



Academic/ Quality Assurance Board

Minutes

Date of meeting: 16th May 2022

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	Risk register
04	Graduation Ceremoney
05	First Aid and Fire Marshall Training
06	Mitigating Circumstances Policy and Form
07	
08	
09	

Attendance:

Names	Occupation/ Directorate
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:

Names	Occupation/ Directorate

1. Minutes for the previous meeting

The minutes of the meeting of 7th October 2022 was received and approved.

2. Matters Arising

The Dean of Studies reported that the OTHM course of Level 6 Diploma in Teaching & Learning has been approved by the awarding body and now we are working to find out if the course is financed by the Student Finance because they do not finance the course if it is an ITT course.

She also reported that the Periodic Review of Bucks university went well and they were happy with the quality and standard of the college.

3. Risk register

The Dean of Studies circulated the Risk Register of 22-23. The members discussed and finalised the following risks:

Strategic

Reputational

GDPR

Student Focused

The Dean mentioned that she will forward the information to Finance and General Committee to further complete the register before they forward it to the Boerad of Governors for final approval.

4. Graduation Ceremoney

The Principal reported that the second graduation ceremony will be on 17th June 2022, the venue is the same as for the first one. In this ceremony there will be two guests.

- a. Sidra Naeem Deputy Lieutenant in Essex
- b. Jas Athwal Leader of Redbridge London Borough Council

5. First Aid and Fire Marshall Training

The Dean of Studies mentioned that the staff will be getting First Aid and Fire Marshall training on 30th June 2022 because all the staff training certificates have expired.

6. Mitigating Circumstance Policy and Form:

The members discussed the mitigating circumstances policy and form, after some changes it was approved to be uploaded on the college website.

Date of Next

The meeting is ended, and the next meeting is scheduled for 9th September 2022

Person responsible	Action