



Board of Governors

Minutes

Date of meeting: 30th August 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	Internal Control Review
04	Governance Review Statement
05	Prevent
06	Aims Higher (NCOP)

Attendance:

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

Apologies:

Names	Occupation/ Directorate	Category of membership
N/A		

01 Minutes of the previous meeting:

Minutes of the previous meeting were approved.

02 Matters Arising:

There was nothing to be discussed from the last meeting

03 Internal Control Review

Dean of Studies reported that all departments had completed their Internal Control review to ensure compliance with the OFS conditions. The final report about the internal controls was reviewed and approved by the board members.

04 Governance Review Statement

The Principal put forward the governance review statement for approval to be submitted to OFS. The board members reviewed and approved it to be forwarded to OFS

05 Prevent

The board also approved the Prevent return put forwarded by the principal to be submitted to OFS

06 Aims Higher (NCOP)

The Dean of Studies briefed the members about the National Collaborative Outreach Programme (NCOP) and the projects in which the college is planning to work with them. She explained to the members that the employability department is developing tasters of different workshops to be forwarded to NCOP so they can run them with different sixth form colleges to find out the demand level of different workshops at different colleges.

She further explained that more projects would be explored in the next coming year.

Date of the next meeting:

There was no other business for discussion. Therefore the meeting ended, and the next meeting is scheduled for 29th March 2020.

Person Responsible	Actions