

## Confirmed Minutes

<b>Meeting:</b>	<b>Board of Directors' Meeting</b>
<b>Date:</b>	<b>10 March 2021</b>
<b>Time:</b>	<b>3.00 pm – 5.00 pm</b>
<b>Venue:</b>	<b>Teams Meeting</b>

Name	Designation
Carol Cook - <b>Chair</b>	Non-Executive Director
Johan Forsblad	Non-Executive Director
Noor Jhaveri	Non-Executive Director
Tom Mortimer	Non-Executive Director
John Fairhurst	Managing Director and Academic Principal
Shabnam Karim	Finance Director
Nasser Kazinda	Student President
Georgiana Ursachescu	Student Representative
Charlayne Lewis-Thomas	Staff Representative (Student Wellbeing Advisor)
Joe Stevens	Staff Representative (LLB Course Leader)
Maria Jackson - <b>Secretary</b>	Head of Equality, Diversity and Inclusion, and Company Secretary

In attendance	
Mark Hunt	External Reviewer

No.	
<b>1.0</b>	<p><b>Welcome and Apologies</b></p> <p>C Cook welcomed everyone to the meeting and noted that there were no apologies.</p>
<b>2.0</b>	<p><b>Minutes for approval and Action Tracker/Matters Arising:</b></p> <p>2.1 <u>Minutes from the previous meeting:</u> 13 January 2021</p> <p>The minutes of the meeting of 13 January 2021 were <b>approved</b> by the Board <b>subject to the following amendments:</b></p> <ul style="list-style-type: none"> <li>• Item 15, 3<sup>rd</sup> bullet point: Delete the rogue text after the event title.</li> <li>• Item 23, 3<sup>rd</sup> bullet point: Delete the final sentence which constitutes rogue text.</li> </ul> <p>2.2 <u>Action Tracker and Matters Arising</u></p>

	<p>C Cook reported that all actions had been completed bar <b>Action 29.01.20 Item 11</b> relating to the mapping of our corporate and academic governance arrangements against the revised CUC Code of Governance. C Cook reminded the Board that it had been agreed that this would be considered when we undertake our next internal review of our Corporate and Academic Governance Framework, and Articles of Association.</p> <p>C Cook also drew to the attention of the Board to Note 1 in the Action Tracker which includes the response from the Head of Quality and Compliance to the request made in the January 2021 Board meeting for an update on B3-1 of the OfS Compliance Register, and an explanation as to why External Examiners had not been referenced within the actions set out under Condition B1. The Board confirmed that it was satisfied with the response provided.</p> <p><u>Matters Arising</u></p> <p>There were no matters arising.</p>
<p><b>3.0</b></p>	<p><b>Chair's Actions</b></p> <p>None.</p>
<p><b>Part 1: Operational Reporting</b></p>	
<p><b>4.0</b></p>	<p><b>Corporate Report March 2021 (for information)</b></p> <p>J Fairhurst presented the Corporate Report for March 2021, highlighting the following.</p> <p><b>Recruitment and admissions</b></p> <ul style="list-style-type: none"> <li>• We are planning to open for recruitment of new students at the end of March 2021, with admissions opening soon after. We have developed a new student recruitment strategy with the support of an external consultant.</li> <li>• Given that we normally invite the large majority of our applicants to come in for assessments, we are currently considering our options in the light of Covid-19 restrictions.</li> <li>• If applicants need to complete their assessment(s) online, we are currently looking at proctoring software for identity checking purposes. However, regardless of any Covid-19 restrictions, all interviews will take place online.</li> <li>• To help inform our interviews, we are going to be piloting the use of psychometric testing. Completion of the tests will be on an optional basis only.</li> </ul> <p><b>Covid-19</b></p> <ul style="list-style-type: none"> <li>• We are working on the basis of a return to face-to-face teaching for 2021-22. Given that we do not currently know what (if any) social distancing rules will be in place in September, it is difficult to accurately assess room requirements based on capacity. With this in mind, and also the possibility of either not returning to face-to-face teaching or only partial face-to-face teaching, we have developed a range of contingency plans. Birkbeck College have Panopto (a video management system) in place in their teaching rooms and so it will be possible for us to stream our lectures live.</li> <li>• Lateral flow tests are currently being provided to staff working in Bedford Square and they are being encouraged to take the tests every three days.</li> </ul> <p><b>Building Updates</b></p> <ul style="list-style-type: none"> <li>• We are expecting to be given access to Cambridge House within the next month or so.</li> <li>• We have a couple of options in terms of additional sites – a 10-year lease on Warren Street and the first floor of the TfL Great Portland Street building (fully sound-proofed and with its own private entrance). The Board will be making a decision in due course as to which site would suit our needs best, taking into account our financial position.</li> </ul>

