



Academic/ Quality Assurance Board

Minutes

Date of meeting: 2nd June 2021

Duration of meeting: 14:00 to 15:30

Location: Google Meet

Agenda:

No	Items
01	Minutes of the previous meeting
02	Matters arising
03	Review of Policies
04	
05	
06	

Attendance:

Names	Occupation/ Directorate
Bilal Sheikh	Principal
Syeda Zain	Dean of Studies / Chairperson
Mr Desh Raj Sharma	Course Team Leader Business and Marketing - Secretary
Pratika Teyssedou	Course Team Leader Hospitality Management
Mr Francis Marfo	Senior Lecturer - Marketing
Mr Yannick Fansi	Senior Lecturer - Hospitality
Mr Kwaku Adjepong	Course Team Leader DET
Dr Jahanzaib Irfan	Course Team Leader 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 30th May 2021 were received and approved.

2. Matters Arising

None

3. Review of Policies

The following policies were reviewed and approved

Academic Misconduct Policy

Bullying & Harasment Policy

Contingency & Adverse Effect Policy

Non-disciplinary Issues

Placement Handbook

Publication Policy

Social Media Policy

Staff Training & Development Strategy

Date of Next

The meeting is ended, and the next meeting is scheduled for 5th October 2021

Person responsible	Action