

Confirmed Minutes

Meeting:	Joint meeting of the Academic Committee and the Board of Directors
Date:	25 November 2020
Time:	12.30 – 15.30
Venue:	MS Teams

Name	Designation
John Fairhurst	Managing Director and Academic Principal (Chair)
Gwyneth Pitt	External Academic Advisor
Colin Raban	External Academic Advisor
Ian Brooks	Academic Representative from UoN
Maria Jackson	Head of Equality, Diversity and Inclusion
Anna Krajewska	Director of CETL, and Head of School of Business and Accounting
Dr Knowledge Mpofo	Chair of Research Ethics Committee
Dr Joe Stevens	Course Leader LLB
Mubashir Qurashi*	Course Leader AFM
Arif Zaman	Lecturer, Business
Asare Amaning	Lecturer, AFM
Donna Leonard	Academic Lead for Learning Enhancement
Anne Okello	Academic Lead for Employability and Lecturer, FY
Ahmed Junaid	Academic Registrar
Amanda Jeram	Head of Quality and Compliance
Sarah Bailey	Director of the Centre for Student Engagement, Wellbeing and Success (SEWS)
Nasser Kazinda*	President of the Student Guild
Rajan Sandhu*	Student Council Student Representative from 3-Year LLB Law
Ana Maria Silochi*	Student Council Student Representative from 2-Year AFM
Ionut Enache*	Student Council Student Representative from 3-Year BABM

In Attendance	
Carol Cook	Non-executive Director and Chair of the BoD
Tom Mortimer	Non-executive Director of the BoD
Johan Forsblad	Non-executive Director of the BoD
Shabnam Karim	Executive Director of the BoD
Noor Jhaveri	Non-executive Director of the BoD
Charlayne Lewis-Thomas	Staff Representative on the BoD
Georgiana Ursachescu	Student Council Student Representative from 3-Year LLB Law
Keith Bartlett	External observer

No.	Item
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1.0 Apologies and welcome

*Denotes apologies

J Fairhurst welcomed everyone to the meeting and explained that the meeting will be split into two parts. The first part will be solely dedicated to Academic Committee matters. The second part will be a joint meeting of the Board of Directors and the Academic Committee where the Annual Quality Report will be presented to the Board of Directors, this being one of the mechanisms we have in place to provide the Board with an assurance about the effectiveness of our academic governance arrangements.

2.0 Minutes for approval and Action Tracker/Matters Arising:

2.1 Minutes from the previous meeting: 16 September 2020

The following amendments were proposed by the committee:

- Section 3 – typos in paras 3, 4 and 6.
- Section 7.2 – insert N Michail's title in para 1.
- Section 7.2 – reword to read "M Jackson informed the committee that during her review of teaching materials, she noted the amount of information related to the PAL scheme on the LLB Canvas sites and suggested that this might account for the high engagement of the LLB students with the scheme."
- Section 7.6 – insert "Action: S Bailey to forward the edited version of Let's Grow for upload onto Bloomsbury Institute website."
- Section 7.7 – insert "Action: Advance HE Graduate Outcomes Report to be circulated to AC members for information."
- Section 12.0, KPI No 7 – insert NSS to give more context.

The minutes of the September AC meeting were **approved** as amended.

2.2 Matters Arising/Action Tracker

2.2.1 Minutes of 16 September 2020

2.2.1.1 Item 7.2 refers

Update: SEWS promoted the DSA at all Welcome Back sessions. The Disability and Wellbeing Advisor has contacted all eligible students to encourage them to apply for the DSA. This has resulted in 6 new successful applications this semester. We are also monitoring SSP requests for extension requests and mitigating circumstances applications and are liaising with Registry concerning any students who declare a new long-term disability so that we can contact them to discuss a possible DSA application. We will continue to promote the scheme to students via the Disability and Wellbeing web pages.

2.2.1.2 Item 7.6 refers

Complete: Let's Grow published on our website.

2.2.1.3 Item 7.7 refers

Complete: Advance HE Graduate Outcomes Report was circulated to AC members.

3.0 Academic Principal's Report

Nothing in addition to what is on the agenda.