	<ul style="list-style-type: none"> <li>• Our Bedford Square site remains open to those staff who are not able to work from home, and a few staff members are now working on site.</li> </ul> <p><b>Annual Planning Cycle</b></p> <ul style="list-style-type: none"> <li>• The new Annual Planning Cycle has started and updates are provided within Section 8 of the minutes.</li> </ul> <p><b>HR Matters</b></p> <ul style="list-style-type: none"> <li>• C Cook noted that in Section 1.3 it is reported that staff working from home need to complete their own risk assessment to certify they have a safe workspace, and asked whether a system was in place to ensure that staff are doing this. J Fairhurst reported that staff are asked to submit a copy of their risk assessment. He also explained that our Disability and Wellbeing Advisor had been available to staff to help with completion of the assessment, and added that this measure is sufficient in Covid-19 circumstances. He added that there are greater expectations of employers in organisations with staff working from home on a permanent basis. C Cook asked if we had a system in place to understand how students are coping. J Fairhurst explained that the SEWS team are in regular telephone contact with students and that they use each opportunity to check on their wellbeing. In addition, we have provided students with support in these areas on our Covid-19 web pages.</li> </ul>
5.0	<p><b>Covid-19</b></p> <p>J Fairhurst said he had one additional update to report on Covid-19 that is not captured in the Corporate Report and that was in relation to the phased return to work for which the Health and Safety Committee is currently preparing recommendations for the SMLT. He added that a phased return to work would be introduced once the lockdown is eased according to the government road map.</p> <p>J Fairhurst reported that a small group of SMLT members would be meeting with our HR Consultant to consider whether or not we should make it compulsory for staff to have vaccinations before returning to work. The group's recommendations will then be considered within the Health and Safety Committee for the committee to make a formal recommendation to the SMLT.</p>
<b>Part 2: Financial</b>	
6.0	<p><b>Financial Reports (for consideration)</b></p> <p>6.1 <u>Re-forecast 2020-21</u> 6.2 <u>Re-forecast 2020-21 Commentary</u></p> <p>S Karim presented the above reports and highlighted the following key points:</p> <ul style="list-style-type: none"> <li>• Our current re-forecast shows revenue at £5.0m (compared with a forecast of £4.8m in January 2021) and a net overall forecasted loss of £140k (compared with a forecast loss of £527k in January 2021). The increased revenue forecast takes account of the first instalment we have now received from the SLC for students who originally started their course in January.</li> <li>• For 2020-21 the OfS have allocated us £489k in recurrent funding (in excess of our £200k expectation) and £73k in capital funding. The capital funding has to be utilised by 31 March 2021.</li> <li>• The OfS has also allocated us £125k for our Covid Support Fund which was launched on 25 January 2021 to support students affected by Covid-19. The deadline for students to apply is 19 March 2021. We will need to return any unspent funds.</li> <li>• Costs have increased with the appointment of an additional Junior IT Engineer, and the decision to go ahead with our Annual Teaching and Learning Conference this year.</li> <li>• We are currently looking to acquire additional office space, but related costs have not been captured in the P&amp;L as we are only at the early investigative stage.</li> </ul>

