



**MONT ROSE<sup>®</sup>**  
**COLLEGE**

**Board of Governors Minutes**

**Date of meeting: May 16 2025**

**Duration of meeting: 2 pm to 3:30 pm**

**Location: Board Room Floor 5**

**Agenda:**

No	Items
01	Minutes of the previous meeting
02	Matters Arising
03	Updates to the BOG
04	Messiden Abbey (Bucks) Project
05	New University Partnership
06	Developing Redbridge Chamber and Redbridge Women's Empowerment Hub

**Attendance:**

<b>Names</b>	<b>Occupation/ Directorate</b>	<b>Category of membership</b>
Mr. Asim Aslam	Solicitor	Chairperson
Sayed Zain	Principal	Ex-Officio Member
Dr David Baker	Principal Consultant at David Baker Consultancies	Member
Bilal Sheikh	CEO	Ex-Officio Member

Renata Kairiene	Vice Principal and Finance Director	Ex-Officio Member
Rana Shahbaz	Local Businessman	Member
Dr Alex Bols	Deputy CEO of GuildHE	Member
Omer Feroze Chughtai	Student Representative	Member

### **Apologies:**

<b>Names</b>	<b>Occupation/ Directorate</b>	<b>Category of membership</b>
Adekunla Dare Saji	Student Representative	Member
Nouman Iqbal	Local Businessman	Member
Adam Lucas Pettit	Director of Partnerships - AECC Global	Member

### **1. Minutes of the previous meeting**

The previous meeting minutes were circulated and approved.

### **2. Matters Arising:**

The Principal reported that the topic of the Research Conference for 2025 is: 'Future-proofing Leadership for a Resilient Sustainable World: Innovating at the Intersection of Technology and Human Well-being.' This year, the College was trying to find a collaborative partner to give the conference more visibility. The MRC Research Committee decided to contact CMI and Buckinghamshire New University. The Principal approached CMI, and they refused to collaborate because it's their institution's policy to only collaborate with their approved centres. Therefore, Buckinghamshire New University was approached, and the Pro-Vice Chancellor, Prof Sarah Williams, agreed to collaborate on the upcoming research conference. So, MRC

and BNU are working together to arrange the research conference which will be on June 18 2025.

The Principal referred to the Access and Participation Plan Action Plan, which was distributed among the members. The members agreed that the action plan is comprehensive. The Principal will report to the BOG about the APP action plan progress annually.

The Vice Principal referred to the OFS audit findings and the audit report. The OFS concluded that they can offer a moderate assurance over the reporting of higher education students in the 2023-24 student data, and over the accuracy of the data submitted to the OfS and Jisc for funding and other regulatory purposes. The recommendations have been listed:

<b>1</b>	<b>High</b>	The provider should ensure that when collecting students' ethnicity, the information can be mapped to the coding framework for fields ETHNIC and DISABILITY.
<b>2</b>	<b>Medium</b>	The provider should ensure adequate information is collected from students to inform PERMADDCOUNTRY in line with the field definition.
<b>3</b>	<b>Medium</b>	The provider should ensure that adequate information is gathered to determine HIGHESTQOE accurately for all students, and to inform the EntryQualificationAward entity, and that the systems and process in place to subsequently determine relevant field values are adequate to ensure data is returned in line with the specification.
<b>4</b>	<b>High</b>	The provider should review systems and processes for determining ENGEXPECTEDENDDATE, ENGENDDATE, RSNSEND, SCSSEND and SCSMODE to ensure these are returned in line with the specification.

The Action Plan and Error file have been submitted to the OFS for consideration. No material errors have been identified. The Vice Principal said that it is unlikely that the OFS will request to resubmit any data. The Vice Principal will report on final audit outcomes at the next meeting.

## **Actions**

The Principal will provide an update on the research conference at the next meeting.

The Principal will report to the BOG about the APP action plan progress annually.

The Vice Principal will report on the final OFS audit outcomes at the next meeting.

## **3. Updates to the BOG**

The VP referred to "the size and shape" documentation, where the members reviewed the student number trends and student demographics. No concerns have been raised. She continued updating on the statutory compliance, informing that all statutory and regulatory submissions have been completed in a qualitative and timely manner. The VP also updated on the first Employability Fair, which was held at Mont Rose College car park. The event was successful. The feedback was received from various departments, which will help to organise future events.

