

Academic Board

Wednesday 30th March 2022, 10.30am

Meeting via Zoom

MINUTES Confirmed

Members present:

Mr Alex Fraser (Chair); Professor John Annette; Dr Tony Gandy; Ms Cathy Higgs; Dr Claire McCafferty; Professor Gulnur Muradoglu; Professor Mark Shackleton; Professor Damian Ward; Professor Simon Wolfe; Ms Suellen White (Secretary)

In attendance:

Adrian Beckwith

AB22/01/01 Welcome and apologies

Mr Fraser welcomed members to the meeting.

Apologies were received from Professor Heather McLaughlin, Mr Osy Plummer and Ms Hema Tank.

AB22/01/02 Minutes

The minutes of the Academic Board meeting held on 11th November 2021 were approved.

Paper

AB21/03MIN

AB22/01/03 Matters arising

Redacted -confidential

MATTERS FOR DISCUSSION / REVIEW / APPROVAL

AB22/01/04 Governance

Ms White presented amendments to the Academic Standards and Quality Committee Terms of Reference. She confirmed minor changes had been made to the 'Membership' section of the Terms of Reference.

Paper

AB22/01/04

Academic Board approved the ASQC Terms of Reference.

AB22/01/05 Regulations

a) Terms and Conditions of Offer

Paper

AB22/01/05a

Ms White presented amendments to the Terms and Conditions of Offer. She explained that the changes that had been made were to clarify when we could

vary the terms and conditions, as well as an increased focus on student engagement on any proposed changes.

Academic Board APPROVED the Terms and Conditions of Offer.

- b) It was confirmed to Academic Board that the following documents had been reviewed and remained fit for purpose:
- Higher Education Academic Governance Structure
 - Regulations and Procedure for the conferment of title of Professor
 - Academic Board Terms of Reference

AB22/01/06 External examining

Ms White presented an outline proposal to rationalise the External Examining process. She explained that the proposal was intended to simplify our External Examiner module from both Module and Programme External Examiners to just Programme External Examiners. Points discussed included:

*Paper
AB22/01/06*

- A benchmarking exercise had indicated that there was a variety of ways to apply the Guiding Principles for External Examining be that via External Examiners being appointed at the Programme or Module level, or using a combination of the two approaches.
- The rationale for the proposal was to rationalise the appointment and retention of External Examiners, ensuring each programme and its constituent parts (modules) have consistent scrutiny and oversight.
- The proposed changes acknowledged the sector expertise of the appointed External Examiners and their ability to examine across all modules within a programme, rather than duplicate scrutiny by the appointment of multiple External Examiners for individual modules within the same programme.

Academic Board APPROVED the External Examining proposal.

AB22/01/07 Annual Reports

a) Quality Assurance Annual Report 2021

Ms White presented the Quality Assurance Annual Report 2021 to Academic Board. She explained that the report summarised key information on the policies and processes used to manage key areas of activity within Higher Education and Apprenticeships, as well as detailing the processes for quality assurance oversight and providing assurance that these processes have been followed. Points discussed included:

*Paper
AB22/01/07a*

- The report included commentary on areas such as Annual Monitoring, Complaints, Funding, Prevent and Safeguarding.
- The report gave assurances to both the Office for Students and Education and Skills Funding Agency that we were complaint with their

conditions of registration.

- Academic Board members commented that the report was both clear and concise.

Academic Board APPROVED the Quality Assurance Annual Report 2021.

b) Complaints and Appeals Review Group Annual Report 2021

Paper
AB22/01/07b

Mr Beckwith presented the Complaints and Appeals Review Group Annual Report 2021. He explained that the report focused on complaints and appeals received during the 2021 calendar year and covered all three areas of our provision. Points discussed included:

- We had received no complaints for our Higher Education provision in 2021, which was the same figure as 2020.
- We had received four Higher Education appeals in 2021, two of which were resolved before being escalated to CARG and the other two which progressed to CARG and were upheld.
- No Higher Education complaints or appeals were escalated to either Academic Board or externally to the Office of the Independent Adjudicator in 2021.

Academic Board APPROVED the Complaints and Appeals Review Group Annual Report 2021.

c) Access and Participation Plan

Paper
AB22/01/07c

Ms White reported on the progress made by LIBF against targets, objectives and written commitments set out in its 2020-21 to 2024-25 access and participation plan.

Redacted -confidential

AB22/01/08 Safeguarding

Ms White presented a report on the main activities recently undertaken following a recent review of our apprenticeship provision, specifically concerning Safeguarding. Points discussed included:

Paper
AB22/01/08

- The recent review noted that, whilst we had implemented Safeguarding across our higher education and apprenticeship provision and it was working well, further work to strengthen our approach to Safeguarding would be beneficial
- We were appointing a Board of Governors trustee to assume responsibility at Board level
- The issues around Safeguarding in the online sphere were noted and it was confirmed this was something we were also reviewing.
- Ms White confirmed she would report back to Academic Board

following the next Board of Governors meeting to comment on any further issues that may have arisen in regard to Safeguarding.

ACTION: Ms White to report back to Academic Board following the next Board of Governors meeting to comment on any further issues that may have arisen in regard to Safeguarding.

AB22/01/09 Freedom of Speech and Visiting Speaker

Dr McCafferty presented the below papers to Academic Board for approval:

- Freedom of Speech Policy
- Visiting Speaker Policy
- Visiting Speaker Code of Conduct
- Visiting Speaker Risk Assessment

*Papers
AB22/01/09a-
e*

She explained that the Higher Education and Research Act 2017 confirmed that all universities and colleges which register with the OfS must uphold the existing laws around freedom of speech, and with that in mind, we had undertaken an extensive review of our freedom of speech policy and its processes.

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AB22/01/10 Honorary Award

Academic Board APPROVED the recommendation of the Honorary Degrees Committee to award Anne Boden an Honorary Masters Degree (Banking and Finance) for conferment at the Institute's Graduation Ceremony in 2022.

*Paper
AB22/01/10*

MATTERS FOR REPORT/UPDATE

AB22/01/11 Academic Board received updates from:

- a) Director of Studies on staff recruitment, the creation of a new Sustainable Finance module and a new Postgraduate Certificate in Risk and Compliance, and the relaunch of our MSc.

Dr McCafferty also explained that we were in the process of ending all open book examinations, which has been introduced during the Covid-19 Pandemic and replacing them with alternative assessment types. She confirmed that students had been consulted as part of this process.

- b) Registrar, Quality, Policy and Regulation on OfS B conditions, Periodic Programme Reviews taking place in 2022, and the anticipated Ofsted visit in 2022.

*Paper
AB22/01/11c(i-
iii)*

Redacted -confidential

MATTERS FOR RECEIPT

AB22/01/12 Learning and Teaching Committee

Academic Board received the minutes of the Learning and Teaching Committee meeting held on 3rd November 2021

Paper
AB22/01/12

AB22/01/13 Academic Standards and Quality Committee

Academic Board received the minutes of the Academic Standards and Quality Committee meeting held on 9th February 2022

Paper
AB22/01/13

AB22/01/14 Any other business

Mr Fraser confirmed that Professor Wolfe had completed his term of office as a member of Academic Board and thanked him for the valuable academic and professional contribution he had provided to the LIBF during his tenure.

Mr Fraser also noted that Professor McLaughlin had resigned her membership of Academic Board.

AB22/01/15 Dates of remaining meetings in 2022

Wednesday 27th July

Wednesday 30th November