Part 1: Academic Committee meeting.

Academic Regulatory, Policy and Procedural Documents for Recommended Approval, Approval and Information

4.0 For discussion by AC

4.1 Academic Integrity Charter for UK Higher Education

A Jeram explained that the Quality Assurance Agency (QAA) initiated a new project focusing on academic integrity. The QAA introduced the Academic Integrity Charter for UK Higher Education to provide a baseline position upon which UK providers, as autonomous institutions, can build their policies and practices to ensure that every student's qualification is genuine, verifiable and respected.

It was noted that following our successful registration with the Office for Students, J Fairhurst signed the pledge to indicate our engagement with this initiative. We have also subscribed to QAA membership that includes access to Quality Insights and International Insights.

The committee discussed the Charter, and it was deemed desirable for the higher education community to go further and propose a consistent approach to procedures and sanctions in cases of academic misconduct.

It was further pointed out that involving the Government in tackling the issue of academic misconduct already proved to be effective with the recent example of Australia's legislative approach as an example.

It was also suggested that a campaign amongst students would be necessary to discourage them from using essay mills and other ways of dishonest academic conduct.

The committee also discussed the tools available to the academic community for detecting academic misconduct and it was noted that Turnitin has introduced a new iteration of their authorship software.

The committee recommended that QAEC discuss and consider an upgrade to our Turnitin subscription to include access to the authorship software.

Action: QAEC to consider an upgrade to our Turnitin subscription to include access to the authorship software.

5.0 Confirmation of minor amendments

No further approvals required

5.1 Research Strategy

The committee agreed that the recommended changes were incorporated in the amended document.

6.0 For information only

AC approval is not required

J Fairhurst explained that the Annual Monitoring and Evaluation Reports (AMER) were considered by the relevant Course Committees where the recommendation for approval by QAEC was made. QAEC approved the AMERs and these would feed into the Overview AMER. The AMERs were submitted to the Academic Committee for information. **Note:** The AMERs for Law, and Accounting and Finance have not yet been approved by the QAEC and will come to this committee for information once approved.

6.1 Annual Monitoring and Evaluation Report 2019-20 BM

C Cook welcomed the report and welcomed the connection made between the actions taken and the perceived improvements. She asked whether this approach could be disseminated across the Institute. A Krajewska responded that following a recommendation made by the Course Committee and/or QAEC, SALT discusses areas of good practice identified through the AMERs in order to share good practice across the Institute.

G Pitt welcomed the improvement in the continuation rates that were evident through the latest iteration of the AMER and remarked that the approach taken by the Course Leader is beneficial for students but also Bloomsbury Institute as a whole.

J Fairhurst informed the committee that the SMLT and Board of Directors are considering adopting a new approach to the development, monitoring and evaluation of actions based on the Theory of Change, and more information will be provided as this initiative develops.

6.2 Annual Monitoring and Evaluation Report 2019-20 FY

The Foundation Year Annual Monitoring and Evaluation Report 2019-20 was received and noted by the committee.

6.3 Business Management External Examiner Report (A Gbadamosi) and Response Form 2019-20

The Business Management External Examiner Report (A Gbadamosi) and Response Form 2019-20 were received and noted by the committee.

6.4 Business Management External Examiner Report (J Vaughan) and Response Form 2019-20

The Business Management External Examiner Report (J Vaughan) and Response Form 2019-20 were received and noted by the committee.

6.5 Law External Examiner Report (AB Goldstone) and Response Form 2019-20

The Law External Examiner Report (AB Goldstone) and Response Form 2019-20 were received and noted by the committee.

6.6 Law External Examiner Report (A Lui) and Response Form 2019-20

The Law External Examiner Report (A Lui) and Response Form 2019-20 were received and noted by the committee.

6.7 Law External Examiner Report (G Ndi) and Response Form 2019-20

The Law External Examiner Report (G Ndi) and Response Form 2019-20 were received and noted by the committee.

6.8 Accounting External Examiner Report (J Sial) and Response Form 2019-20

The Accounting External Examiner Report (J Sial) and Response Form 2019-20 were received and noted by the committee.

