Confirmed Minutes

Meeting:	**Board of Directors' Meeting**
Date:	**30 September 2024**
Time:	**1 pm – 3 pm**
Venue:	**Room G22, Malet Building, Birkbeck College**

Name	Designation
Carol Cook - **Chair**	Non-Executive Director
Melanie Fellowes	Non-Executive Director
Mark Levy	Non-Executive Director
Abdul Pisavadi	Non-Executive Director
John Fairhurst	Principal and Chief Executive Officer
Shabnam Karim	Chief Operating Officer and Chief Financial Officer
Alena Bakare*	Student Representative
Sayed Sadat	Student Representative (Student President)
Victoria Hurley	Staff Representative (Professional Services)
Orlagh Maye*	Staff Representative (Academic)
Maria Jackson - **Secretary**	Head of Governance and Company Secretary

In attendance:

Name	Designation
Sunmi Ayorinde	Deputy Chief Operating Officer
Joan O'Mahony	Deputy Principal

PRELIMINARY ITEMS	
1.0	**Welcome and Apologies** C Cook welcomed everyone to the meeting noting that Mark Levy (a newly-appointed Non-Executive Director) and Victoria Hurley (a newly-appointed representative from Professional Services) were attending their first meeting of the Board of Directors. M Jackson reported that apologies had been received from A Bakare and O Maye. **Declarations of interest** There were no declarations of interest made.
2.0	**Minutes for approval and Action Tracker/Matters Arising:**
	2.1 <u>Minutes from the meeting of 29 July 2024</u> The minutes of the meeting of 29 July 2024 were approved. 2.2 <u>Action Tracker and Matters Arising</u>

C Cook highlighted the following from the Action Tracker where updates were due:

November 2022 Meeting

- **Action 1 Item 20b** – **Update**: As reported previously, the action (to ensure that consideration is given in advance of the next External Review of our governance arrangements to requesting an assurance of compliance with the OfS Conditions of Registration) will be considered in M Jackson's internal review of our governance arrangements.

June 2024 Meeting

- **Action 1** – **Completed.** M Jackson's report on how the Student Voice is facilitated within the structures set out in our Corporate and Academic Governance Framework and how it is heard in practice, covering also its effectiveness and impact, is an agenda item for the September 2024 meeting. See agenda item 14.3 below.
- **Action 3** – **Completed**. See Agenda Item 2.3 below.

July 2024 Meeting

- **Action 1** – **Completed**. J O'Mahony sent M Jackson revised wording for the entry in the minutes of the June 20024 meeting relating to the HEPI report.
- **Action 2** – **Completed**. M Jackson shared with the NEDs the link to the Wrexham University Graduation Ceremony.
- **Action 3** – **Completed**. J O'Mahony has identified the updates made to her Academic Assurance Reports.
- **Action 4** - **Update**: An agenda item for the September Board meeting. See agenda item 7.2 below.
- **Action 5** – **Completed**. M Jackson shared with the Board the recording and slides of Aaron Porter's presentation at IHE on Governance and Leadership: Emerging Leaders.
- **Action 6** – **Completed**. J Fairhurst notified Mark Levy that the Board has approved his appointment as Non-Executive Director and his membership of the Audit and Risk Committee for an initial period of 4 years with effect from 1 September 2024, and notified M Jackson of M Levy's acceptance.
- **Action 7** – **Update:** Induction arrangements for M Levy were put in place and implemented. There are two more meetings to arrange but these are not ones that had to happen prior to the September 2024 Board meeting.
- **Action 8** – **Completed**. M Jackson sought (and obtained) shareholder approval (via a special resolution) to amend the Articles of Association to allow for a Non-Executive Director to serve a third term of office in exceptional circumstances and according to the conditions discussed in the meeting.
- **Action 9** – **Completed**. The amended Articles of Association were filed with Companies House on time and the corresponding amendment to the Corporate and Academic Governance Framework is subject to approval by the Board under agenda item 19 below.

Matters Arising

There were no matters arising.

2.3 University of Northampton student numbers and mapping

J O'Mahony reported that there were very few University of Northampton students who were eligible to transfer to a Wrexham University degree, adding that only 1 student has transferred for 2024-25 and that two others are currently having their transfer applications processed.

