

Northeastern London Board of Governors

6th July 2023

16.00 – 18.00 (GMT) / 11:00am – 1:00m (EST)

Hybrid online/face to face meeting

Minutes

NOTE:

Members are reminded that any conflict or potential conflict of interest should be declared to the Chair and the member involved will be asked to withdraw whilst that item is being discussed.

INVITED GUESTS:

- AC Grayling, Founder and Principal (ACG)
- James Heard, NCHSU President - Student Representative
- Camille Klutz-Leach, Secretary
- Martin Smith, Assistant Vice President for Recruitment and Marketing for Global Campuses
- Scott Wildman, Dean of Northeastern University London

Agenda

No	Action	Item	Item Owner	Document Reference (if applicable)
1	To Note	Welcome and Apologies (incl. declaration of conflicts)	Chair	
	To Approve	Minutes of the Last Meeting – 26 April 2023	Chair	22/23/MINUTES

	To Note	Matters Arising	Chair	22/23/MATTERS
	To Note	Chairs Actions	Chair	
	To Discuss	Update from the Academic Dean <ul style="list-style-type: none"> ● Academic Board update and general academic matters ● Student experience update 	Dean of Northeastern University London	
6	To Discuss/ Note / Approve/	Update from the Chief Executive Officer: <ul style="list-style-type: none"> ● Operations update ● Governance / Regulatory update <ul style="list-style-type: none"> ○ Quality standards update. ○ Governance update <ul style="list-style-type: none"> ▪ Student Protection Plan ▪ Statement of Value for Money ▪ Terms of Reference for the Board of Governors 	CEO	22/23/CEO
7	To Discuss/ Note	Update from the Assistant Vice President for Recruitment and Marketing for Global Campuses <ul style="list-style-type: none"> ● Marketing / Recruitment / Admissions update 	AVP for Recruitment and Marketing	
8	To Discuss/ Note/ Approve/ Receive/ Endorse	Any Other Business	Chair	
9	To Note	Date of Next Meeting: 18 October 2023	Chair	

Reserved Agenda

10	To Discuss/ Note/ Approve	Financial Update	CEO	
11	To Discuss/ Note/ Endorse	HR Update (no London employees) <ul style="list-style-type: none">• Remuneration committee	CEO	
12	To Discuss / Note	Any Other Business	Chair	

1. Attendance and apologies

1.1. Attendance:

Governors

Dr. Gregory Abowd (GA)

Darren Campili (DC)

Julietta Dexter (JD)

Rob Farquharson (CEO, Secretary)

James Heard (JH), Student Representative

Diane MacGillivray (DM)

Thomas Nedell (TN, Chair)

Patricia Wood (PW)

Guests in Attendance

A C Grayling, Founder and Principal (ACG)

Dr. Camille Kluttz-Leach (CLKL), Board Secretary

Martin Smith (Assistant Vice President for Recruitment and Marketing for Global Campuses (AVP)

Dr. Scott Wildman, Dean (SW)

1.2. Apologies:

Jonnie Goodwin (JG)

1.3. Notice of meeting:

1.3.1. Notice of this meeting had been given to all Governors.

1.3.2. 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.

1.3.3. A quorum was established and present throughout the meeting.

2. Approval of Minutes

ACTION: The minutes of the April 26, meeting are APPROVED

3. Matters Arising

- 3.1. The matters arising from the previous Board meetings are all completed.
4. Chairs Action
 - 4.1. The chair indicated that there were no actions to report.
5. Update from Dean.
 - 5.1. The Dean updated the Board on academic matters.
 - 5.2. The current focus is on progression and awarding goals (PAPS). The university is also considering opportunities to reassess the process.
 - 5.3. The continuous improvement and annual review process are well underway. The report will be shared with the Academic Board.
 - 5.4. The double degree programs are scheduled to launch in September 2023. One goal is to ensure adequate experiential learning opportunities.
 - 5.5. A large cohort of mobility students (850) are expected for September 2023 and the campus is making preparations to support the students.
 - 5.6. The following students are expected for the Fall 2023 semester: 120 boot camp students, approximately 200 undergraduate students, 850 mobility students, 75 apprentices, and 150 Master's degree students. The University is also planning for the second and third year teach out students.
 - 5.7. Dean SW also reported that 26 students (31%) were awarded a first-class honors degrees.
 - 5.8. Dean SW reviewed the program portfolio with 34 global scholars courses, 11 double-validated degrees, degree apprenticeships, and lifelong learning. He noted that the post-graduate programs have been rebranded to capture the curriculum and expertise for areas such as artificial intelligence, computer science, and global investment banking.
 - 5.9. Dean SW reviewed the Research Dashboard and reported that the research area is growing with increased funding both internally and externally. There will be a total of eight PhD students this fall and the university appointed a new Associate Dean for Research. Research funding applications process is more stringent, managed centrally, and includes a peer-review.
Redacted - restricted information.