6.9 Accounting External Examiner Report (K Afawubo) and Response Form 2019-20

The Accounting External Examiner Report (K Afawubo) and Response Form 2019-20 were received and noted by the committee.

A Jeram informed the committee that overall, the External Examiner Reports were positive with some very encouraging feedback related to assessments. There were two actions identified, both on BM course. One related to reviewing assessment types, and this was already captured in last year's Overview AMER. The second action related to the academic misconduct process to ensure there was a consistent approach across the courses.

The committee discussed the reports and noted that the level of information provided by some of the External Examiners could be improved. It was noted that this issue had been discussed in QAEC when the responses to EE Reports were considered and it was concluded that because the forms that are completed by External Examiners are designed by the UoN, we have very little influence over the level of information that is provided.

Action: To consider how the EE report could be enhanced (to ensure we receive more qualitative comments) when the TDAP External Examiner Handbook is next reviewed.

Part 2: Non-academic Regulatory, Policy and Procedural Documents for Approval, Amendment and Information

7.0 For discussion by AC

AC approval is not required

7.1 LLB Course Performance Review

J Fairhurst provided an update on the performance review of the LLB course. He reminded the committee that K Lewis was the LLB Lead for Student Access, Success and Graduate Outcomes and she is leading a review of the Level 4 modules and their performance. K Lewis is supported by C Cook and J Fairhurst. We have subscribed to a year-long Advance HE project that is looking at assessment practices across law degrees.

C Cook reported on an event she attended as part of the Advance HE project and highlighted the approach to assessments promoted by one of the keynote speakers which focused on assessment for learning and making assessments more dynamic and engaging.

J Fairhurst informed the committee that Advance HE would provide us with a bespoke report at the end of the project and that these findings would inform a review of our TDAP LLB when we undertake a review of all our TDAP degrees in 2021-22.

7.2 Let's Grow- Employment, Enterprise & Personal Success for Life

S Bailey informed the committee that the Let's Grow scheme was implemented at the beginning of the academic year and that the students are supported in developing their employability skills through various activities (for details see Let's Grow, Section 5 Action Grid).

It was noted (and welcomed) that 110 students had completed the enneagram-based questionnaire.

A Zaman remarked that through Let's Grow we will exploit local, regional and international opportunities. He cited our participation in the Bloomsbury Festival, where some of our students acted as volunteers and benefitted from this work experience. Our involvement in the Hackathon was an example of how our students were exposed to addressing global issues together with their peers from around the world.

C Raban endorsed the personal development aspect of Let's Grow noting that employment and employability alone may not be the sole motivation for students to undertake their studies.

7.3 Welcome Back Survey Results

A Jeram explained that in the absence of the Initial Course Evaluation that was conducted for our new students, we deployed the Welcome Back Survey to canvas the opinion of our continuing students. She emphasised the importance of finding out how students have coped during the Covid-19 pandemic. The questions therefore covered last year's experience as well as that of Semester 1 so far.

A Jeram pointed out that a final report would be created based on the results and the findings would be circulated to relevant committees and teams.

From the 247 responses to the survey, A Jeram highlighted the following:

- Over half of our students found the year challenging and some struggled to motivate themselves. However, most respondents said that we could not do more to support them.
- Students were able to stay in touch with their colleagues.
- Students have enjoyed online delivery but are ready to return to face to face classes.
- When asked to describe how the students feel – “stressed” was a common main theme.

The committee discussed and agreed that the results from the survey seem to confirm that the approach taken to move the delivery online was right and that the adaptation to online delivery was largely very well conducted.

8.0 For information only

AC approval is not required

8.1 Initial Review of Advance HE Accredited Provision – In-Bloom

J Fairhurst informed the committee that the first year of In-Bloom resulted in two staff members achieving their fellowships. Following a review meeting with Advance HE, A Krajewska confirmed that the accreditation for In Bloom was extended to August 2023.

It was noted that the feedback from Advance HE was very positive and that Bloomsbury Institute was praised for the extent to which it supported its staff.