[Redacted]

	M Fellowes asked whether the above 3 transfers were the final transfers possible. J O'Mahony confirmed that this was the case, explaining that the only other transfers possible would be to a Wrexham University Top-up degree. **[Redacted]** **Actions:** - **J O'Mahony to check whether we have any Level 5 students on Northampton's Accounting and Finance Management degree that could transfer to Wrexham's Accounting and Finance Top-up.**
3.0	**Chair's Update [including Chair's Action taken since previous meeting]** C Cook confirmed that she had had no cause to take Chair's Action on any matters since the July 2024 Board meeting.
STRATEGIC BUSINESS	
4.0	**Principal's Report** (For information) J Fairhurst presented his Principal's Report, providing the following updates to two items featured within the report: - Section 3.1.3: Since reporting that the OfS had opened an investigation into Applied Business Academy (which has partnerships with Leeds Trinity University and the University of Buckingham), Applied Business Academy has now announced the closure of its HE courses. - Section 3.1.4: Since reporting that we have been approached by Independent Higher Education to see if we would be interested in putting together a partnership bid with TEDI London for the OfS Equality in Higher Education Innovation Fund, our Disability and Wellbeing Manager and Head of Governance and Company Secretary have now met with IHE and TEDI to find out more about the bid. TEDI's area of interest is the impact on outcomes of offering students choice in assessments (written assignment, exam, presentation etc) so as to create/increase equality of opportunity. Consideration will need to be given as to the value of us supporting the bid given the constraints and challenges that we would face in this area as a provider offering validated degrees. C Cook agreed that whilst very interesting, such an initiative could be challenging for providers. C Cook commented on the sheer volume of developments within the sector and the challenges that this poses for all providers.
ACADEMIC QUALITY AND THE STUDENT EXPERIENCE	
5.0	**Student Guild Report** S Sadat provided the following updates. - The Guild is committed to supporting Bloomsbury Institute's Access and Participation Plan to help the most disadvantaged students overcome challenges and succeed. It has worked closely with the Deputy Principal to gather feedback from students in class and from meetings with the Student President and Student Representatives. - The Guild has expanded its activities during enrolment and will dedicate more time to engaging with students to encourage their participation in representation and learning enhancement

activities. This will help them to develop a sense of belonging at an early stage in their student journey.

- Representatives from Wrexham's Student Union will be visiting the Guild and Student Staff Liaison Manager in October.
- The Guild Manager and Student President will be contributing to the CPD Student Leadership Programme for 2024-25 by giving a presentation about the democratic leadership style adopted in a membership organisation.
- The Student President and Guild Manager met with Alex Stanley, the Vice President of Higher Education for the NUS, to discuss the benefits of the Guild joining the NUS. A Stanley pledged his support to the Guild and offered to come in and speak with the Student Council. During the meeting, when discussing politics and campaigning, A Stanley gave assurances that the Student Guild members could engage as much or as little as they liked in such activities.
- Following the Guild's AGM, the Guild has organised more inclusive events to reach more students, such as an open-top sightseeing Bus Tour and "Diversitea", offering free tea, coffee, biscuits, and a chat to help students feel part of the community and save money.
- The Student President and J Fairhurst have signed the new Bloomsbury Institute Student Guild Relationship Agreement.
- The Guild's trustees have been considering the questions that the students posed at the AGM that was held in July 2024. One of the questions was around wellbeing support. As a result, the Student President subsequently met with SEWS and has agreed that the Guild will actively try to increase the number of students registering for TogetherAll. In addition, the Student President and Student Council will lead by example to support good mental health for students.
- The Guild has recently moved from GPS to Bedford Square and in order to reduce its carbon footprint and minimise waste, it has set up a "Guild Cabinet" in the hallway at Bedford Square where members can donate and pick up items.
- The Student Council has collaborated with the Student Staff Liaison Manager to create a comprehensive guide supporting representatives and the student body. This guide will serve as a reference point and help to ensure clarity.
- The Guild Manager, Student Staff Liaison Manager, and Head of Quality are discussing ways to facilitate postgraduate representation. Two former undergraduate graduates joining us as postgraduate students in the academic year 2024-25, have agreed to volunteer along with our new Paraguayan scholarship student. These volunteers and Guild staff will attend an induction and visit classes in October. Although the focus is on recruiting volunteers for the AY 2024-25, the Guild may develop a classroom representative system at a later date.

