

## BOARD OF GOVERNORS

Meeting held on Thursday 10 June 2021

via Zoom

## MINUTES

<b>Present</b>	<b>Prof Steven Haberman</b>	Chair
	<b>Prof John Annette</b>	Member, Academic Board
	<b>Binta Darboe</b>	Student Representative
	<b>Sabrina Del Prete</b>	
	<b>Shelley Doorey-Williams</b>	Deputy Chair and Member, R&N Committee
	<b>Alex Fraser</b>	Chief Executive
	<b>Paul Gordon</b>	Member, Audit Committee
	<b>David Kennedy</b>	Chair, Audit Committee
	<b>Ali Miraj</b>	
	<b>Sakhila Mirza</b>	Member, R&N Committee
	<b>Philip O'Shea</b>	Member, Audit Committee
	<b>Annabel Todd</b>	Alumni Representative
	<b>Arjan Van Den Berkmortel</b>	Member, R&N Committee
<b>Prof Damian Ward</b>	Member, R&N Committee and Member, Academic Board	
<b>Eddie Webb</b>	Student Representative	
<b>In attendance</b>	<b>Richard Martindale</b>	Company Secretary
	<i>The following present for items 1-10 only</i>	
	<b>Mark Heaton</b>	Managing Director, Professional Education
	<b>Linden Muirhead</b>	Director, Learning Provision
	<b>Ian Parrett</b>	Chief Operating Officer
	<b>Chris Ray</b>	Director, Innovation & Transformation
	<b>Kareem Refaay</b>	Regional Director, Gulf & MENA
	<b>Hema Tank</b>	Managing Director, Higher Education
	<b>Heather Tilston</b>	Head of PR & Marketing
	<b>Suellen White</b>	Registrar, Quality, Policy & Regulation
	<b>Catherine Winter</b>	Managing Director, Financial Capability & Community Outreach

**1 Welcome and Apologies**

The Chairman welcomed members to the meeting. There were no apologies.

**2 Declarations of interest**

There were no declarations of interest.

**3 Minutes of last meeting**

The minutes of the Board of Governors meeting held on 4 March 2021 (paper BG21/02/03) along with redactions to be made prior to publication were approved.

#### 4 Matters Arising

There were no matters arising not covered elsewhere within the meeting.

#### 5 Chief Executive's Report including Budget 2021/22

The Board considered the Chief Executive's report and proposed budget (paper BG21/02/05)

(a) – (l) ***Redacted – Confidential***

The Board queried the arrangements for Teacher Assessed Grades in light of the controversy in the sector last year. Mr Fraser confirmed he was confident with the quality assurance systems in place and the good relationships we have developed with schools.

The Board noted the number of initiatives and the level of change during an unprecedented year and asked Mr Fraser to extend their thanks to all LIBF staff.

#### Budget

Mr Fraser presented the budget noting that targets had been set to be slightly more stretching.

***Redacted - Confidential***

The Board approved the budget for 2021/22.

#### 6 Student Report

Ms Darboe and Mr Webb presented the Student Report (paper BG21/02/06). It was noted that:

- (a) Students felt as though they had a voice at LIBF and liked this.
- (b) Despite initial challenges in moving to online learning at the start of the pandemic, LIBF had been quick to respond to concerns and online learning had worked well.
- (c) Lecturers were effective on drawing on their experience as practitioners and adding context to the topics delivered; an aspect students particularly valued.
- (d) LIBF were always seeking feedback and students appreciated the support staff who were quick to respond.
- (e) Students valued the opportunity to undertake additional qualifications through LIBF.

The Board further discussed:

- i. Whilst there was some awareness of the new Centres established by LIBF, further consideration should be given as to how the work of the Centres could help feed into the degree programmes.
- ii. The expectations of future student cohorts and the benefits of a hybrid approach to delivery.
- iii. The equipment required for online learning and the support available to students.

#### 7 Strategic Risk Register

Mr Parrett presented the Strategic Risk Register (BG21/02/07). He highlighted that SR24 had been updated to include gross risk. There was no change to risk assessment scores and the focus had been on updating action points and status. SR22 had been updated to reflect the reduction in dependency on session based exams.

## **8 Regulatory Updates**

Ms White presented her regulatory updates (paper BG21/02/08) and noted the following:

- (a) Our taught degree-awarding powers (DAP) expire at the end of December 2021 and the process had commenced with the Quality Assurance Agency (QAA), OfS's designated quality body, to apply for indefinite DAPs. A self-assessment report and supporting evidence had been submitted to the QAA and a draft report from the QAA was expected to be received by the end of June 2021. The outcome of the application was expected to be received in September 2021.
- (b) Preparations were under way for our first Ofsted monitoring visit now that degree-level apprenticeship provision falls under the remit of Ofsted. Following the presentation to Board members in May, further briefings were being held with other stakeholders.
- (c) Ofqual had confirmed that one Statement of Compliance would be required this year to cover the requirements of all three regulators in the devolved administrations.
- (d) A reduction had been seen in complaints relating to technical aspects.

The Board noted that no apprenticeship complaints had been received and that this was in contrast to many other organisations. Ms White confirmed that the Institute's focus was always on seeking early resolution where any concerns were raised. The Board sought clarification on the nature of any concerns being raised and Ms Tank agreed to investigate and share her findings with the Board.  
**(Action: HT)**

Ms White noted that further updates on the regulatory areas of compliance covered by the Quality, Policy & Regulation team would be shared via the Board Portal.

## **9 Board Committees**

The Board received:

- 9.1) The draft minutes of the Remuneration & Nominations Committee meeting held on 4 March 2021 (paper BG21/02/9.1).
- 9.2) The draft minutes of the Audit Committee meeting held on 12 March 2020 (paper BG21/02/9.2)
- 9.3) The draft minutes of the Academic Board meeting held on 24 February 2021 (paper BG21/02/9.3)

## **10 Any Other Business**

There was no other business.

## **11 Chairman's Business**

The Chairman raised some items of business without management present (confidential minutes).

## **12 Date of next meeting**

Thursday 23 September 2021

**Matters Arising:**

<b>Action</b>	<b>Responsibility</b>
Investigate the nature of any apprenticeship concerns raised and share the findings with the Board.	Hema Tank