

The City College, Board of Governors Meeting: 23/10/24 Start time: 1:45 pm/End time: 3:45 pm/Venue: Onsite: Conference Room, TCC

Present: Uroy Clarke (Chair), Tasneem Riaz (Director), Ian Woolgar (External), Mike Potter (External), Luthra Suman (External), Susan Riaz (Secretary), Naweed Riaz (Staff, legal advisor, in attendance)

Apologies: Collin Chikanma (Alumni), Kate Marie Diver (Current Student), Gweneth Thomas (Alumni) could not attend.

Item	Key points raised:	Actions	Who?	When?
1) Apologies	Apologies: Collin Chikanma, Kate Marie Diver, Gweneth Thomas	None	N/A	N/A
2) Minutes of Previous Meeting	<p>UC welcomed everyone to the Board, including the new member, LS.</p> <p>Previous minutes (April 24) circulated and agreed on. TR to publish these on the website.</p>	None	N/A	N/A
3) Report from the Director/Chair	<p>UC welcomed new member to the Board.</p> <p>LS introduced herself, explaining she runs a property business. She was introduced to NR and invited to join the Board by him.</p> <p>Other members briefly introduced themselves to LS.</p>	None	N/A	N/A
4) Matters Arising	Update for Access & Participation Plan	None	N/A	N/A

	<p>TR: For the Access & Participation Plan we had a discussion with the OfS and the Access & Participation Team. They gave us three possible dates to submit. We aimed to submit it in July, and we wanted to change the category of registration for VAT exemption. If you are in the approved fee cap category you can be exempt from VAT. We thought we could submit it in October, but we were then told that submitting it then would result in an academic year delay. We had to apply as though we were a fresh college, even though we are already registered with the OfS. We worked really hard and submitted in July 2024. We need to submit our accounts and so we are working on that at the moment. The deadline is 15th December for the final signing off.</p> <p>UC: The APP Plan is a chance to increase fees.</p> <p>TR: And also, to provide bursaries and support for students. We have to give that undertaking.</p> <p>UC: The benefit is based on the VAT.</p> <p>TR: Also on the fees, which can be raised. Most universities charge over £9000 but we need to justify the facilities and supporting students. We can't afford to spend too much or too little as we have to ensure financial sustainability.</p> <p>IW: Is there any understanding from the new government about changes.</p> <p>UC: Nothing new at the moment.</p> <p>TR: The change of government has meant changes were stopped for the present.</p> <p>IW: In the school I am a governor for, then it has been impossible to get any details. That is in xxx which has a number of very small primary schools, which are barely viable.</p> <p>LS: TR mentioned the funds to do other things. Does it make a difference if we have more students.</p> <p>TR: Yes, of course, students generate income. The numbers are not declining but they are not increasing as much as we would like.</p>			
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	<p>I am currently working on our forecasts for the next seven years.</p> <p>NR: Other colleges have linked with universities and offer foundation courses, where our students join a L4 course and need to have previous qualifications and we have rigorous ways to recruit.</p> <p>MP: Can we set up a foundation course?</p> <p>TR: It would not get funding.</p> <p>NR: However, the goal for some of these organizations is to generate profits over quality, so the OfS are investigating colleges with collaborations. The demographic can be difficult. When we started the HNC/HND programme it was almost like a half brother to the degree programme. We are inner London; many applicants are from deprived backgrounds. Completion and progression rates are going down and quality is less. We try to turn away those students who we feel are not going to do well, but younger, traditional students go through UCAS and then to university. They can't do this course until they are 21 or older. Ideally, we do need collaboration, but the foundation degree programmes are tainted.</p> <p>MP: I used to be a foundation tutor. We would lose a lot of students, and I had to chase those students. You do not know what their capabilities are when they join. If they have failed A Levels, they may struggle. It's a very grey area.</p> <p>IW: My mentoring work has to recognise there may be no cultural or parental backup. There is a lot of social work in teaching now. Absence, responsibility, language issues.</p> <p>MP: Teaching study skills is also essential. The student is often lost navigating the course.</p> <p>UC: This has always been a challenge in education.</p>			
	<p>EE Visits</p> <p>TR: We had four visits. Two for DET, which is now phased out. We</p>	None	N/A	N/A

