



Board of Governors

Minutes

Date of meeting: 20th April 2021

Duration of meeting: 10:30 am to 11:30 pm

Location: Google Meet

Agenda:

No	Items
01	Minutes of the previous meeting
02	Matters Arising
03	Approval of Policies and documents
04	Racial & Sexual Harassment Policy and Procedure
05	

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
Sayed Zain	Dean of Studies	Member

Apologies:

Names	Occupation/ Directorate	Category of membership
Galina Haristova	Student Representative	Member

01 Minutes of the previous meeting:

Minutes of the previous meeting were approved.

02 Matters Arising:

The Principal updated the members of the board that he has still no information if the landlord of Mont Rose House has received the planning permission or not though he mentioned that the Student Union is planning activity to take a stand against this planning and are working hard to safeguard the rights of the BME students with special needs. He also mentioned that he clearly informed the college Student Union that the college as an entity couldn't be part of this protest against the planning as it will be a breach of the contract. It was agreed that after the decision of the planning committee, the completion of the building would be done.

04 Approval of Policies and documents:

The following documents were reviewed and approved by the board members:

- Checklist for the appointment of Governors
- Governors skill matrix
- Job Description of Board of Governors
- Recruitment and due diligence process of Board of Governors
- Governance and Management Self-Assessment process
- MRC Committee handbook
- Committee Chart
- Student Protection Plan

05 Racial & Sexual Harassment Policy and Procedure

The members approved the following text of the Racial & Sexual Harassment Policy, which was developed and approved by the Academic/ Quality Assurance Board:

“The College senior leaders like the Board of Governors and Academic/ Quality Assurance Board receives quarterly reports on any harassment and sexual misconduct cases concerning staff and students from the HR and Welfare Committee. This process helps to monitor these types of cases. Evaluation, reviewing, and monitoring any bullying and harassment cases are part of the terms of reference for both the College Board of Governors and the academic/ quality Assurance Board”.

Date of the next meeting:

There was no other business for discussion. Therefore the meeting ended, and the next meeting is scheduled for 7th June 2021.

Person Responsible	Actions
Principal	