8.2 Report on Internal Review of CMA Compliance

A Jeram explained that a review of Bloomsbury Institute compliance with the CMA was carried out and an action plan was created as a result.

8.3 Strategic Framework 2019-22 Final Update on Actions 2019-20

The finalised report on the actions of the Strategic Framework was received and noted by the Academic Committee.

J Fairhurst thanked M Jackson for leading on this.

8.4 External Governance Review

J Fairhurst informed the committee that our current Corporate and Academic Governance Framework commits us to an external review of our governance arrangements every three years. We had started an external review, but this was paused because of the OfS refusal decision. However, now that we are registered we have re-started the external review [and K Bartlett is observing this meeting as part of this external review].

This is our first external review and an outline of the activities planned by the external review team has been shared with the committee.

The external review will conclude with a report in July 2021.

We will then undertake an internal review of our corporate and governance arrangements. This internal review will be informed by the external review report. We will also map our governance arrangements against the revised CUC Higher Education Code of Governance (it was revised in September 2020).

J Fairhurst asked that the Terms of Reference of the external governance review should be circulated to all members of the Academic Committee.

Action: M Jackson to circulate the Terms of Reference of the external governance review to all members of the Academic Committee.

8.5 Corporate Risk Register

J Fairhurst informed the committee that the Corporate Risk Register was requested to be submitted to the AC meeting in its September meeting.

He explained that A Jeram would be responsible for submitting updates to the committee on academic risks.

The Corporate Risk Register as reviewed in November SMLT was received and noted by the committee.

9.0 For consideration and action

9.1 Equality, Diversity, and Inclusion Annual Report 2019-20

M Jackson explained that following the changes to our Corporate and Academic Governance Framework the Equality, Diversity, and Inclusion Annual Report would also be received by the Academic Committee to provide evidence and assurance that we are meeting our commitment towards equality, diversity and inclusion.

M Jackson informed the committee that the major actions assigned to EDIC were completed. However, some are still due for completion as a result of a very busy year.

She highlighted the Inclusive Learning Checklist as one of the initiatives resulting from EDIC's activities.

M Jackson also reported that following consideration of the report by the SMLT and concerning the results from the Welcome Back Survey, it was recommended that EDIC explore what more could be done to address the recurring theme of stress from our student body.

J Forsblad thanked M Jackson for her report and noted that it has been a busy year for her and the EDIC. He suggested a minor amendment to the penultimate paragraph on page 3 as the current wording could give the impression that S Karim was appointed as an Executive Director only because of her ethnicity.

Part 3: Standing Items

10.0 KPIs

A Junaid explained that this is the first KPI update in this AY and that the template used was reviewed to introduce a traffic light coding for presenting the risks exposure for each KPI. He remarked that the academic KPIs for monitoring by the AC are KPIs 8, 9 and 10 and the update on those is only due in March 2021.

A Junaid presented the corporate KPIs submitted to the AC for information, and the following was noted:

KPI No 1 – the AC noted that 966 students re-enrolled in September 2020.

KPI No 2 – the AC noted that only 5.6% of staff departed as of November 2020.

KPI No 3a – the AC noted that the target for the first payment instalment was exceeded by 3.5%.

KPI No 4 – the AC noted that the target for the privately funded students payments was exceeded by 16%.

KPI No 5 – the AC noted that there were no UKVI compliance issues.

KPI No 6 – the AC noted that there were no student complaints upheld by the OIA.

11.0 TDAP

11.1 TDAP Action Plan

J Fairhurst informed the committee that the Statement of Changes Since May 2019 related to our TDAP application was submitted to the QAA on 13 November and that a response is expected to be received within two weeks from the date of submission.

An updated TDAP Action Plan was received and noted by the committee.

12.0 COVID-19

J Fairhurst informed the committee that a communication went out to students to inform them that course delivery in Semester 2 will continue to be online. In the communication, we have highlighted the services that are available to students, including the virtual reception and access to our computer labs.

J Fairhurst further informed the committee that the laptop lending scheme continues to operate and that the lending period has been extended through to end of Semester 2.