S Sadat reported that his term of office was coming to an end but that he was committed to assisting the next Student President in transitioning into the role.

C Cook asked S Sadat if the September 2024 Board meeting would be his last. However, J Fairhurst explained that once the next President is appointed, S Sadat would have the right to join them at their first Board meeting for continuity purposes.

C Cook welcomed the news that the Student Guild has become a member of the NUS.

J Fairhurst asked S Sadat how the Guild's move from GPS to Bedford Square has been and explained that space is available at Bedford Square for meetings should the Guild need it and encouraged the Guild to ask for access when necessary. J Fairhurst also reported that the COO and CFO and the Deputy COO were working on plans to create a Student Hub at Bedford Square.

J O'Mahony asked S Sadat whether he had enjoyed his experience as Student President. S Sadat confirmed that he had and that he had particularly welcomed the opportunity to develop his leadership skills in serving his fellow students.

6.0	**Academic Performance Report – July 2024**

J O'Mahony presented the Academic Performance Report for July 2024, highlighting the following key points:

- The Academic Performance Report was introduced a year ago at the request of the Board but it has now been agreed that this will be discontinued, because we already have reports that consider regulatory metrics. The Deputy Principal will refer the Board to other reports going forward, such as those connected with annual monitoring, that the Board can access to be assured of academic performance from a non-regulatory metrics point of view.
- The only updates made in the July report are updates to the data in Sections 2 and 3 in relation to postgraduate and undergraduate provision.
- The overall picture is one of improvement in performance. For postgraduate students, the total percentage of our June 2023 intake receiving an Award (Masters, PG Cert or Diploma) rose to 100% and the total percentage of students receiving a Masters rose to 96.5%, reflecting both the quality of the students and the quality of provision.
- At undergraduate level, the quality of students on our Top-up courses has been excellent.

C Cook said that she had emailed J Fairhurst about the type of reports the Board would be receiving going forwards in place of the Academic Performance Report as the Board is interested in receiving an annual report that goes beyond whether we are meeting OfS thresholds from a risk management perspective. The Board wants to receive reports that capture how well our students are performing beyond these thresholds, and whether they are achieving their own ambitions and our expectations for them.

In the circumstances, it was agreed that J O'Mahony would advise the Board at its November 2024 meeting on the report(s) [e.g. the AMERs] that will capture academic performance beyond the minimum risk levels reported upon in the OfS Condition B3 reports being compiled by the Head of Compliance. This/these report(s) will replace the monthly Academic Performance Reports that were being produced in 2023-24.

M Levy asked whether Bloomsbury Institute had many cases of students arriving and failing to engage from the outset. V Hurley explained that such cases are very rare and took the opportunity to outline our attendance monitoring procedures and interventions, highlighting the multiple challenges some of our students face. S Ayorinde added that we have the ability to withdraw students (both domestic and international) for lack of engagement/academic failure. J Fairhurst explained that for international sponsored students, we are required to withdraw them after 60 days if there is no engagement and so whilst the SEWS team will monitor attendance of all students throughout their studies (and make interventions), international sponsored students are also monitored by our UKVI Compliance team.

C Cook welcomed the report on the June 2023 intake of postgraduate students and asked what had contributed to such a strong performance from this particular cohort. J Fairhurst explained that changes in our selection process had been an important contributory factor as (from February 2023 onwards) we had stopped accepting international students for whom the medium of instruction for their earlier study had been English. Some providers continue to accept the medium of instruction. In addition, we introduced Qualification Check (a service previously provided by ECCTIS) that is designed to detect fraudulent qualifications for the June 2023 intake onwards.

J O'Mahony agreed that the changes made to the selection process were the main reason behind the improvement in performance but said that a number of academic initiatives had also been taken to help improve performance. She added that the External Examiner Reports received for our suite of postgraduate degrees were a testimony to our commitment to quality as they have been overwhelmingly positive.

