



NCHNL Board Meeting

8 October 2020 – via online meeting

MINUTES

1. Attendance and apologies
 - 1.1. Attendance:
 - Darren Campili (DC)
 - Rob Farquharson (CEO, Secretary)
 - Dr Kenneth Henderson (KH)
 - Prof A C Grayling (Master)
 - Ralph Martin (RM, Chair)
 - Thomas Nedell (TN)
 - Maria Payro (MP, Observer)
 - Dr Deanna Raineri (DR, Vice Chair)
 - Patricia Wood (PW)
 - Martin Smith (ED, Observer)
 - 1.2. Notice of meeting:
 - 1.2.1. Notice of this meeting had been given to all Governors
 - 1.2.2. All the Governors present confirmed that they had no personal interests to disclose matters to be transacted in the meeting in accordance with sections 177 or 182 of the 2006 Act and the Company's articles of association
 - 1.2.3. The meeting was quorate.
2. Minutes of last meeting
 - 2.1. The previous minutes from the 18 June and 10 September 2020 were **APPROVED**.
3. Matters Arising

- 3.1. The matters arising from the previous Board meetings were all reported as complete or in progress to be completed.
 - 3.2. It was reported by DR that the search for an Independent Governor is ongoing with it being delayed by the pandemic but it was hoped that more progress would be made by the time of the next meeting.
4. Chairs Action
 - 4.1. There were no Chairs actions to report.
5. Master's Update.
 - 5.1. The Master updated the Board as it was the second week of term with an Academic Board due to be held the following week. The hybrid model of teaching was going well so far, with expected technical teething issues, and there was a general feeling that students were glad to be in College albeit with the restrictions in place.
 - 5.2. He reported that the Universities and College's Union (UCU) had nationally been advocating for all teaching to be online and that several Faculty had requested it of ExCo just before the start of term but he did not feel that was necessary, levels of infection were low in London, there were mitigation factors in place, including individual risk assessments for members of staff, and ExCo were monitoring the situation daily. However, it was early days and it was very hard to predict how the situation would develop.
 - 5.3. He went on to report no major Faculty issues, that morale seemed okay if there was anxiety about a return to some face to face meetings.
 - 5.4. There were no major factors impacting student experience issues over and above the disruptions caused by the pandemic.
 - 5.5. The quality assurance update was noted.
6. CEO Update
 - 6.1. The CEO started with an operational update and reported that the term had started smoothly with the College on the new LMS, Canvas, and with access to the online resources of Northeastern's Snell library. The buildings being used (19 Bedford square and CIEE's) had been made COVID secure and the technology to deliver the hybrid teaching model was in situ and working well.
 - 6.2. The CEO then covered the regulatory area;

- 6.2.1. The CEO presented the draft Risk Register to the Board which was reviewed with the questions being largely focused on COVID risks and their mitigation.

The Risk Register was **APPROVED**

- 6.2.2. The next item covered were the backward looking Prevent Monitoring Outcome letter from the OfS, which reported a clean bill of health and the forward looking Prevent Risk assessment (and COVID addendum) for 2020-21. The CEO ensured that the Board was cognizant of the institutions duties under Prevent. The Board acknowledged receipt of the OfS letter and **APPROVED** the Prevent Risk assessment and addendum.

- 6.2.3. Lastly the CEO relayed the recommendations from the respective Chairs of Academic Board and ExCo that Naomi Goulder and Andrew Ginger be appointed as Vice Chairs of Academic Board and also as members of ExCo.

Both sets of appointments were **APPROVED**.

ACTION – CEO to notify NG and AG about appointments

7. ED Update

- 7.1. Redacted – restricted information

- 7.2. Looking forward to next year there was a concern about the impact of Brexit in the number of European students applying as this year had been a strong year for such candidates. Overall, there were ~12,000 prospects for 2021 entry.

- 7.3. Planning for next year, a key area for focus would from nurture to application as he referred to slides that showed the funnel percentages from prospect to matriculation. This was partly a result he felt of the current narrow range of courses and the brand which hopefully could be addressed soon once the OfS started accepting applications for University title.

- 7.4. The Board unanimously recorded a motion of congratulations recognising the achievement in this year recruitment by the ED and his team.

8. Any other business (open agenda).

8.1. There being no other business the Chair declared the open agenda had been covered and that the reserved agenda would now be covered.

9. MP left the meeting

Reserved Agenda

10. CEO Update

10.1. The CEO started with an operational update:

10.1.1. Redacted – restricted information

10.1.2. The Board **NOTED** the reforecast

10.2. The audit for FY 20 is ongoing and the Board constituted as the Audit committee, delegated the oversight of the finalization of the draft audited accounts for the January Board to PW. In addition, the CEO relayed to each governor the need for each of them to complete and return the Related Party and Fit and Proper Declarations forms that had been shared.

ACTION – PW to oversee finalisation of FY20 accounts for January Board

10.3. Pursuant to the Joint Recognition Agreement with UCU the Board **APPROVED** the appointment of Sheena Van der Merwe and Andrew Ginger as the College’s representatives on the JNCC.

ACTION – CEO to notify SDVM and AG about appointment to JNCC

10.4. The draft EW report has been shared with the Board members.

10.4.1. It was noted that the report was still in draft form and was being finalized by ExCo with EW Group

10.4.2. It was agreed that an Action plan should be drafted and once a final report was agreed upon and an action plan was drafted then there would be another meeting to agree how to share the report and the action plan with the College community.

11. Date of next meeting – 27 January 2021

12. There being no other business the Chair declared the reserved agenda had been covered and the meeting closed.

MATTERS ARISING

10 SEPTEMBER 2020

Action Number	Action Item	Action Owner	Expected Completion Date	Progress/Update
1	Sign agreement for lease and arrange for execution of other documents including leases	CEO	ASAP	Completion expected 12 October 2020

8 OCTOBER 2020

Action Number	Action Item	Action Owner	Expected Completion Date	Progress/Update
1	Inform SDVM and AG of appointment Exco and roles on ACB	CEO	ASAP	
2	Inform SDVM and AG of appointment to JNCC	CEO	ASAP	
3	Oversee finalization of FY20 accounts for January Board	PW	January	