biology laboratory. In the future the college hopes to be an examination centre for these A level programmes as well as running short courses.

The college continues to deliver HNC and HND programmes alongside Degree programmes. **BM** confirmed that for the Engineering programmes the demand was employer led so the

college would continue with these programmes. The college was currently teaching out the old QCF qualification and the running the new RQF qualification in the suite of programmes at HNC for the other programmes except the Games Design which does not have a Top Up or the new three year degree programmes.

12. Possible New Partnerships

The college was also looking to diversify awarding bodies and partnerships, as recommended by the Advisory Board. OfS registration involved reduction of adverse risks with applicants requested to form memorandum of understanding with other institutions to protect their students in the event of course or the college's closure with like for like institutions. Board recommended that diversification was necessary.

Suggested diversification into Apprenticeships. The College have been monitoring the University of Derby experience and despite their strong employer relationships the process required more understanding of the requirements of the apprenticeship programme as it was more than just a placement scheme in their companies.

The College has aspirations to become a TDAP to be a more secure footing for the college.

13. Prevent

The college's location in Hounslow, West London is deemed at high risk of radicalisation. Eight members of staff had received face to face 'Train the Trainer' training via UKVI. This was followed by an online training session. Other members of staff both administration and academic had also been asked to take the online training in September 2018.

This was in line with the OfS requirements and the college will continue to update staff training.

14. Effective Governance Review

The College's current Governance policy by KPMG in 2013 was now due for review. The college had approached consultancy firms and hoped to have one confirm early 2019 with a view of having an updated policy by Spring 2019 to recommend to the board at the next meeting.

15. AOB

TDAP: The college would need to have 50% of the student population on degree programmes. Unfortunately, the Top Up programmes do not count as they only represent teaching of level 6 and levels 4 and 5 are with the HNC HND vocational programmes do not count. Once the new three year and foundation degrees are embedded and a full cycle has been delivered the college will be eligible under this criterion, hopefully in 2021.

Apprenticeship degrees: The board would like to discuss the complexities of taking this forward at a future meeting.

DATE OF NEXT MEETING : TBC