

BOARD OF TRUSTEES

Confirmed Minutes of the Board of Trustees held on Tuesday, 22nd February 2022 at 17:00 via Zoom



22.01 WELCOME, INTRODUCTIONS AND APOLOGIES

Attendees

Professor Ronald Parker (RP)	Chair, Trustee
Jeff White (JW)	Vice Chair, Trustee
Jerry Arnott (JA)	Trustee
Helen Coleman (HC)	Trustee
Dotun Olaleye (DO)	Trustee
Stephen Fox (SF)	Trustee
Nafeesa Mitha (NM)	Trustee

In Attendance

Tobias O'Brien (TO)	Student Trustee
Ruth Gibson (RG)	Student Trustee
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

Apologies

Kelvin Jones (KJ)	Trustee
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22.01.01 The Chair welcomed to the Board new Trustees Nafeesa Mitha and Stephen Fox and Student Representatives Tobias O'Brien and Ruth Gibson.

22.02 MINUTES OF THE LAST MEETING

22.02.01 The minutes of the Board of Trustees (BoT) meeting held on the 23rd November 2021 were **agreed** as a true and accurate record.

22.03 MATTERS ARISING FROM THE MINUTES

22.03.01 Risk Registers: The risk registers are not ready to present to the Board. Examples of scenarios have been added against the risks, but the Finance Sub-Committee queried if multiple risks occurring at the same time should be examined. Clarification from Advanced HE on the scenario-based risk approach has been requested.

22.03.02



22.04 CEO'S REPORT

22.04.01 Student Enrolment 2022/23: We have received 220 full applications:

- Faculty 1: has paused recruitment and will reopen in May if further places are available.
- Faculty 2: The DCPsych programme has received 84 applications, we can only accept 22 places so there will be an arduous selection process. There are no applications on the DPpsych programme as it is currently going through revalidation which has been delayed as MDX are reviewing their research regulations.

- Faculty 3: Majority of the training programmes are external.

22.04.02 External Examiner Reports: Good progress has been made since the report of 2019/20. There are still concerns with students experience of Turnitin. It was noted that Turnitin is widely used in the sector, the main issue is related to the interface and the Moodle link and work will continue to develop this area.

22.04.03 MI CUC Report February 2022: This is an important report, as part of the annual review we conduct an internal assessment of our governance effectiveness, academic quality and enhancement and monitoring of areas for further development. The Board was provided with a summary covering the main areas for 2022 and the updated CUC Self-Assessment Register including the version from last year. The 'red' and 'amber' areas requiring further work were highlighted.

[REDACTED]

22.04.05 OfS Conditions of Registration 2021/22: The Board was presented the draft document prepared by the Director of Finance and Deputy CEO.

22.04.06 NHS Contract: Metanoia has been awarded the Person-Centred Experiential Counselling for Depression Pathway within IAPT High Intensity Psychotherapeutic Counselling Training for England. Faculty 3 are managing this work and this contract will run until 31st March 2025.

22.05 DEPUTY CEO REPORT

22.05.01 The Board was presented with a paper titled 'Understanding Student Data in Faculty 1'. It was noted that the OfS focus will be on the programmes in Faculty 1.

22.05.02 [REDACTED]

22.05.02.01 **Action:** HC will set up a conversation with a data expert.

22.05.03 New software is being sought but it will take time and the System and Data Committee is now in place to lead this.

22.06 HEALTH & SAFETY

22.06.01 No business for this meeting.

22.07 ADVANCED HE REPORT ACTIONS UPDATE

22.07.01 The minutes of the extraordinary Board of Trustees meeting held on the 26th January 2022 were **agreed** as a true and accurate record.

22.07.02 The Board received the Advanced HE Recommendations document and NR provided a verbal progress update on the agreed actions. JA advised that this is a live document and should be viewed at each meeting.

22.07.02.01 **Action:** NR to add a Progress Update column to the Advanced HE Recommendations table.

22.08 STAFFING AND REMUNERATION SUB-COMMITTEE REPORT (SARSC)

22.08.01 HC reported that a reduced streamlined set of KPIs / targets are being used to measure performance. This new approach worked well, and progress will be monitored. RG queried what KPIs are being used, the HR strategy will be shared and student involvement on the committee was welcomed.

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

22.10

COMMITTEE MINUTES

22.10.01

Review Executive Committee Minutes (November 2021, December 2021 & January 2022): The Board **reviewed** and **accepted** the minutes, actions, and decisions of the Executive committee.

22.10.02

[REDACTED]

- Boards of Study Report: The report is ready and can be circulated for the next Board meeting.

22.10.03

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

[REDACTED]

[REDACTED]

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22.13

[REDACTED]

[REDACTED]

22.14

22.14.01

ANY OTHER BUSINESS

No business for this meeting.

22.15

22.15.01

DATE OF NEXT MEETING

The next meeting of the Board of Trustees will be held on the 24th May 2022.

SUMMARY OF ACTIONS AND DECISIONS

22.02.01	The minutes of the Board of Trustees (BoT) meeting held on the 23 rd November 2021 were agreed as a true and accurate record.
22.04.04.01	Action: RG to send comments on the strategy directly to SOJ.
22.05.02.01	Action: HC will set up a conversation with a data expert.
22.07.01	The minutes of the extraordinary Board of Trustees meeting held on the 26 th January 2022 were agreed as a true and accurate record.
22.07.02.01	Action: NR to add a Progress Update column to the Advanced HE Recommendations table.
22.08.02	The Board approved the proposals, decisions, and actions of the SARSC.
	[REDACTED]
22.10.01	<u>Review Executive Committee Minutes (November 2021, December 2021 & January 2022)</u> : The Board reviewed and accepted the minutes, actions, and decisions of the Executive committee.
22.10.03	<u>Review Academic Board Minutes (November 2021)</u> : The Board reviewed and accepted the minutes, actions, and decisions of the Academic Board.
22.12.03	[REDACTED]