



## Academic/ Quality Assurance Board

### Minutes

**Date of meeting:** 30 March 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 15 March 2021 were received and approved.

### **2. Matters Arising**

None

### **3. Review of Policies**

The following policies were discussed, reviewed, and approved by the board members.

Academic Appeal Policy

Academic Misconduct Policy

Assessment Policy

Disability Policy

Freedom of Speech Policy

IV Policy

APL Policy

Admission Appeals and Complaints Policy

Admission Code of Practice

Quality Assurance Manual

COVID-19 Code of Conduct

Student Complaints

Student Welfare Policy

Assessment and Marking Policy

Freedom of Information Policy

### **Date of Next**

The meeting is ended, and the next meeting is scheduled for 16<sup>th</sup> April 2021

<b>Person responsible</b>	<b>Action</b>