



## **Academic/ Quality Assurance Board**

### **Minutes**

**Date of meeting:** 16<sup>th</sup> January 2023

**Duration of meeting:** 14:00 to 15:30

**Location:** Lecture Room 4

### **Agenda:**

No	Items
01	Minutes of the previous meeting
02	Matters arising
03	New Appointment Proposals
04	Starting IMBA
05	TEF Submission
06	Academic Partnership Proposal from Miles College
07	AMR Pearson
08	Approval of Value for money statement
09	DET Programme Handbook

### **Attendance:**

<b>Names</b>	<b>Occupation/ Directorate</b>
Bilal Sheikh	Principal
Sayeda Zain	Dean of Studies / Chairperson
Mr Desh Raj Sharma	Programme Manager Business and Marketing - Secretary
Pratika Teyssedou	Programme Manager Hospitality Management
Mr Francis Marfo	Senior Lecturer - Marketing
Mr Yannick Fansi	Senior Lecturer - Hospitality
Mr Kwaku Adjepong	Programme Manager DET
Dr Jahanzaib Irfan	Programme Manager Health & Social Care
M Amin	25252 – HND Bus MKT
Gina Pop	25074 – HND Hospitality

**Apologies:**

<b>Names</b>	<b>Occupation/ Directorate</b>

**1. Minutes for the previous meeting**

The minutes of the previous meeting were approved

**2. Matters Arising**

The Dean of Studies reported that the annual monitoring report was signed off by Buckinghamshire New University.

**3. New Appointment Proposals**

The Principal announced two new appointments, which were approved by the Board of Governors. The new appointments were of Principal and Vice-Principal. The Dean of Studies will be promoted to the Principal of the college and the Finance Director to the Vice-Principal of Finance and Resources. The current Principal will keep working as the college's Chief Executive Officer (CEO).

The new Principal and Vice Principal will start working from 1<sup>st</sup> February 2023.

**4. Starting IMBA**

The Dean of Studies reported that Buckinghamshire New University was approached to provide us with the approval to run the IMBA course in May, as we are getting a lot of queries for this course now, to which the university has agreed. Secondly, we have also forwarded the proposal to recruit international students to IMBA and bachelor's degree courses in Business Management and business and IT. We are still waiting for a response from them.

Action: Dean to provide feedback concerning the international student recruitment by 31<sup>st</sup> March 2023

**5. TEF Submission**

The Principal reported that currently, the staff is finalizing the TEF submission, which needs to be uploaded on 25<sup>th</sup> January 2023. The outcome will be received by summertime.

Action: Principal to provide feedback on the submission of the TEF report on 26<sup>th</sup> January 2023

## **6. Academic Partnership Proposal from Miles College**

The Dean of Studies reported that she received an email proposal from Miles College Manchester for an academic partnership. She asked them for some policies and procedures for the college's due diligence, which they provided. The Dean distributed those documents among the academic staff, but the report she received from them was not satisfactory. She gave feedback to Miles College and explained to them that it was impossible to proceed with this partnership.

## **7. AMR Pearson**

The Dean of Studies also mentioned that the Pearson AMR remote visit would be on 8<sup>th</sup> February 2023. All the required documents are ready to be presented.

Action: Dean to provide feedback on Pearson AMR by 15<sup>th</sup> March 2023

## **8. Approval of Value for Money Statement**

The board approved Value for Money Statement unanimously.

## **9. DET Programme Handbook**

The members checked the DET programme Handbook and approved it for the up coming session.

## **Date of Next**

The meeting is ended, and the next meeting is scheduled for 16<sup>th</sup> May 2023

<b>Person responsible</b>	<b>Action</b>
Dean of Studies	To provide feedback concerning international student recruitment by 31 <sup>st</sup> March 2023
Principal	To provide feedback on the submission of the TEF report on 26 <sup>th</sup> January 2023
Dean of Studies	To provide feedback on Pearson AMR by 15 <sup>th</sup> March 2023