	<p>had an onsite visit and then a spot visit, which was totally unannounced. We had the AMR in January, then the Travel and Tourism visit and Business EE visit since our last Board meeting.</p> <p>UC: Any updates with the DET?</p> <p>TR: That has stopped. We felt the course had no future and decided to drop it. If there are concerns, they can block a course, so you cannot get the certificates. That has never happened so far, thankfully.</p>			
	<p>Academic Board</p> <p>TR: We had that on Monday and the assessment board happened in March and acupuncture in September.</p> <p>MP: We are the only accredited acupuncture course in London.</p>	None	N/A	N/A
	<p>Risk Register</p> <p>TR: Nothing much has changed.</p> <p>UC: It is looking healthy.</p> <p>TR: Yes, it is updated annually unless something changes.</p> <p>MP: How are the numbers on acupuncture?</p> <p>TR: We were hoping for two intakes, but we only have one. We have 24 students this academic year.</p> <p>MP: There are very few colleges offering acupuncture now.</p> <p>TR: None of them are funded, but some have collaborations with university.</p> <p>MP: External validation is expensive.</p>	Risk Register to be sent to new members	TR	ASAP
	<p>TR: We are working on student numbers. I need to submit that at the end of this week. Otherwise, we are waiting to hear about our APP application.</p>			
5) Update from the OfS	<p>TR: We are engaging with the OfS about the APP. We need to</p>	None	N/A	N/A

	<p>increase the numbers for recruitment. We also need to advertise the courses, and I have some prices for advertising on buses or bus stops.</p> <p>UC: Do we have LinkedIn and Facebook?</p> <p>TR: Yes, we do have social media.</p> <p>IW: The fashion moves from platform to platform. In the travel industry, people talk about Instagram-able destinations. Instagram and TikTok and it is very immediate</p>			
6) Staffing Levels and Training	<p>NR: We have lost one receptionist and gained a replacement and have gained another full-time teacher. He is now teaching Business and Travel. We have a part-time lecturer, teaching on a Saturday, but we may get another ex-DET student. External teachers have been a mix of competencies, so it has been useful to take from our past students.</p> <p>TR: With acupuncture we have two new staff and seven or eight new assistants for the clinics. Some are our graduates. IB is now the programme leader, and she was a student of ours, so we try to have people that know us well and we know them well.</p> <p>NR: We have another sessional teacher, afternoon or evening.</p> <p>MP: BAAB have not raised concerns about having more outside lecturers?</p> <p>TR: We have placed an advert, so we do interviews and recruit from outside as well. With training we had neurodiversity training for 2 hours and 80% of our staff attended.</p>	Advertising update	TR	Update to be given next meeting

7) Action Plan Update	<p>NR: We have been working on university collaborations for a while using an external ex-lecturer. We are looking at two universities and we have sent paperwork to one. We have also been looking at other ways to get a partner. We had a meeting with Sadie Samuels at HSBC bank who has significant contacts including UIG who are collaborating with Durham and Oxford Brookes. They want a London campus and so there is a possibility whereby the collaboration materializes. It is an early stage of collaboration, but this is a strong possibility.</p>	University collaboration ongoing	TR/NR	Update next meeting
8) Any Other Business	<p>TR: We have had a student complaint. She recently graduated and we then had a complaint about something which happened last November. We had no formal complaint made at the time, but we have been in communication with her. She contacted the OIA, and they asked for the Completion of Procedures letter. However, this is issued after the complaint's procedure steps has been undertaken which never happened.</p> <p>NR: She has made some serious but unfounded allegations. This goes back to November, and she said she has had health issues due to this and stated her GDPR has been breached and has also complained about results.</p> <p>TR: We can provide an out of time COP letter.</p>	Complaint ongoing	TR/NR	Update next meeting
9) Date for Next Meeting	19 th March 2025 2pm			