



Board of Governance (BoG1 2020-2021) Meeting

Date: 11.00am – 5.00pm, 17th December 2020

Venue: Microsoft Teams

Membership:

Prof Nurun Nabi (NN) Chair
Azizur Rahman (AR)
Cynthia White (CW)
Andreea Deac (AD)

Minute taker – Gilbert Zvobgo (GZ)

Welcome and Introduction

The Chair welcomed Members to the Meeting.

Conflicts of Interest

The Chair confirmed that there were no conflicts of interest.

Agenda Item 1: Minutes of BoG4 meeting (16/03/20)

The Minutes were **approved** subject to CW and GZ correcting minor errors. There were no Matters Arising from these Minutes.

Agenda Item 2: Minutes of Committees

The Board reviewed and **approved** the Minutes of the Finance Committee (1), Audit Committee, Academic Board (1) and Management Board (2).

2.1 Summary of the Minutes of Finance Committee (1) held on 7/12/20

2.1.1 The meeting reviewed the Management Accounts for the year ended 30 September 2020 and supporting ledgers. HH noted that advertising during the year had decreased by £130,000 which was attributed to COVID19. AR suggested that Advertising would increase due to COVID19. NN reported that the Agent's fees had increased by £32,000. Rent and Rates had also risen by 10% due to the increase in the number of units occupied. Increased turnover had lifted Pearson fees by 10%. Wages were up by 7% and also profits after tax since no dividends had been declared.

2.1.2 AR proposed using the 5-year forecast provided to OfS as the basis for the budget.

2.1.3 AR informed the Committee that the income from Falmouth University courses would have a positive impact on income, and that, if the regular income from HND courses remains unchanged, the Falmouth courses would significantly increase profits.

2.1.4 NN reported that the Recommendations and Conditions for cooperation with Falmouth University had been submitted that day. The College was expecting an

early decision, and if approved, the University would confirm recruitment in Business and Management, Tourism and Hospitality, and Computing.

2.1.5 The Terms of Reference of the Finance Committee were **approved** by the Board.

2.2 Summary by the Chair (AD) of the Minutes of the Audit Committee held 7/12/20

2.2.1 PG informed the Committee that an Audit Committee was not a necessary component of governance for the College, but the OfS viewed it as desirable. He further stressed the importance of the Committee being independent from AR and NN.

2.2.2 The Board **agreed** the eight key administrative functions of the Committee and that it should state which responsibilities were not yet fulfilled when reporting to the Board.

2.2.3 AR briefed the Meeting on how Directors manage finances and risks. He said that most invoices were paid by BACS, the remainder by cheque, and that invoices are reviewed by the Internal Accountant. PG asked how high-level risks are identified and mitigated. AR explained that he and NN reported high-level risks to the BoG. He also reported their intention to shorten the time taken to produce the Audited Accounts before sending them to external Chartered Accountants.

2.2.4 Quoting the Financial Statements 2019-20, the Meeting was informed that Advertising decreased by £130, 000 due to COVID19; Agent fees increased by £32,000; Premises costs (rent and rates) increased by 10% due to an increase in the number of units occupied; Pearson fees increased by 10% in line with the increase in turnover; Wages increased by 7%; and that profit before tax, corporation tax and profit after tax all increased as no dividends were declared during the year. The Meeting was also advised that the Falmouth University courses could significantly increase turnover if HND income remained stable.

2.2.5 The Committee was informed that the College manages risk by compiling a Risk Register (covering premises, teaching and learning facilities, BREXIT, and customer confidence). PG advised Members that the current, improved Risk Register still needed to be updated; also, that the College had set up a new Management Board which had assumed the responsibility of updating the Risk Register regularly.

NN informed the meeting that the BREXIT risks could be reduced by registering with UKBA in order to recruit non-EU students; also that the risks of on-ground teaching could be reduced by providing adequate masks, following social distance regulations and by providing contactless body temperature-reading on entry to the College.

2.2.6 The Terms of Reference of the Audit Committee were **approved** by the Board.

2.3 Summary of the Minutes of the Academic Board Meeting (1) held 10/12/20

2.3.1 NN reported that the Teaching, Learning and Resources Committee (TLRC) had requested the purchase of more books (hard copies and electronic) to meet the study needs of both HND and Top-Up students.

2.3.2 NN informed the Meeting that a five-member Teaching, Learning and Assessment Revision Panel (TLARP) had been formed to revise the current

Teaching and Learning Strategy. He said that the Panel would be chaired by the Vice Principal (Academic) and would comprise the Vice-Principal (External Affairs, who is also the Chair of the Widening Participation Committee), Dr Gilbert Zvobgo, Dr Younas Meressi, Dr Reza Aboutalebi and Prof Mo Willian.

