



Board of Governors

Minutes

Date of meeting: 24th April 2020

Duration of meeting: 11:00 am to 12:00 pm

Location: Google Meet

Agenda:

No	Items
01	Minutes of the previous meeting
02	MRC Contingency Plan – COVID-19
03	
04	
05	

Attendance:

Names	Occupation/ Directorate	Category of membership
Mr. Asim Aslam	Local Businessman	Chairperson
Mr Noman Iqbal	Local Businessman	Member
Mr. Thomas Chan	Deputy Lieutenant of Greater London	Member
Amna Imran	Ex- Teacher	Secretary
Bilal Sheikh	Principal	Member
Sayed Zain	Director of Academics	Member

Apologies:

Names	Occupation/ Directorate	Category of membership
Ms. Adebisi Aduke Abdul Razaq (23445)	Student Representative	Member

01 Minutes of the previous meeting:

Mr. Asim Aslam presided the meeting, he distributed the minutes of the previous meeting, and everyone agreed with them.

02 MRC Contingency Plan

The Principal reported that this meeting was in conjunction with the telephone conversation of 20th March when the Academic and Finance department COVID-19 contingency plans were discussed and approved.

He mentioned that after that discussion from 23rd March 2020, all remaining classes of January 2020 sessions were moved online.

He reported that this virtual meeting is to discuss further the Covid-19 MRC Contingency Plans for all the departments and compliance with OFS conditions.

The MRC Contingency Plan was forwarded in advance to all the board members. According to the plan, all College operations will move online. All staff members will be working from home according to the government advice and will be issued laptops for the smooth running of the operations.

All the processes for admissions will be online, and information will be available on the College website for prospective students.

All teaching and tutorial support will be offered through online classes. The student's Services department will also be offering all services online, and the students will be informed of this change through emails and messages.

All departments also mentioned the relevant conditions of OFS, which they will be complying with through this new online delivery mode.

After extensive discussion, the members approved the contingency plan to be adopted and implemented by all the concerned departments.

It was also decided that another review will take place after the ending of the lockdown period or when the government will issue further advice concerning COVID-19.

Date of the next meeting:

There was no other business for discussion. Therefore the meeting ended, and the next meeting is scheduled for 30th June 2020.

Person Responsible	Actions
Principal	Feedback concerning the changes in the MRC Contingency Plans by 30 th June 2020