J Fairhurst explained that the second wave of Covid-19 infections had interfered with the phased return to work for staff. However, measures were taken to allow staff to work from home (subject to line manager's approval) if they comply with the criteria that will evidence they can undertake their work effectively from home. For those who cannot work from home, 7 Bedford Square is still open, and staff can come to work subject to following the procedures set up by the Health and Safety Committee and administered by Estates and Facilities.

13.0 Corporate Report November 2020

J Fairhurst explained that the Corporate Report was being presented to the Academic Committee to provide an update on discussions with Birkbeck College to provide us with teaching space in a new building: Cambridge

House on Euston Road. We would have access to the whole building from 9 am to 5 pm weekdays during term time.

The proposal is currently being considered by Birkbeck College and we should know later this year whether we can progress to an agreement.

14.0 Confirmed minutes from other forums or committees for information, consideration or action.

14.1 SMLT: 10 September 2020

There were no actions referred from the September SMLT. The minutes of the meeting were received and noted by the committee.

14.2 SMLT: 21 October 2020

There were no actions referred from the October SMLT. The minutes of the meeting were received and noted by the committee.

14.3 QAEC: 09 September 2020

There were no actions referred from the September QAEC. The minutes of the meeting were received and noted by the committee.

14.4 QAEC: 21 October 2020

There were no actions referred from the October QAEC. The minutes of the meeting were received and noted by the committee.

14.5 EDIC: 13 May 2020

There were no actions referred from the May EDIC. The minutes of the meeting were received and noted by the committee.

14.6 BoD: 22 July 2020

There were no actions referred from the July BoD. The minutes of the meeting were received and noted by the committee.

14.7 AFM CC: 26 February 2020

There were no actions referred from the February AFM CC. The minutes of the meeting were received and noted by the committee.

14.8 LLB CC: 26 February 2020

There were no actions referred from the February LLB CC. The minutes of the meeting were received and noted by the committee.

14.9 BM CC: 28 February 2020

There were no actions referred from the February BM CC. The minutes of the meeting were received and noted by the committee.

14.10 FY CC: 28 February 2020

There were no actions referred from the February FY CC. The minutes of the meeting were received and noted by the committee.

14.11 Research Ethics Committee/RF: 11 March 2020

Actions referred to AC (if applicable): None

There were no actions referred from the March REC/RF. The minutes of the meeting were received and noted by the committee.

14.12 Student Staff Consultative Forum: 20 November 2019

Actions referred to AC (if applicable): None

There were no actions referred from the November 2019 SSCF. The minutes of the meeting were received and noted by the committee.

15.0 Actions referred from other forums/committees where the minutes are unconfirmed/not yet available.

15.1 SMLT: 18 November 2020

There were no actions referred to AC.

15.2 QAEC: 18 November 2020

There were no actions referred to AC.

15.3 EDIC: 11 November 2020

There were no actions referred to AC.

15.4 BoD: 23 September 2020

There were no actions referred to AC.

It was noted that the Corporate and Academic Governance Framework was approved by the Board of Directors at its September 2020 meeting.

15.5 AFM CC: 30 October 2020

There were no actions referred to AC.

15.6 LLB CC: 28 October 2020

There were no actions referred to AC.

15.7 BM CC: 28 October 2020

There were no actions referred to AC.

15.8 FY CC: 28 October 2020

There were no actions referred to AC.

15.9 Research Ethics Committee: 11 November 2020

There were no actions referred to AC.

It was noted that the first meeting of the Research Ethics Committee (REC) and the Research Forum took place on 11 November 2020. The REC received no requests for ethics approval. The RF members met to discuss the support available to research-active staff.

Part 4: Joint meeting of the Academic Committee and the Board of Directors

16.0 Annual Quality Report

(Head of Quality and Compliance presents the report on to BoD to provide the BoD with an assurance of effective academic governance)

16.1 Annual Quality Report 2019-20

It was noted that before submission to the joint meeting, the report was submitted and discussed by QAEC. A Jeram, who authored the Annual Quality Report 2019-20, presented the report to the Board of Directors on behalf of the Academic Committee.