### Part 3: Office for Students

7.0

#### 7.1 OfS Condition A1 Action Plan

J Fairhurst presented the OfS Condition A1 Action Plan explaining that its development had been led by M Jackson as Head of EDI, and that it is designed to ensure delivery on the actions set out within our Access and Participation Plan, and the subsequent evaluation of those actions. J Fairhurst took the opportunity to explain that variations to actions (and deadlines) can be made if our monitoring and evaluation indicates that an action is not delivering the desired outcome either partially or fully. In such cases, providers are able to either tweak their actions or abandon them altogether provided they can fully justify their decision when they submit their annual reports to the OfS.

#### 7.2 OfS Compliance Register – Update Report

J Fairhurst presented the OfS Compliance Register update report and highlighted the following key points:

- HESA has now published continuation rates for students who started in 2018-19 on either 4-year, 3-year or 2-year accelerated degrees. The data shows that 61.1% continued with us whilst 14.0% transferred to another provider.
- Our continuation rate for all first degrees is therefore 75.1%. The baseline the OfS set, during the consultation period, for the FY was 70%. In accordance with the Specific Condition, we agreed continuation rate improvements for the FY. We have asked the OfS to consider rewording the Specific Condition in the light of our improved continuation rates for students who started in 2018-19.

### Part 4: Risk Monitoring

8.0

#### **Corporate Risk Register (recommended by the SMLT for approval)**

##### 8.1 Corporate Risk Register: March 2021 WITH track changes

##### 8.2 Corporate Risk Register: March 2021 WITHOUT track changes

Before presenting the Corporate Risk Register for March 2021, J Fairhurst reminded the Board of the calculation of risk as set out in the Risk Assessment Guide on pages 2 and 3 of the Risk Register, and the fact that the Corporate Risk Register is just one mechanism for capturing risk; others include our KPIs. J Fairhurst also reported that we would be interviewing for the position of Head of Action Planning on 11 March 2021 and that it was possible that the new appointee would be assigned oversight of the Corporate Risk Register. To that end, J Fairhurst invited comments on our approach to the Corporate Risk Register. C Cook said that there was scope for aligning the Risk Register more going forward whilst J Stevens commented on the fact that in some cases there is an implied knowledge or understanding of context that the reader might not necessarily have. J Fairhurst acknowledged this point but explained that this should be captured within the minutes of the meeting in which the document is reviewed rather than within the document itself. J Stevens agreed that in considering the Corporate Risk Register at a Board level, it would be extremely helpful to have sight of the relevant extract from the SMLT meeting minutes when the recommended changes were agreed. This would help to understand the thought processes behind the recommended amendments. T Mortimer reported that this need for additional narrative had been discussed in the Audit Committee. T Mortimer asked, therefore, whether the Audit Committee and Board members (including the staff and student representatives) could be provided with notes of the discussions within the SMLT on the Corporate Risk Register. J Fairhurst agreed to this proposal.

J Fairhurst then highlighted the following key points in relation to individual risks:

- **Risk 1: Reputational risk** - The likelihood risk has been reduced from 3 to 2 now that we are on the OfS register.
- **Risk 2: Disruption across the whole institute** - No change to either rating.