The VP referred to the action plan to mitigate agent risk, which was developed following the fraud cases identified in the sector, where, in many cases, agents have been involved. She said that the action plan has been developed, and as a result, the Admission Manager reviewed and updated the procedures for the authentication of the education documents as well as work experience letters, taking into account requirements for more staff training to ensure that any attempt at fraud can be identified in a timely manner. She continued by saying that the Admission Department will be conducting an audit of all the agents' websites to ensure they are not advertising anything that could mislead the students. The Admission Department will arrange team meetings with all active agents. The meeting will include discussions about the website and what the agents are advertising, as well as what measures agents are taking to ensure that there is no fraud. The guidance will be provided on how to improve the processes and internal controls to reduce the possibility of fraud and error. As part of the Action Plan, the senior Management will review the agent contracts and amend or add new fraud prevention clauses, as well as clauses requiring assurance that all relevant information for student recruitment is up to date. The addendum to the agent contracts, including the new/amended clauses, will be issued and accepted by May 31 2025. Senior Management will develop a case study document that will be used for agents' training. It will include case studies about common fraud cases in the sector that will help understand various scenarios and ways to protect. The VP will

update on all actions taken towards the action plan to reduce agent risk at the next meeting.

The Principal updated that the IT Project (moving all data into the cloud instead of on-site servers) is in the process of finalising and signing the contract. She will provide an update on the process at the next meeting.

The Principal reported that the Pearson Hospitality EV Visit on 12 May went well; we expect a report soon. The other Pearson EV visits will be:

Business Management – 20 May

Health Care Practice – 22 May

Health Care Practice (Second visit) – 4 September

The Principal reported that BNU revalidated all the top-up courses and named them the C23 programme, which they have decided to float to all the partner institutions and also within the University. The Programme Approval event is on 24 June 2025.

The members reviewed the Minutes of the Meetings of various departments and agreed that there are no further questions to be raised from the information provided.

### **Actions**

The VP will update on all actions taken towards the action plan to reduce agent risk.

The Principal will provide an update on the IT project at the next meeting.

The Principal will provide an update on the approval of the C23 programme.

The Principal and the Vice Principal will share the minutes of the meetings of other committees from the next meeting onwards.

### **4. Messiden Abbey - BNU Project**

The VP referred to the materials shared regarding Missenden Abbey Limited, which is a private company limited by guarantee and wholly owned by Buckinghamshire New University. The College received a proposal to purchase the Abbey. However, the documents and due diligence highlighted some serious concerns. First, the Abbey is a loss-making company, and has a £2 million liability to the University. The hotel bookings schedule on the Excel sheet shows a 45% decline. There are no documents showing the Abbey Estate Valuation. A projected valuation was noted in the Development Opportunity Analysis document prepared for Bucks by the external parties. It analyses residential/ office/ care /senior living/care homes. The members reviewed and discussed the documentation, benefits and risks, and all decided not to progress with the project.

**Actions:**

No actions

**New University Partnerships**

All members discussed the possibility of getting another University on board. The VP distributed a number of financial assessments for selected prospective partner universities. The members reviewed and discussed potential collaboration possibilities. The Principal reported that she will be checking the courses offered by these universities and how they can add benefits to the courses offered by MRC.

**Actions**

The Principal will provide an update on the progress made in finding another partner university at the next meeting.

**Redbridge Chamber and developing Redbridge Women's Empowerment Group**

The Principal informed about the Redbridge Chamber meetings, especially highlighting B2B collaborations in the local borough to provide the community with more employment and upskilling opportunities. She also announced that the Mont Rose College is developing the Redbridge Women's Empowerment Group, which will benefit the women in the local borough by helping them upskill and conquer challenges that are stopping them from progressing in life. She also mentioned that she will be arranging career workshops for them, so if any of them want to improve their qualifications, they can do so through MRC.

**Actions**

The Principal will provide an update on the progress of developing the Redbridge Women's Empowerment Group at the next meeting.

**Date of next meeting:** The next meeting will be on September 19 2025.

**Actions Required:**

1. The Principal will provide an update on the research conference at the next meeting.

2. The Principal will report to the BOG about the APP action plan progress annually.
3. The Vice Principal will report on the final OFS audit outcomes at the next meeting.
4. The VP will update on all actions taken towards the action plan to reduce agent risk.
5. The Principal will provide an update on the IT project at the next meeting.
6. The Principal will provide an update on the approval of the C23 programme.
7. The Principal and the Vice Principal will share the minutes of the meetings of other committees from the next meeting onwards.
8. The Principal will provide an update on the progress made in finding another partner university at the next meeting.
9. The Principal will provide an update on the progress of developing the Redbridge Women's Empowerment Group at the next meeting.