C Cook commented on how encouraging it was to see the impact of measures taken to improve performance and M Fellowes commented on how rewarding this must be for staff.

Actions:

	• **J O'Mahony to advise the Board on the report(s) [e.g. the AMERs] that will capture academic performance beyond the minimum risk levels reported upon in the OfS Condition B3 reports being compiled by the Head of Compliance. This/these report(s) will replace the monthly Academic Performance Reports that were being produced in 2023-24.**
7.0	**Academic Assurance Report** 7.1 Academic Assurance Report – July 2024 J O'Mahony presented the Academic Assurance Report for July 2024, explaining that updates had been made to sections 1.1, 1.2, 1.3, 3.4, 4, 6 and 6.1.3. 7.2 Recommendation on the frequency and timing of Academic Assurance Reports and circulation of year-end Report J O'Mahony reminded the Board that at its July 2024 meeting, it had asked her to consider the frequency of her Academic Assurance Reports. Based in part on research undertaken at a sector level, J O'Mahony said she would recommend submission of an annual report. She also suggested that she present the Board with a template for approval that shows what information should be included and at what point in the academic year. She said that previously she has not reported on our relations with PSRBs and yet loss of PSRB accreditation would present a major risk to an institution. As a result, she would propose including information on this in the 2024-25 Academic Assurance Reports. Given the relative infrequency of matters upon which to report (e.g. NSS annually, TEF every four years, External Examiner Reports annually), C Cook suggested that an Academic Assurance Report be submitted to the Board either on an annual basis or twice each year given the other assurance mechanisms currently in place, namely: • An Internal Audit function which includes academic matters within its audit schedules. • Monitoring of academic performance from an OfS perspective though the Risk Management Working Group. • Receipt of Compliance Reports from the Head of Compliance that would flag any issues in relation to academic matters. • Receipt by the Board of minutes of the Academic Committee (once confirmed) and an Academic Committee Report when confirmed minutes are pending. • The right the Chair of the Board of Directors has to attend meeting of the Academic Committee • The ability of other Non-Executive Directors to ask to attend meetings of the Academic Committee as observers. • The Deputy Principal's attendance at meetings of the Board of Directors thereby facilitating opportunities for dialogue. J Fairhurst said that it was for the Non-Executive Directors to decide on what type and frequency of reporting on academic matters that it wanted. However, he suggested that J O'Mahony consider the timings of an interim report and a final report each year. He also recommended that J O'Mahony adopt the same approach as the Head of Compliance in terms of reporting on an exceptions basis. The Non-Executive Directors agreed that two Academic Assurance Reports should be submitted to the Board each year (one an interim report and the other a final report). C Cook asked whether the Audit and Risk Committee receives the Head of Compliance's Compliance Reports. M Jackson said that the Committee does not receive these reports. In the circumstances, it was agreed that going forwards the Committee should receive the reports as well as the Board of Directors under Reserved Items.

	M Jackson reminded the Board that J O'Mahony was due to report back on sector practice on which stakeholders should receive a copy of the Academic Assurance Report at year end. It was agreed that this would be considered at the next meeting of the Board. **Actions** • **J O'Mahony to submit an interim and final Academic Assurance Report to the Academic Committee and Board of Directors each year, and advise the Board on the timing of submissions. These will replace the monthly reports that were produced in 2023-24.** • **The Board to advise on the format of the end-year Academic Assurance Report that will be circulated, as well as the circulation list (e.g. staff, students) following receipt of the September 2024 Academic Assurance Report at the Board's November 2024 meeting.** • **M Jackson to advise the Head of Compliance that Compliance Reports should be presented to the Audit and Risk Committee as well as the Board of Directors.**
8.0	**Academic Committee Report** 8.1 <u>Academic Committee Minutes June 2024</u> 8.2 <u>Academic Committee Report July 2024</u> The Board received and noted the contents of the Academic Committee minutes from the June 2024 meeting and the Academic Committee Report from its July 2024 meeting.
9.0	**Student Recruitment and Admissions Update** J Fairhurst said he would report on Student Recruitment and Admissions under Reserved Items.