A Jeram explained that one of its purposes is to provide an assurance to the Board of Directors that our academic governance arrangements are effective and that we have appropriate mechanisms in place to safeguard our academic standards.

A Jeram outlined the main points from the report and invited comments related to content, coverage and whether the Board was satisfied with the academic assurances being given.

C Cook welcomed the report which shows the relationship and interaction between different Departments and Divisions, and their role in assuring quality. C Cook expressed her high level of confidence in the framework that Bloomsbury Institute has for quality assurance as evidenced through the Annual Quality Report 2019-20.

T Mortimer endorsed C Cook's comments on the quality of the report and that he was assured that our academic governance arrangements are effective. Notwithstanding, T Mortimer requested more details on certain aspects of the report. His queries were as follows:

- SMEQ completion rates were reported to be low. What has been done to encourage, support and enable students to complete the questionnaires?

A Jeram explained that the questions and templates were reviewed and discussed in QAEC before approval. A new platform would be used to deploy the SMEQs with an aim to make completion as easy as possible for our students (its use on the Welcome Back Survey resulted in a higher completion rate).

Furthermore, A Jeram worked closely with the Head of Communications to promote the SMEQs on all platforms available. A Junaid added that following a discussion in QAEC, an action was proposed to run a pilot of one questionnaire per semester that would cover the two modules that any student would take. This would address the "survey fatigue" reported by students in some of our forums.

- Tutors response time to student queries appeared to be an issue. What has been done to address this?

A Jeram explained that this issue was noted before and that we included questions around response time and contact with tutors in the Welcome Back Survey. She noted that there was no indication from the survey that the response time was a problem.

A Krajewska explained that the issue of timely responses was discussed and explored in various meetings and that it became clear that students needed more information about what we meant by timely response and feedback. This information now appears in tutors email signatures as well as other module related literature. The SMEQ questions were also amended to include this information.

- What has been done to disseminate good practice identified in AMERs across the Institute?

A Jeram explained that the Overview AMER would capture the good practice highlighted within the individual AMERs and that this document is widely available to all staff.

It was also noted that at agenda item 6.1 above, A Krajewska stated that following a recommendation made by the Course Committee and/or QAEC, SALT discusses areas of good practice identified through the AMERs in order to share good practice across the Institute.

- External Examiners' reports were positive but on a number of occasions, the usefulness of information had been questioned. What has been done to maximise the usefulness of the reports for Bloomsbury Institute?

A Jeram explained that there is a very limited scope in what we can do because we have to use the forms designed by UoN. However, she had informed UoN about some of the issues that QAEC raised about the template and the actual reports.

- Within the overall very positive NSS results there were seven areas that scored below the sector average. What has been done to address this?

A Junaid explained that the QAEC recommended that we create a combined action plan to bring all student experience actions together. It would be monitored and considered by QAEC and the Student Experience Working Group going forward.

- It was noted that the AFM NSS overall satisfaction rating was low compared to other courses. Was this issue addressed?

J Fairhurst stated that this was being considered by the AFM team.

- In the report, there is an indication that the LLB course performs less well than others, particularly at Level 4. What has been done to address this issue?

J Fairhurst reminded the committee about the initiatives around reviewing the performance of the LLB course that was discussed earlier in the meeting as well as in the September AC.

T Mortimer expressed his concern about the performance of the LLB course but was satisfied that the actions being taken were appropriate.

16.0 Office for Students Registration Decision

For discussion

17.1 Targets for Office for Students Specific Condition B3A

J Fairhurst explained that the OfS Specific Condition B3A was brought to the joint meeting to allow for discussion by the members of the AC and the BoD.

He informed the committee that the directors had previously met informally to discuss the proposed continuation targets. The Board's formal approval is required. The Board can formally approve within this joint meeting or, within the Board meeting if further discussions are necessary.

J Fairhurst said that the continuation targets presented in the document are subject to OfS approval, and if not approved, the OfS would set the targets. He outlined the proposed continuation targets to the joint meeting and the following was noted from the discussion.

