



## Board of Governors

### Minutes

**Date of meeting:** 30<sup>th</sup> June 2020

**Duration of meeting:** 11:30 am to 12:30 pm

**Location:** Google Meet

### Agenda:

No	Items
01	Minutes of the previous meeting
02	Matters Arising
03	Scenario Planning and Condition C1
04	Value for Money Policy
05	Risk Register
06	Annual Review Freedom of Speech

### Attendance:

Names	Occupation/ Directorate	Category of membership
Mr. Asim Aslam	Local Businessman	Chairperson
Mr. Thomas Chan	Deputy Lieutenant of Greater London	Member
Amna Imran	Ex- Teacher	Secretary
Bilal Sheikh	Principal	Member
Sayeda Zain	Director of Academics	Member
Ms. Adebisi Aduke Abdul Razaq (23445)	Student Representative	Member

### Apologies:

Names	Occupation/ Directorate	Category of membership
Mr Noman Iqbal	Local Businessman	Member

### **01 Minutes of the previous meeting:**

Minutes of the previous meeting were approved.

### **02 Matters Arising:**

The Principal reported that DAPs Exceptional circumstances case was forwarded to OFS on 28<sup>th</sup> February, and they received an acknowledgment on 4<sup>th</sup> March 2020.

Another email was sent to OFS enquiring about the case on 12<sup>th</sup> March 2020, and a reply was received from them on 23<sup>rd</sup> March 2020 that they will contact us shortly.

On 20<sup>th</sup> May, the College received another email from OFS that they are putting a temporary pause on all DAP applications due to COVID-19 and will let us know once they will start working on them.

The Principal also reported that the College signed the contract with Buckinghamshire New University last month.

Dean of Studies mentioned that Admissions, Student Services, and Academics department still has to work on Internal Controls form July 2020.

She also reported that the network of employers scheme is on hold due to COVID-19 until we resume our operations.

### **03 Scenario Planning and Condition C1**

Dean of Studies explained the participants concerning the scenario planning of the academic department. She explained different scenarios to be adopted from September 2020, depending upon the situation concerning COVID-19 and government advice.

She also discussed the document concerning Condition C1, which needs board approval so that it can be uploaded on the College website.

In response to some questions raised by the board members, the Dean of Studies responded that to provide the students with an excellent experience; the College has made arrangements for the following:

- Hardship Fund for students who are facing financial struggle
- Lending laptops to students with special needs
- Assigning mentors to students for academic guidance and support
- Online library EBSCO linked with Moodle
- Online pastoral and welfare support

The board members finally approved the required documents.

### **04 Value for Money Policy**

Valuer for Money policy was discussed and approved.

## 05 Risk Register

The Dean of Studies explained to the board members that COVID-19 related risks are mentioned in the register concerning different departments alongside the other associated risks. The register was discussed and approved.

## 06 Annual Review Freedom of Speech

The Statement of Academic Freedom was also approved by the board to be uploaded on the College website.

### Date of the next meeting:

There was no other business for discussion. Therefore the meeting ended, and the next meeting is scheduled for 31<sup>st</sup> August 2020.

Person Responsible	Actions