10.0	**NSS Results 2024**
	
	S Ayorinde presented the NSS Results 2024 report that had been produced by the Head of Data Management and Statutory Returns and highlighted the following key points:
	
	• When averaging all questions in the NSS, Bloomsbury Institute ranked 6th in the UK (excluding FE Colleges and Specialist Providers) for overall positivity.
	• Bloomsbury Institute scored higher than the sector in 24 questions and 6 themes, with 0.7% lower than the sector in Learning Resources.
	• Compared to all other London Universities (excluding specialist providers) Bloomsbury Institute has ranked:
	   ○ 2nd for Business course (3rd in England)
	   ○ 3nd in Teaching
	   ○ 2nd in Learning Opportunities
	   ○ 2nd in Assessment and Feedback
	   ○ 7th in Academic Support
	   ○ 3rd in Organisation and Management
	   ○ 8th in Learning Resources
	   ○ 3rd in Student Voice
	   ○ 2nd in Student Guild representing students' academic interests
	   ○ 3rd in Communicating information about mental wellbeing support services
	   ○ 19th in Freedom of expression
	• The areas in which we performed well this year compared with last year were Teaching on the course, Learning opportunities and The Student Union.
	• There are a number of areas where our performance was down on last year's. The largest drops in positivity were in relation to Organisation and Management, and Freedom of Expression.

	C Carol congratulated the Executive Directors and Bloomsbury Institute's staff for another year of extremely positive NSS results and attributed the Institute's success to the strong partnership that exists between the Academic staff and Professional Services staff. C Cook also commented on the enormous value of the NSS results from a marketing perspective.

AUDIT AND RISK

11.0	**Prevent Risk Assessment**
	[For approval]
	M Jackson presented the Prevent Risk Assessment for September 2024, highlighting the following key points:
	• The Regional Context section has been updated following receipt of the latest Counter Terrorism Local Profile.
	• The responsibilities of the former Deputy CEO and Head of MCSR have been reallocated.
	• The Deputy COO will now work with the Prevent Lead on any Room Hire policy if we are ever in a position to hire out rooms.
	• The Marketing Manager and Estates and Facilities Manager are responsible for the display screens at Bedford Square.
	• The Marketing Manager is document lead for the policies/documents listed that both the Deputy CEO and Head of MCSR led on.
	• Updates have been made to existing measures/actions to be taken, but none of these are substantive.
	• The likelihood of students being radicalised by factors internal (e.g. a guest speaker) or external to the university (e.g. a sense of injustice resulting from social disadvantage) have been increased on the back of the latest CTLP from 2 to 3. This increase is linked to external risk factors and results in an overall rating of 12, moving the risk from Low to Medium.
	The Board of Directors **approved** the Prevent Risk Assessment for September 2024 as recommended for approval by the Senior Management and Leadership Team.

12.0	**Access and Participation Plan 2020-21 to 2024-25 KPIs**
	12.1 APP KPIs September 2024 Update Report
	J O'Mahony explained that the latest update to the KPIs set in relation to our current Access and Participation Plan (APP) have been included within an appendix to our new APP. With the approval of the Board, it was agreed that J O'Mahony would submit the September 2024 APP KPI updates at the November 2024 Board meeting.
	Actions:
	• **J O'Mahony to submit the September 2024 APP KPI updates at the November 2024 Board meeting.**

FINANCIAL AND CORPORATE

13.0	13.1 Staff Survey

S Karim presented the Staff Survey results explaining that although it was an operational matter, she thought it important for the Board to have an insight into staff perceptions/morale. She highlighted the following key points:

- The overall response rate was 69% (71% for Professional Services (30 staff members) and 66% for Academic staff (21 staff members)).
- Overall, feedback was positive.
- The results should be viewed in the context of recent challenges in the sector and at an institution level. This explains the anticipated feedback given on pay and financial benefits. However, at the July 2024 Board meeting, the Board approved salary increments to come into effect from 1 October 2024. This should help address the comments made in the survey about pay.
- Given our commitment to our staff, we will be sharing with them details of short-term, mid-term and long-term measures we plan to introduce in response to their valuable feedback.
- One idea suggested by several staff members that we plan to act upon is the creation of a Staff Forum to complement our regular Staff Meetings. This forum will provide an opportunity for ongoing dialogue.
- We plan to repeat the survey on an annual basis.
- We are expecting to see significant benefits in terms of communication between teams and team working from having all staff based now within the one building.