- **Risk 4: Implementation of the strategic measures within the Access and Participation Plan (APP) do not close the identified gaps for continuation rates and attainment** – No change to either rating. J Forsblad asked what impact this risk would have on fee income. C Cook noted that the risk relates to a failure to achieve outcomes and so she felt the rating was appropriate. She added that whilst the impact was unlikely to change ever, it was feasible that the likelihood score might fluctuate.
- **Risk 6: Changes in government policy (UK undergraduate)** – No change to either rating. However, the additional examples of changes in policy in response to the Augur Report were noted. The impact score (4) is high as our student recruitment strategy, namely one that focuses solely on a 4-year delivery model, would make us vulnerable if funding were to be removed for Foundation Year degrees. However, the likelihood score (2) is low because (a) primary legislation to make such changes cannot be made overnight and so it is extremely unlikely that any funding changes would be introduced for September 2021, (b) the FY Network Group is very active in lobbying against such a change, and (c) we are constantly considering the impact of policy changes. As further intelligence becomes available, we may need to increase the likelihood score for this particular risk.
- **Risk 12: Awarding body terminates contract** – the Board noted the qualification made to the risk, namely that termination is “without the minimum period of notice as per the agreement”, and the additional textual amendments/updates. It also noted that the risk ratings remained unchanged. C Cook commented that whilst the impact of Northampton terminating our contract would be substantial, this risk was mitigated by the need for Northampton to provide a minimum 12 months’ notice period.
- **Risk 16: Inability to retain staff** – the SMLT agreed that a reduction in the impact and likelihood ratings (both from 3 to 2) were justified.
- **Risk 17: Loss of key staff** – consistent with the approach taken by the SMLT in relation to Risk 16 above, the likelihood score has been reduced from 4 to 2.
- **Risk 21: Failure of students to pay fees (SLC)** – the likelihood score has been reduced from 2 to 1 based on previous performance.
- **Risk 24: Failure to recruit to target for UK undergraduate students in 2021-22** - The impact score has been reduced from 4 to 3 and the likelihood score from 3 to 2. J Forsblad asked for a rationale for the changes proposed here as this had been the subject of some discussion within the Audit Committee. J Fairhurst stated that we are recruiting not only for a September start, but also a January one and because of the smaller targets we are confident that we will recruit to target. We intend to keep the implementation of our new student recruitment strategy under review, and we could engage a few student recruitment agents if we are falling short of targets. We have already been in discussions with agents, as a contingency. J Forsblad and T Mortimer thanked J Fairhurst for the explanation and confirmed that they were content with the revised ratings.
- **Risk 25: Over-reliance on recruitment of UK students through agents in 2021-22** – Whilst the impact score remains unchanged, the likelihood score has been reduced from 3 to 2. This is in line with the approach taken above in relation to Risk 24 and is explained within the Action Taken or To Be Taken column, namely that we have engaged a consultant to develop a new student recruitment strategy for 2021-22 which is designed to increase the number of students recruited directly and significantly decrease recruitment through agents. T Mortimer reported that the Audit Committee had had some discussion in relation to this risk but he was now content with the proposed amendments. J Forsblad confirmed that he was also content with the recommended changes, but suggested that the review date for Risks 24 and 25 be changed to every 3 months. The Board agreed.
- **Risk 26: Failure to recruit to target for international students in 2021-22** – the likelihood score has been reduced from 3 to 1 as we are not actively recruiting international students and so we do not have a specific target. The impact score will be reviewed once we develop an international student recruitment strategy.
- **Risk 27: Risk to academic standards and reputation arising from the malpractice of UK student recruitment agents** – the impact and likelihood scores are unchanged. We have a raft of measures in place to mitigate risk including due diligence procedures both pre- and post-contract, a requirement that all applicants from student recruitment agents be interviewed, and the use of plagiarism detection and ghost-writing detection software once students start the course. However, as reported earlier, the intention is to recruit students directly and not through agents.
- **Risk 28: Failure to retain ongoing students on courses lasting beyond one year, as measured by progression from Year 1 to Year 2** – This risk is linked to the continuation rate targets we have agreed with the OfS. In the circumstances and given that our continuation rate for

