

## BOARD OF TRUSTEES

Confirmed Minutes of the **Board of Trustees** held on **Tuesday, 27<sup>th</sup> July 2021** at **17:00** via **Zoom**

### 21.14 WELCOME, INTRODUCTIONS AND APOLOGIES

#### Attendees

Professor Ronald Parker (RP)	Chair, Trustee
Jeff White (JW)	Vice Chair, Trustee
Jerry Arnott (JA)	Trustee
Kelvin Jones (KJ)	Trustee
Dotun Olaleye (DO)	Trustee
Helen Coleman (HC)	Trustee

#### In Attendance

Professor Sheila Owen-Jones (SOJ)	Chief Executive Officer
Professor Carrie Weston (CW)	Deputy Chief Executive Officer
Anita Faherty (AF)	Director of Finance
Naj Riaz (NR)	Servicing Officer

### 21.15 MINUTES OF THE LAST MEETING

21.15.01 The minutes of the Board of Trustees (BoT) meeting held on the 25<sup>th</sup> May 2021 were **agreed** as a true and accurate record.

### 21.16 MATTERS ARISING FROM THE MINUTES

21.16.01 External networking: The Chair asked KJ if he had been contacted after his offer to help build connections. KJ confirmed that no one had been in touch, but he was happy to share his contact number.

21.16.02 Student update: It was queried if Faculty 1 students had partially returned to in person teaching. CW advised that 1 group did meet in person which was very successful, and another TA group is planning to meet in August.

21.16.03 Student disciplinary policy and procedures: It was advised that the named policy is updated on an ongoing basis as we learn from experience.

### 21.17 CHAIR'S BUSINESS

21.17.01 The Chair commented on the vast responsibilities of trustees which includes commitments to regulatory bodies, communities and to each other. The trustees were reminded of the Nolan principles.

### 21.18 ADDITIONAL MEMBERS FOR THE BOARD

21.18.01 The Chair noted that [REDACTED] has got a potential candidate, with lots of experience, for the Audit Committee and If this does not materialise then we will place an ad out. It was advised that NR can send out an advertisement for the psychotherapy specialist position and KJ offered to share the ads on LinkedIn.

21.18.01.01 **Action**: NR to place advertisements for Board members.

**21.19 CEO'S REPORT**

21.19.01 Graduation: It was reported there are a total of 155 graduates, which is within the normal range, of these 18 are on the doctorate programme. Faculty 1 has 108 graduates and Faculty 3 has 1 Master's programme which runs like a degree with a total of 16 graduates. This is a pleasing result given the lockdown situation.

21.19.02 Enrolment: It was reported that we have had 500+ applications, with 204 offers out, 206 accepts and staff are still interviewing.

21.19.03 [REDACTED]

**21.20 DAPS PROCESS**

21.20.01 The enormous amount of work by colleagues which consisted of a 68-page document and 151 attachments was commended. It was confirmed that the submission was uploaded on time, this is a critical phase and there will be requests for updates and further information. It was noted that no new provider like us has gone through the NDAPs which is a new OfS process.

**21.21 STAFF AND STUDENT FEEDBACK**

21.21.01 It was reported that a newsletter and questionnaire was circulated to all students and staff which received a very positive response. Students came back through the questionnaire, regarding the DAPs application, to confirm they prefer Metanoia over MDX. Additionally, a FAQ page will be developed on the website which will be an efficient way of rolling out a programme of DAPs information to keep everyone informed.

21.21.02 The Board stated it was good news that the DAPs process has been received in a positive way. It was requested that it would be useful to hear both positive and negative views as a way of demonstrating progress and how we are addressing concerns. CW advised that we have the results for the NSS and the Annual Student Survey, which shows a mixed picture and she is happy to present this data.

21.22 21.22.01 [REDACTED]

21.22.02 [REDACTED]

21.22.03 [REDACTED]

21.22.03.01 **Action:** Add succession planning to the Agenda for the 23<sup>rd</sup> November 2021 meeting.