C Cook thanked S Karim for sharing the report with the Board, commenting on how very accessible and interesting the report is.

It was noted that there were no financial reports for this meeting.

NOMINATIONS AND GOVERNANCE

14.0

14.1   Governance Updates – September 2024 Cover Paper

14.2   Governance Updates – September 2024

M Jackson presented the Governance Updates report for September 2024. She highlighted in particular the Advance HE/Wonkhe publication entitled "Leading strategic change in higher education in challenging times" as it raises a number of issues that it would be useful to receive feedback on from the Board in the context of our upcoming internal governance review.

14.3   Student Voice Cover Paper
14.4   Student Voice

M Jackson presented the Student Voice paper which she had produced in response to an action from the Board of Directors to report on how the Student Voice is facilitated within the structures set out in our Corporate and Academic Governance Framework (CAGF) and how it is heard in practice, covering also its effectiveness and impact.

M Jackson highlighted the following key points:

- The Student Voice is of critical importance (to us and the OfS) and is provided for within our Articles of Association and Corporate and Academic Governance Framework (CAGF).
- It is expressed at a collective level within our committees and at an individual level through our student evaluations and surveys.
- To date postgraduate students have not had a presence on our committees even though our CAGF allows for this. However, the Student Guild Manager has been addressing this issue and plans to change this for AY 2024-25.

- In 2023-24 we have seen a fall in the number of Student Representatives attending committee meetings. Various contributory factors have been identified.
- However, our Student Staff Liaison Manager, Student Guild Manager and Head of Quality have taken numerous initiatives to facilitate and support the Student Voice in our committees and are committed to this as an ongoing project.
- We use a user-friendly and effective platform for our student surveys. However, questionnaire and survey completion rates are relatively low (albeit broadly in line with those seen at a sector level and consistent with the size of our cohorts). As a result, further action could be taken to (a) promote completion of the surveys and (b) evidence the action taken in response to the views expressed.
- When the Student Voice is expressed in committee meetings, there is evidence of it having impact. However, assessing the impact of feedback from student evaluations/surveys is more challenging as it is not always captured immediately. Sometimes, impact is only captured at year-end once student feedback is considered within the context of the Annual Monitoring and Evaluation Reports produced by Course Leaders.
- Where possible, students could be provided with timely evidence of the impact their voice has had through introduction of a You Said, We Did scheme for deployment throughout the year, capturing the Student Voice as and when it is expressed and in whatever form.

M Jackson also reported that the Head of Quality had worked with the Guild Manager and Student Staff Liaison Manager on a nomination bid for a new Independent Higher Education award category – "Empowering Student Voice".

C Cook thanked M Jackson for what she considered to be the start of an important piece of work. She added that the report provided clear evidence of the opportunities Bloomsbury Institute offers for the Student Voice to be expressed through committee membership and evaluation forms.

COMPLIANCE AND REGULATION

15.0 Compliance Report

There were no reports for this meeting.

16.0 Access and Participation Plan

16.1 APP 2020-21 to 2024-25 Update Report

J O'Mahony reported that actions and activities relating to our current Access and Participation Plan were continuing as usual and all was going well.

POLICY AND DOCUMENT APPROVAL

17.0 Risk
[For approval]

17.1 Corporate Risk Register from September 2024

S Karim presented the Corporate Risk Register from September 2024, explaining that it had now been populated following agreement within the relevant Working Groups of the SMT of the Institute's Principal Risks. She added that she had presented the new Register to the Audit and Risk Committee at its September 2024 meeting and the Committee had been happy with it.