2.3.3 NN also stressed the need to progress the College's Access Participation Plan (APP) targeting black, Asian, minority ethnic and disabled students, disadvantaged white males aged 18-21, Care leavers and mature students for whom a dedicated Teaching and Learning Strategy was required.

2.4 Summary of the Minutes of the Management Board (2) Meeting held 14/12/20

2.4.1 AR reported that the February 2021 semester would commence on 22nd February for HND courses, and a week later for Top-up courses; also that the College had started student recruitment for HND and Top-Up in Business, and for TTM and Computing subject to course validation. To accommodate the growth in student numbers the College would rent more space in the building and upgrade the computing rooms and the Library. He had requested Departments to start recruiting more academic staff.

2.4.2 AR recommended that the College consider formulating a COVID-19 College Plan for Blended Learning in response to a letter received from the Minister of Education saying that OfS was advising providers to consider employing blended learning in the February 2021 semester. He further reported that he had asked Heads of Departments how the College could provide this.

2.4.3 AR reported that the College had registered with the NHS for mass testing approval.

2.4.4 AR relayed the suggestion by PNN that Paul Greaves and Peter Green should revise the Risk Register to reflect current issues.

2.4.5 AR emphasized the importance of staff training and suggested holding a meeting with the relevant personnel in early January 2021 to discuss issues raised in the Management Board. In particular, staff views should be sought as to whether, instead of relying on Kaltura, the College should consider other platforms. He asked the Board to consider hiring full-time staff members to manage the VLE. He also informed the BoG that MB2 had agreed that both students and staff should be involved in identifying the issues of the platform and that a meeting should be held with the relevant personnel in early January 2021.

Agenda Item 3: Chair's Report on the promotion of Dr Gilbert Zvobgo to Deputy Head of Business.

The Chair informed the meeting that the College, with the approval and support of the other Heads of Department, had promoted GZ to Deputy Head of Business due to his devotion in working with himself to achieve the Falmouth University partnership. The job description was read, and, together with the promotion, was **approved** by the Board.

Agenda Item 4: Scrutiny and approval of the ICON College Quality Manual and Student Handbook, incorporating the recommendations (red colour) of Falmouth University (red colour)

4.1 ICON Quality Manual

The Board **agreed**:

P8, 9, 10 and 11 – To change the word order.

P24 – To add “Audit Committee Terms of Reference” and the sequencing of numbers (the Board asked AD to email a revised document).

P35 – Table 1 should be named and all references should refer to it. The Chair informed the Board that he would oversee degree courses for Falmouth University, that he had authority to appoint committee Chairs, and that he was the Internal Moderator for Falmouth University Business and Management courses.

P36 – To read “To approve the process of certification claim and registration of Pearson.”

To read “To appoint the Chairs of sub committees of the AcB”

P68 – To read “should undertake student surveys”

4.2 Student Handbook

The Board **agreed** to changes on the following pages:

P32 – To be moved to the Quality Manual

P61-62 – corrections to the titles of the following staff:

GZ: Deputy Head of Business and Management and Link Tutor

Nasir Uddin: Student Welfare Officer and Widening Participation Coordinator

Shaila Ahsan: PA to the Principal.

(The Chair to give the names and titles to GZ)

The two documents were **approved** subject to minor textual and non-substantive changes by CW and GZ.

5. Scrutiny and approval of the ICON College Strategic Plan

The issues raised by Paul Greaves were addressed. The Strategic Plan was amended accordingly and **agreed**.

CW observed that the document started with a *Strategic Plan* and ended with a *discussion*, and that some of the Aims were not clearly expressed. To give the document a professional presentation, the Board **approved the document subject to the amendments indicated in blue text**.

Agenda Item 6: Academic Board Annual Report

The BoG **approved** the Academic Board Annual Report subject to the submission of the Course Review.

Agenda Item 7: Falmouth University partnership: update

The Chair informed the Board that the College had submitted Conditions and Recommendations for Business, TTM and Computing and was awaiting their approval.

Agenda Item 8: AoB

8.1 AR reported on a meeting he and NN had had with OfS. The Regulator asked whether the College had informed its students of their rights as regards obtaining value for money in the context of the disruption to their studies resulting from the Pandemic. The College stated that students had been contacted about their rights, but these had not been specified in writing. AR had undertaken to relay this exchange to the Management Board, and to respond to the issue raised by OfS.

8.2 AD reminded Members of the need to recruit a Secretary to the Board.

Having no other business, the Chair closed the meeting at 17.23pm

These minutes were confirmed by the Board of Governance on 15 April 2021.

Action Table

Action Item	Responsible post holder	Target date for completion	Progress
Action 1: Agenda 8.2 Recruitment of Secretary, p6; Action 3, Agenda 2 BoG3 Meeting, 20/02/20; Action 3: Agenda 1, BoG4, 16/03/20)	AR, NN	-	Completed