



**MONT ROSE®  
COLLEGE**

**Academic/ Quality Assurance Board Meeting**

**Date of meeting: 3<sup>rd</sup> February 2025**

**Duration of meeting: 15:00pm – 16:00pm**

**Location: MRH Board Room**

**Agenda:**

No	Items
01	Matters Arising
02	January 2025 Admission Report
03	
04	Reviewing and Approving Policies
05	Research Conference 2025
06	Curriculum C23
07	Staff Appraisals
08	
09	
10	

**Attendance:**

<b>Names</b>	<b>Job Title</b>
Sayeda Zain	Principal (Chairperson)
Renata Kairiene	Vice Principal
Desh Sharma	Programme Manager – Marketing
Pratika Teyssedou	Programme Manager – Hospitality Manager
Fabrice Teyssedou	Academic Quality Assurance Manager
Bilal Sheikh	CEO
Kaye Waites	HR Officer Sharon Ward (Secretary)
Dr Jahanzaib Irfan	Programme Manager – H&SC
Adelina Vasile ( Student)	HND HM
Farhan Ahmed (Student)	FD BM

**1. Matters Arising:**

None

**2. January 2025 Admission Report**

The Principal reported that 298 admissions are done for the January session; the break-up is as follows:



[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Four students with special needs were admitted; three were males, and one was female.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Action: Update concerning the OFS Audit by the Vice-Principal in the next meeting

#### 4. Reviewing and Approving Policies:

The following policies were reviewed and approved by the board:

- Cookies Policy
- Health & Safety Policy
- How and Why does the college use personal data
- Privacy Policy
- Publication Policy
- Statement of Academic Freedom
- Website and IT Equipment Policy

## 5. Research Conference 2025

The Principal reported that for the 2025 Research Conference, the Research Committee decided to approach other institutions as partners. Therefore, a proposal was sent to CMI, and afterwards, I had a meeting with them, but they mentioned that they were only interested in working with their partner centres. After that, Buckinghamshire New University was contacted, and they agreed to partner in the conference delivery.

Another meeting is arranged to finalize further details with the university.

**Action:** Update concerning the Research Conference by the Principal in the next meeting

## 6. Curriculum C23

The Principal reported that Bucks University has introduced Curriculum 23 for all their courses, which will start in September 2025. The meeting to discuss its delivery will take place sometime in June 2025.

**Action:** Update regarding the delivery of C23 by the Principal in the next meeting

## 7. Staff Appraisals

The Vice-Principal reported that the staff appraisal form has been amended and will be distributed to all the line managers in March. 2025, and at the same time, the staff CPD plans will also be updated.

The Principal distributed another batch of policies to be reviewed and approved by the board members.

The next meeting will be on 10<sup>th</sup> March 2025.

<b>Action Point:</b>
Update concerning the Research Conference by the Principal in the next meeting
Update regarding the delivery of C23 by the Principal in the next meeting