6. CEO Update

6.1. Operations update

- 6.1.1. The CEO shared that the team has moved out of the original space and into Marble Quay. The work will now begin on Ground floor East, which will be transformed into classroom and teaching spaces to accommodate students (September 2023).
- 6.1.2. The team has also taken occupancy of Mooretown. This temporary space will be predominantly for the PhD students and Network Science cluster, and available for faculty and staff.
- 6.1.3. He is also currently working on the planning and legal aspects for the Portsoken leased space (100,000 sq. ft.). The plan is to have some of the space activated for September 2024 and the rest of September 2025. This is ongoing.
- 6.1.4. The financial transformation projects teams visited the campus and are working on IT projects with the student enrollment systems and student information systems integration.

6.2. Governance / Regulatory update

The CEO then covered the governance/regulatory update.

- 6.2.1. The CEO anticipates an OfSted inspection, which reviews the apprenticeship and skills-bootcamp programs. The campus has completed mock audits to prepare for the review.
- 6.2.2. The Student Protection Plan was reviewed by the Board.

ACTION. The Student Protection Plan is APPROVED.

- 6.2.3. The Statement of Value for Money was reviewed by the Board.

ACTION. The Statement of Value for Money is APPROVED.

- 6.2.4. The Terms of Reference for the Board of Governors was reviewed by the Board.

ACTION. The Terms of Reference for the Board of Governors are APPROVED.

7. AVP Update

7.1. Marketing / Recruitment / Admissions update

7.1.1. The AVP reported that the enrollment targets are trending in a positive direction and that London remains very popular with the mobility students. The targets are aggressive.

7.2. Redacted - restricted information.

7.3. He reported that the apprenticeship numbers and overall enrollment forecast is positive, and he thinks the online offerings will help with the enrollment yield.

8. Other business (open agenda).

8.1. The Chair called on James Heard, student representative, to share the current climate for students in London. JH shared that students are actively engaged and that the student union has been restructured down to seven offices and the president. He spent the summer onboarding officers and everyone has taken office. He continues to work on a 3-year strategy for the Student Union to run until 2026. The chair thanked JH for his report. Dean Wildman also thanked JH and the student union for the collaborative relationship.

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

9. The date of the next meeting was noted as October 18, 2023.

Reserved Agenda

10. CEO financial update

10.1. CEO noted that there will be changes to the budget, which will come forth in October reforecast.

10.2. The team met with the auditors last week and the audits are underway and ongoing. The format will be different.

10.3. The university will complete and finalise the process to change banks from the Retail Bank of Barclays to the Corporate Bank of Barclays. The Bank separated after 2008.

11. HR Update:

11.1. The CEO indicated that there are a number of recruitment activities happening to ensure adequate faculty and staff to support the students.

- 11.2. The Office of General Counsel and the Office of External Affairs are considering adding staff members for the London campus.

The management team exited the meeting.

- 11.3. The CEO asked the board to review the market study for the positions and presented the proposed salary recommendations for: Robert Farquharson, Naomi Goulder, Anthony Grayling, Rebecca Morrison, Martin Smith, and Scott Wildman. The study was conducted by Mercer and examined higher education and corporate data to generate the best comparable information.

ACTION: The action to approve the salary recommendation for Robert Farquharson is APPROVED.

ACTION: The action to approve the salary recommendation for Naomi Goulder is APPROVED.

ACTION: The action to approve the salary recommendation for Anthony Grayling is APPROVED.

ACTION: The action to approve the salary recommendation for Rebecca Morrison is APPROVED.

ACTION: The action to approve the salary recommendation for Martin Smith is APPROVED.

ACTION: The action to approve the salary recommendation for Scott Wildman is APPROVED.

12. Other Business

- 12.1. There being no other business the Chair declared the meeting adjourned with thanks and appreciation to the board and staff.

Matters Arising

19 October 2022

Action Number	Action Item	Action Owner	Expected Completion Date	Progress/Update
1	Ensure Audited Accounts are signed	CEO	ASAP	COMPLETED

18 January 2023

Action Number	Action Item	Action Owner	Expected Completion Date	Progress/Update
1	Arrange required filings and inform relevant teams internally re change to Company Secretary and Governors	CEO	ASAP	
2	Finalise agreement with University of Kent	SW	ASAP	
3	Finalise and submit the Teaching Excellence Framework	SW	ASAP	
4	Continue to work on new approved programs	SW	ASAP	
5	Finalise Portsoken Heads of Terms	CEO	ASAP	
6	Publish revised student protection plan	CEO	ASAP	
7	Hire external consultant for review	CEO	ASAP	

8	Document appointment of SW as Academic Dean	CEO	ASAP	
9	Enact benefit changes	CEO	ASAP	
10	Reappoint Crowe	CEO	ASAP	
11	Communicate approval to start recruiting for FY24	CEO	ASAP	

26 April 2023

Action Number	Action Item	Action Owner	Expected Completion Date	Progress/Update
1	Commission Governance Review	CEO	For delivery for October Board	
2	Communicate internally the approval of FY24 Budget	CEO	Within 2 working days of board	
3	Implement approved salary for Dean	CEO	For next payroll date	