

BOARD of GOVERNANCE (BoG) MEETING

Held on Sunday , 24th November 2019 at 12:00 Noon in the Board Room

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

PRESENT:

Prof Geoffrey Alderman: (GA)	Chair
Prof Mohamed Darwish: (MD)	Brunel University
Dr Peter Hill: (PH)	St Mary's University
Dr Kenneth Ip: (KI)	University of Brighton
Dr Bahadori-Jahromi Ali (BA)	University of West London
Dr Najmeldeen Al-Falahe:(NA)	Psychiatrist
Mr D Bishop: (DB)	College of NWL
Dr Alan Janbey: (AJ)	LCUCK
Dr Thomas Frank: (TF)	LCUCK
Mr Joseph Rose: (JR)	LCUCK
Dr Adnan Rojeab: (AR)	LCUCK
Mr Michael Scott: (MS)	LCUCK
Dr Barbara Morris: (BM)	LCUCK
Ms Fahmida Khan: (FK)	LCUCK

Agenda Items:	Action	
	Who	When
<p>1. WELCOME NOTE</p> <p>GA welcomed All members of BoG. Brief introduction by all members</p>		
<p>2. APOLOGIES FOR ABSENCE</p> <p>Dr John Dwyer: (JD) University of Roehampton</p>	Apologies noted	
<p>3. Minutes of previous meeting This is the first meeting of the newly convened BoG</p>		
<p>4. Note and Approve the Composition & Terms of Reference for the BoG</p> <p>The BoG unanimously approved the TOR for the BoG.</p>		

5. Note and Approve the Composition & Terms of Reference for the Academic Board, Quality and Standards Committee and Planning & Resources Committee

The Board noted that the frequency of the Planning and Resources Committee is normally twice a year however it may be held quarterly as and when needed to align with OfS Financial returns and Annual budgets.

The BoG unanimously approved the TOR for the Academic Board and Quality, Standards Committee and Planning and Resources Committee

6. Note and Approve draft Governance Code of Practice

BoG unanimously approved the Governance Code of Practice and the procedure for Fit and Proper' Test. The Board resolved that all BoG members should without delay complete the 'Fit and Proper' status form and pass it to the Registrar prior to the next meeting.

7. Note the Composition & Terms of Reference for the Audit Committee

BoG noted the Terms of Reference for the Audit Committee

8. Risk Register

After discussions the risk level assigned to item no 7 on the Risk Register was downgraded to 3. BoG unanimously approved the form and contents of the College's Risk Register. Mitigation actions to be presented in the next meeting.

9. Safeguarding Policy

The Board noted that the Safeguarding Officers for the College are Mike Scott – Principal and Janice Dempster–Ellis – SENCo. The Board considered, without decision a suggestion to merge the Prevent policy and Safeguarding policy into one.

BoG unanimously approved the draft Safeguarding Policy.

10. Prevent

The Board, noting that Prevent strategy is high on OfS agenda, considered and gave approval in principle to the creation of a separate Prevent risk register. The Board was informed that discussion had taken place with the local council Channel programme with a view to inviting the Hounslow Prevent coordinator to the College; a positive response was awaited.

The Board unanimously approved the Composition & Terms of Reference of the proposed Prevent Steering Group.

11. QSR Review 13-15 November 2019

The Board was pleased to note that the College had had a positive QSR review conducted by the QAA. The QAA team met with senior staff, academic staff, professional staff and students. The draft report is due on 29th Nov 2019. The final report will be sent to the OfS but will not be published.

12. Academic Board 14 August 2019

The Minutes of the last Academic board were tabled and approved.

13. Quality & Standards Committee 4 July 2019

The Minutes of the last Quality & Standards Committee were tabled and approved.

14. AOB

The next meeting will be scheduled to approve the Financial return for the OfS. The Board noted that the College has requested an extension of time to submit the Financial return and is awaiting final decision from the OfS.

Proposed dates of future Meetings:

2 February 2020

3 May 2020

2 August 2020

Minutes Signed: Professor G Alderman

Date: 06/12/2019