**21.23 HEALTH AND SAFETY**

21.23.01 No business to report at this meeting.

**21.24 RISK REGISTERS**

21.24.01 DO reviewed the risk registers and reported that they covered all the expected areas such as finance, staff, diversity, and operational risks. It was noted that it was not possible to predict everything e.g. Covid but a lot has been captured. The only thing lacking was a time-controlled element indicating how often the reviews should take place e.g. annually or quarterly. The Chair suggested that the FSC should also consider, not just the impact of individual risks, but also some various combination of risks similar to the Royal Dutch Shell and their scenario planning process.

21.24.02 The Board **approved** the risk registers subject to adding a time-controlled element.

**21.25 REVIEW OF PAY POLICY**

21.25.01 It was noted that the Approach to Reward document was well written, conveyed a good picture of the MI approach and included breakdown of salary levels. [REDACTED]

21.25.02 On page 4 of the document it was highlighted that the average and median figures are not the same and will need to be looked at.

21.25.03 KJ enquired if staff and students can apply for TOTUM discounts as this will be an added advantage.

21.25.03.01 **Action:** AF to investigate TOTUM discounts for Metanoia Institute students and staff.

21.25.04 [REDACTED]

**21.26** [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**21.27 STAFFING AND REMUNERATION SUB-COMMITTEE REPORT (SARSC)**  
21.27.01 KPIS's Staff Turnover: It was queried if the 16.1 staff turnover is unusually high or average, it was clarified that this was average for Metanoia and low for the sector. The Board advised that it would be interesting to have a breakdown of staff satisfaction from exit interviews.

21.27.02 The Board **approved** the proposals, decisions, and actions of the SARSC.

**21.28 FINANCE SUB-COMMITTEE REPORT (FSC)**

[REDACTED]

21.28.01.01 The Board **approved** the budget

[REDACTED]

[REDACTED]

21.28.03 [REDACTED]

21.28.04 The Board **approved** the actions and decisions of the FSC.

**21.29 COMMITTEE MINUTES**

21.29.01 Review Executive Committee Minutes (May & June 2021): The Board **reviewed** and **accepted** the minutes, actions, and decisions of the Executive committee.

21.29.02 The Chair noted the following in the June 2021 EX minutes:

- [REDACTED]
- Fully funded NHS Psychotherapeutic Counselling training to prepare graduates to work within the IAPT services.
- The DAPs timelines.

21.29.03 Review of Academic Board Minutes (May & July 2021): The Board **reviewed** and **accepted** the minutes, actions, and decisions of the Academic Board.

**21.30 ANY OTHER BUSINESS**

21.30.01 Advanced HE Report: Add to the Agenda for the next Board meeting.

**21.31 DATE OF NEXT MEETING**

21.31.01 The next meeting of the Board of Trustees will be held on the 23<sup>rd</sup> November 2021.

## SUMMARY OF ACTIONS AND DECISIONS

21.15.01	The minutes of the Board of Trustees (BoT) meeting held on the 25 <sup>th</sup> May 2021 were <b>agreed</b> as a true and accurate record.
21.18.01.01	<b>Action:</b> NR to place advertisements for Board members.
21.22.03.01	<b>Action:</b> Add succession planning to the Agenda for the 23 <sup>rd</sup> November 2021 meeting.
21.24.02	The Board <b>approved</b> the risk registers subject to adding a time-controlled element.
21.25.03.01	<b>Action:</b> AF to investigate TOTUM discounts for Metanoia Institute students and staff.
21.27.02	The Board <b>approved</b> the proposals, decisions, and actions of the SARSC.
21.28.01.01	The Board <b>approved</b> the budget
21.28.04	The Board <b>approved</b> the actions and decisions of the FSC.
21.29.01	<u>Review Executive Committee Minutes (May &amp; June 2021):</u> The Board <b>reviewed</b> and <b>accepted</b> the minutes, actions, and decisions of the Executive committee.
21.29.03	<u>Review of Academic Board Minutes (May &amp; July 2021):</u> The Board <b>reviewed</b> and <b>accepted</b> the minutes, actions, and decisions of the Academic Board.