C Raban asked whether we should make the pre-sessional English language course compulsory for admission of students who do not have a Level 3 qualification. J Fairhurst explained that within our APP we are introducing a pilot pre-entry course for students who do not have a Level 3 qualification. The pre-entry course may subsequently be made compulsory following an evaluation of its effectiveness. With regards to the pre-sessional English language course, J Fairhurst said that we had previously provided a pre-sessional English language course delivered over several weekends to those who marginally failed our English language test. He said that the continuation rate for those students who completed the course and subsequently enrolled was 100%.

G Pitt remarked that the rationale behind the continuation targets and the levels at which they are set were prudent and endorsed them. She also addressed the consultation that the OfS is running on the continuation baselines and queried whether Bloomsbury Institute was planning to take part in it. J Fairhurst explained that we would be submitting a response.

J Fairhurst asked the members of the Board of Directors whether they required any further discussion, and all the directors stated that they were content with the approach adopted. The directors **approved** the Targets for Office for Students Specific Condition B3A.

17.2 Office for Students Compliance Register

J Fairhurst explained that the SMLT developed the Compliance Register under A Jeram's leadership to ensure compliance with all Conditions of Registration (ongoing and specific).

A Jeram noted that the version submitted to the AC is a draft document and that some deadlines needed further discussion.

It was noted that the responsibility for updating and monitoring compliance, via the register, lies with the SMLT and that oversight would be provided by the Board of Directors.

J Forsblad welcomed the Compliance Register noting that it brings together all the conditions of registration and provides good insight into what actions would be taken to address them.

C Raban praised the team for resisting a formulaic and mechanistic approach to designing the actions and remarked that reflection on the conditions and a holistic approach to addressing them is crucial for this kind of exercise.

C Cook welcomed the Compliance Register and noted that it resembles a project plan which is a good reminder of what we need to do to ensure on-going compliance.

J Fairhurst asked the members of the Board of Directors whether they want to have further discussion of the register prior to approving it. All of the directors stated that they were content to approve the document. The directors **approved** the Office for Students Compliance Register.

For information

17.3 Access and Participation Plan 2020-21 to 2024-25

Received and noted by the Academic Committee and the Board of Directors.

17.4 Condition 1 Action Plan (draft template)

Received and noted by the Academic Committee and the Board of Directors.

17.5 Office for Students Specific Conditions B3A and B3B

Received and noted by the Academic Committee and the Board of Directors.

18.0 Corporate Risk Register

For information only

J Fairhurst informed the committee that the Corporate Risk Register was requested to be submitted to the AC meeting in its September meeting.

He explained that A Jeram would be responsible for submitting updates to the committee on academic risks.

The Corporate Risk Register as reviewed in November SMLT was received and noted by the committee.

19.0 For consideration and action

19.1 Equality, Diversity, and Inclusion Annual Report 2019-20

M Jackson explained that following the changes to our Corporate and Academic Governance Framework the Equality, Diversity, and Inclusion Annual Report would also be received by the Academic Committee to provide evidence and assurance that we are meeting our commitment towards equality, diversity and inclusion.

M Jackson informed the committee that the major actions assigned to EDIC were completed. However, some are still due for completion as a result of a very busy year.

She highlighted the Inclusive Learning Checklist as one of the initiatives resulting from EDIC's activities.

M Jackson also reported that following consideration of the report by the SMLT and concerning the results from the Welcome Back Survey, it was recommended that EDIC explore what more could be done to address the recurring theme of stress from our student body.

J Forsblad thanked M Jackson for her report and noted that it has been a busy year for her and the EDIC. He suggested a minor amendment to the penultimate paragraph on page 3 as the current wording could give the impression that S Karim was appointed as an Executive Director only because of her ethnicity.

19.2 Equality, Diversity, and Inclusion Monthly Reports: July – November 2020

The committee received and noted the EDI monthly reports.

Part 5: Any Other Business and Date/Time of Next Meeting

20.0 Any Other Business

- S Bailey reminded the committee that the Online Graduation would be streamed via YouTube on Friday 27 November.

21.0 Date, Time and Venue of Next Meeting: 24 March 2021 @ 2.00pm – 4.00pm, TBC.