

BOARD OF GOVERNORS MEETING

Meeting held on Thursday 23 September 2021

via Zoom

MINUTES

Present	Prof Steven Haberman	Chairman
	Prof John Annette	Member, Academic Board
	Binta Darboe	Student Representative
	Sabrina Del Prete	
	Shelley Doorey-Williams	Deputy Chair and Member, R&N Committee
	Alex Fraser	Chief Executive
	Paul Gordon	Member, Audit Committee
	Ali Miraj	
	Sakhila Mirza	Member, R&N Committee
	Philip O'Shea	Member, Audit Committee
	Annabel Todd	Alumni Representative
	Prof Damian Ward	Member, R&N Committee and Member, Academic Board
	Eddie Webb	Student Representative
In attendance	Richard Martindale	Company Secretary
	<i>The following present for items 1-11 only</i>	
	Mark Heaton	Managing Director, Professional Education
	Claire McCafferty	Director of Studies
	Linden Muirhead	Deputy Chief Operating Officer
	Ian Parrett	Chief Operating Officer
	Chris Ray	Director, Innovation & Transformation
	Kareem Refaay	Regional Director, Gulf & MENA
	Hema Tank	Managing Director, Higher Education
	Heather Tilston	Head of PR & Marketing
	Suellen White	Registrar, Quality, Policy & Regulation
	Catherine Winter	Managing Director, Financial Capability & Community Outreach
	John Somerville	Head of Financial Services, Professional Education <i>(Item 7 only)</i>

- 1 Welcome and Apologies**
The Chairman welcomed members to the meeting and apologies were noted for Mr Kennedy and Mr Van Den Berkmortel.
- 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 10 June 2021 (paper BG21/03/03) along with redactions to be made prior to publication were approved.

4 Matters Arising

Ms Tank reported that she had investigated any apprenticeship concerns raised and noted that these had not resulted in any formal complaints due to swift action to resolve at an early stage.

5 Chief Executive's Report

The Board considered the Chief Executive's report (paper BG21/03/05)

(a) – (i) Redacted - Confidential

The Board congratulated Mr Fraser on the present position noting the challenges that had been faced during the last year.

6 Faculty Development

Ms McCafferty gave a presentation to the Board on faculty development based on her observations having recently joined the Institute and areas of enhancement already in progress. The following was noted:

- (i) The need to formalize induction and coaching arrangements reflecting recent growth.
- (ii) Maximising opportunities for cutting edge delivery and building on our close links with industry.
- (iii) Developing further faculty support as the size of cohorts increases, ensuring that capacity is managed and does not impact on the student experience.
- (iv) Further developing and engaging our network of connections e.g. guest speakers.
- (v) Further developing simulation learning based on positive student feedback.
- (vi) Trials are underway on moving to rubrics for assessment to ensure fully transparent for students
- (vii) Improvements to timing of feedback, with elapsed time having reduced from 25 days to 15 days on average.

The Board asked about the arrangements for placements in industry and Ms McCafferty noted it was important to nurture our network to ensure we can reap the benefits of this and that a 4-yr degree with placement was already offered. It was further noted that employability was a strong aspect of the Institutes offering and with increasing cohort numbers further investment had been made in this area.

The Board thanked Ms McCafferty for her presentation.

7 Mortgage Advice

Mr Somerville joined the meeting and provided a presentation on LIBF's mortgage qualifications and the environment being operated within.

Redacted – Confidential

The Board thanked Mr Somerville for his presentation.

8 Regulatory Updates

Ms White presented her regulatory updates (paper BG21/03/08). She noted the appointment of a new Chief Regulator at Ofqual and provided an update on progress with the application for renewal of degree awarding powers with the Office for Students.

9 Strategic Risk Register

Mr Parrett presented the updated Strategic Risk Register (paper BG21/03/09) and noted there had been no change to the overall scores. There had been some minor updates to action points, in particular for SR15 reflecting increase to student numbers and consideration of the student experience.

10 Board Committees

10.1) Remuneration & Nominations Committee

The Chairman noted that he had asked Ms Doorey-Williams to act as Chair of the Remuneration and Nominations Committee for the time-being, which had been approved by the committee at its meeting immediately preceding this meeting of the Board. Ms Doorey-Williams noted that the Committee had considered three members of the Board whose terms were due to end and made the following recommendations to the Board:

- (i) Mr Annette be appointed for a second term of three years commencing 21 September 2021.
- (ii) Mr O'Shea be appointed for a second term of three years commencing 20 September 2021.
- (iii) Mr Kennedy be appointed for an exceptional term of twelve months commencing 25 November 2021, retaining the position of Chair of the Audit Committee for the same term.

All three appointments were approved by the Board.

The Board received the minutes of the Remuneration and Nominations Committee meeting held on 4 March 2021 (paper BG21/03/10.1).

10.2) Audit Committee

The Board received the minutes of the Audit Committee meeting held on 15 July 2021 (paper BG21/03/10.2).

10.3) Academic Board

The Board received the minutes of the Academic Board meeting held on 7 July 2021 (paper BG21/03/10.3).

11 Any Other Business

The Chairman thanked members of the Board and the Executive team for all the hard work during the last few months and noted he hoped the next meeting would be possible to conduct in person.

12 Chairman's Business

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

13 Date of next meeting

Thursday 25 November 2021