In terms of circulation of risk related documents, S Karim reminded the Board of the following:

	• At each meeting, both the Audit and Risk Committee and the Board of Directors will review the Summary of Principal Risks [Section 2 of the Corporate Risk Register], that will for each Principal Risk set out (i) the Previous Risk Score; (ii) the Current Score; and (iii) the Target Risk Score. • Once a Year, the Audit and Risk Committee will review the full Corporate Risk Register, and it has the right to review the full Register at any time. • Although the Audit and Risk Committee will not be provided with the Principal Risk Reports, it will have the right to request the Reports at any time. As for the Board of Directors, the Board will be provided with links to the Reports in reserved. In the light of the results from the Staff Survey, C Cook queried the ratings in relation to Risk 4.1 (Retention/Loss of Talent). She made the point that the level of risk would depend on the individual's role. S Karim said that this had been a point of discussion in both the PTC Working Group and the Risk Management Working Group. J Fairhurst reminded the Board that the risks within the Corporate Risk Register are those risks which are considered Principal Risks that require monitoring. The Board **approved** the Corporate Risk Register from September 2024. **Actions:** • **S Karim to revisit the ratings for Risk 4.1 in the next meeting of the PTC Working Group.** 17.2 <u>KPIs from September 2024</u> S Karim presented the KPIs from September 2024 explaining that she had also presented them to the Audit and Risk Committee at its September 2024 meeting. She also highlighted the fact that the academic related KPIs had been recommend for approved by the Academic Committee at its September 2024 meeting. The Board **approved** the KPIs from September 2024.
18.0	**Access and Participation Plan 2025 – 2029** J O'Mahony presented the Access and Participation Plan 2025-2029 for approval by the Board and highlighted the following key points: • In order to remain compliant with OfS Condition A1, we are required to submit a new APP to the OfS for approval by 1 October 2024. The OfS may ask us to make revisions to the Plan prior to approval - we will have 2 re-submission opportunities. • Both students and staff were consulted in the development of the Plan and colleagues on the Access and Participation Committee provided invaluable input and support. M Astley and M Jackson were also heavily involved in reviewing/proofreading the Plan. • Although the Academic Committee is not involved in the APP approval process, a copy of the Plan was shared with the Committee at its September 2024 meeting for information. • The Plan has been written using a template provided by the OfS and is subject to a 30-page limit. • The Plan focuses on students from the most disadvantaged backgrounds (students from IMD Quintiles 1 and 2), Asian, Black, Minority Other (ABMO) students and Black students from a continuation and attainment perspective. We are not going to focus on completion even though the OfS may expect us to do so as we believe that addressing the issue of continuation will automatically enhance completion rates. • We will not be including a Travel Bursary in our new APP based on the evaluation of impact provided by SEER in the context of our current APP. C Cook asked J O'Mahony to confirm that the Plan had followed the appropriate approval process. J O'Mahony confirmed that it had been recommended by the Access and Participation Committee for approval by the Senior Management Team who have now recommended approval by the Board of Directors.

	J Fairhurst asked that J O'Mahony keep Marketing in the loop regarding proposals within the new Plan and plans to discontinue the Travel Bursary in order to ensure applicants have a clear understanding of Bloomsbury Institute's offer. A Pisavadi asked what the consequences would be if we were to fail to complete the measures outlined in the Plan. J O'Mahony explained that the OfS would ask us why and take into consideration our context. S Karim added that the OfS monitor a provider's APP expenditure through their Annual Financial Return. The Board **approved** the Access and Participation Plan 2025-29. **Actions:** • **J O'Mahony to advise Marketing about the proposals within our new APP so that they can advertise any commitments made as provisional at this stage (and in particular advise that the travel bursary might be being replaced for entrants for the October 2025 intake onwards).**
19.0	**Corporate and Academic Governance Framework** The Board **approved** the Corporate and Academic Governance Framework, noting that the only amendment made was the addition of text in relation to the number of terms of office that a Non-Executive Director can serve in order to align the CAGF with the Articles of Association that had recently been amended.
20.0	**Equality, Diversity and Inclusion Policy** The Board **approved** the Equality, Diversity and Inclusion Policy, noting that only minor amendments had been made.
OTHER BUSINESS	
21.0	Any Other Business There were no matters for Any Other Business.
DATE/TIME OF NEXT MEETING	
Date: 25 November 2024 further details to be confirmed.	