

BOARD OF TRUSTEES

Minutes of the **Board of Trustees** held on **Tuesday, 24th May 2022** at **17:00** via **Zoom**

22.16 WELCOME, INTRODUCTIONS AND APOLOGIES

Attendees

Jerry Arnott (JA)	Interim Chair, Trustee
Jeff White (JW)	Vice Chair, Trustee
Helen Coleman (HC)	Trustee
Dotun Olaleye (DO)	Trustee
Kelvin Jones (KJ)	Trustee
Nafeesa Mitha (NM)	Trustee

In Attendance

Tobias O'Brien (TO)	Student Officer
Nordia Schofield (NS)	Student Officer
Professor Sheila Owen-Jones (SOJ)	Chief Executive Officer
Anita Faherty (AF)	Director of Finance
Naj Riaz (NR)	Servicing Officer

Apologies

Ruth Gibson (RG)	Student Trustee
Professor Carrie Weston (CW)	Deputy Chief Executive Officer

22.17 MINUTES OF THE LAST MEETING

22.17.01 The minutes of the Board of Trustees (BoT) meeting held on the 22nd February 2022 were **agreed** as a true and accurate record.

22.18 MATTERS ARISING FROM THE MINUTES

- 22.18.01 Risk Register: Advanced HE have confirmed our understanding to look at specific grouping of risks to mitigate incidents. The risk registers were presented to ARSC, an indicator has been added to show movement up or down and this will be monitored going forward.
- 22.18.02 DAPs: The Chair informed the Board that we are waiting for a decision from the OfS and there was no further update.
- 22.18.03 Strategy 2022-2030: The Board liked the strategy document that was presented, and it was queried if a more succinct public facing document has been produced. SOJ advised that RG will be coming back with ideas and a sleeker version will be produced and placed online.
- 22.18.04 Strategy updates: To be included as a standard Board Agenda item commencing July 2022. This should prioritise the most important aspects with involvement from the relevant Faculty Head.
- 22.18.04.01 **Action**: Include strategy updates in future Board meetings.
- 22.18.05 Data expert: AF confirmed it would be beneficial to have a discussion with a data specialist, HC to arrange.

22.19 CHAIR'S BUSINESS

22.19.01 Board Agendas: The structure of the Agenda is important; timings need to be considered to help move discussions along. Board members should be made aware of key developments, meetings will include verbal summaries of the EX, Academic Board and Sub-Committee minutes. The Board provides advice to the Executive and makes strategic decisions. It was noted we are in a transition period and when a new Chair is appointed, they will implement their own approach.

22.19.02 Recruitment process: An update was provided on the Chair, CEO and Trustee recruitment process. It was noted that we are making good progress and are on track to make the appointments in the next couple of months.

- a. Chair: 3 high quality candidates have been shortlisted, we have held informal discussions and will be moving on to formal interviews with a panel in early to mid-June.
- b. CEO: Saxton Bampfyld have confirmed we have 8 quality candidates, hopefully we will get a few more before we start shortlisting.
- c. Trustees: 2-3 new Trustees are required to join the Board with experience in legal, NHS and psychotherapy. We need to advertise as soon as possible and will not be using a search firm.

22.19.02.01 TO queried if students will be involved in the recruitment and shortlisting process. JA advised that the Chair recruitment is a Board responsibility and students will be invited to join the panel for the CEO role unless there is an internal candidate where it may not be appropriate.

22.20 CEO'S REPORT

22.20.01 Student enrolment: We have received 465 fully completed applications with 296 scheduled for interviews and 167 offers accepted to date. The numbers are looking good, we will have a full Institute and could take more if we had the space.

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22.20.03 HE Code of Governance Self-Assessment Update: The Board was presented with the updated CUC document and informed of the changes in ratings.

22.20.04 OfS update: The Access and Participation Statement and Value for Money Report have been updated and went to the Audit and Risk Sub-Committee on 10th May 2022.

22.22.05 NHS Training: A finance profile was presented and updates on recruitment, staffing, marketing and website, delivery mode and course development.

22.22.06 IT Performance Report: The Board received the key headlines from the monthly report, Aquilatec continue to provide excellent help desk support. It was noted that our current IT asset list needs updating, and we are in the process of gaining Cyber Essentials and going through IS27001 which is required for the NHS training.

22.22.07 Graduation: Will be held over 3 days; Thursday 7th, Thursday 14th and Friday 15th July starting at 3.00pm. Professor Ron Parker will attend the event on 15th July and all Board members were encouraged to attend.

22.23 DEPUTY CEO REPORT

22.23.01 The Faculty 1 Boards of Study Report was received and the numerous positive actions resulting from student feedback were noted. The excellent technical support provided by Chris Yeoh was highlighted.

22.24 STAFF AND STUDENT FEEDBACK

22.24.01 The Student Officers reported that a physical presence on site is important, but they have struggled to find somewhere to work due to limited space. Hot desking and use of rooms on certain days will be explored to see what can be worked out. A series of meetings have been set up with staff to understand what is going on, an email address has been created and a phone line has been requested.

22.24.02 It was noted that student influence and guidance at Board level is critical and the distinction between the Student Trustee and the Student Officer roles needs to be clarified. The process is evolving, and the new Chair will formalise.

22.25 ADVANCED HE REPORT ACTIONS

- 22.25.01 The Board received progress updates on the high priority items:
- a. CUC self-assessment: The updated document was presented to the Board.
 - b. OfS Conditions of Registration: The document was presented to the Audit Sub-Committee on the 10th May 2022.
 - c. Self-evaluation of the Board: The skills matrix will be presented to the Board in July 2022.
 - d. Strategy discussions: Included as a standard Board Agenda item.
 - e. Trustee tenure: The list has been updated and will need to be kept on top of to ensure Trustees have a maximum 9-year term.
 - f. Succession planning: CEO, Chair and Trustee recruitment is in progress.
 - g. New Trustee induction: Improvements have been identified to the induction pack, a short booklet will be produced, and a buddy scheme put in place. NR will assist with coordinating the process.
 - h. Quality of Board papers: Improvements to the quality of Board papers is in progress.
 - i. Audit and Risk Sub-Committee: Is now in place and the first meeting was held on 10th May 2022.

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EXECUTIVE & ACADEMIC BOARD UPDATES

The following updates were reported:

- The NSS survey had a 90% completion rate which is a significant improvement from previous years.
- Jane Hunt has been appointed as Head of Faculty 1.
- We have a limit of 15 on the PhD as MDX do not have enough supervisors.
- We have had a positive result in our first REF submission.
- A few issues have been highlighted through student engagement at the Joint Staff and Student Committee, more details have been requested and these will be reported to EX.
- Prayer room space is difficult but will be made available to those who need it.

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22.29.01

ANY OTHER BUSINESS

No business for this meeting.

22.30 DATE OF NEXT MEETING

22.30.01 The next meeting of the Board of Trustees will be held on the 26th July 2022.

SUMMARY OF ACTIONS AND DECISIONS

22.17.01	The minutes of the Board of Trustees (BoT) meeting held on the 22 nd February 2022 were agreed as a true and accurate record.
22.18.04.01	Action: Include strategy updates in future Board meetings.
	