	<p>2018-19 for all first degrees was 75.1%, the likelihood of this risk materialising is low. Additional initiatives for 2021-22 that will help mitigate against this risk include the introduction of a pre-entry course, and the use of psychometric tests (taken on a voluntary basis) prior to admissions interviews (to inform the interviews).</p> <p><b>The Board approved the Corporate Risk Register March 2021 subject to the recommendation to amend the review date for Risks 24 and 25 be changed to every 3 months.</b></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>J Fairhurst to amend the Corporate Risk Register to reflect the decision taken in respect of the frequency of the reviews of Risks 24 and 25.</b></li> <li>• <b>M Jackson to ensure that a written explanation of changes recommended by the SMLT be submitted to the Audit Committee and members of the Board (including staff and student representatives) to accompany the Corporate Risk Register at each review date.</b></li> </ul>
<p><b>9.0</b></p>	<p><b>Key Performance Indicators 2020-21 (for information)</b></p> <p>9.1 <u>March 2021 Update</u></p> <p>Discussion focused on the following academic KPIs as they are both currently categorised as high-risk:</p> <ul style="list-style-type: none"> <li>• KPI 8: More than 90% of students who are taking or retaking a Level 5 module pass the module.</li> <li>• KPI 9: More than 95% of students who are taking or retaking a Level 6 module pass the module.</li> </ul> <p>J Fairhurst explained that the KPIs had been considered at the March 2021 SMLT in conjunction with data provided by the Academic Registrar in his Registry Divisional Report.</p> <p>J Fairhurst highlighted the fact that for all three disciplines, no Semester 1 Level 5 modules have a pass rate of over 90% at first sit, and that whilst the rate for both AFM modules is relatively close to 90% and therefore of no real concern at this stage, the same is not true of BM and the LLB. For the LLB the pass rate is substantially below the 90% threshold. Similarly, for Semester 1 Level 6 modules on all disciplines, the 95% pass rate threshold has not been met at first sit although rates are better than those seen at Level 5.</p> <p>T Mortimer reported that the Audit Committee (which had received the Registry Divisional Report) had expressed concerns in relation to KPIs 8 and 9, and recommended that the Board request an interim report from the Academic Committee on both KPIs (a response to the first sit data), and a full report after resits have been taken and data is available. The Board approved the Audit Committee's recommendation but recommended that a discussion take place first within the Quality Assurance and Enhancement Committee at its 17 March 2021 meeting, so that an interim report could be presented to the Academic Committee on 24 March 2021. In this way, the Academic Committee could be asked to approve the final interim report for presentation to the Board. It was agreed that the following should be included in the interim report:</p> <ul style="list-style-type: none"> <li>• commentary/critical review on pass rates at first sit [to include data on number of students enrolled on the module, number of students submitting (and therefore number of students not submitting) and grade breakdown].</li> <li>• actions (both taken and planned) to maximise number of students submitting at resit opportunities.</li> <li>• actions (both taken and planned) to improve module pass rates at Levels 5 and 6 for students with resit opportunities.</li> <li>• predictions for final module pass rates at Levels 5 and 6.</li> <li>• progress report on Bloomsbury Institute's engagement with the Advance HE project on assessments/feedback on LLB programmes.</li> <li>• proposed actions to improve pass rates going forward (i.e. 2021-22 and beyond).</li> </ul> <p>J Fairhurst recommended consideration of the interim report at the joint meeting of the Academic Committee and Board of Directors in June 2021. He added that the final report would not be available until September 2021 at the earliest when the results of resits will be known.</p>

	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>M Jackson to ask the Head of Quality and Compliance to lead on commissioning on interim report from Academic Committee with regards to KPIs 8 and 9.</b></li> </ul>
<b>10.0</b>	<p><b>Prevent Risk Assessment (recommended by the SMLT for approval)</b></p> <p>10.1 <u>Prevent Risk Assessment: March 2021 WITH track changes</u></p> <p>10.2 <u>Prevent Risk Assessment: March 2021 WITHOUT track changes</u></p> <p>M Jackson presented the Prevent Risk Assessment for March 2021, highlighting the following key points:</p> <ul style="list-style-type: none"> <li>• The threat from terrorism has been reduced from <b>Severe</b> to <b>Substantial</b>.</li> <li>• The necessary corrections flagged at the January 2021 Board meeting by J Forsblad have now been made.</li> <li>• No amendments have been made to the risk ratings.</li> <li>• The amendments made are updates to actions taken or to be taken. For example, confirmation has now been provided that the Prevent Lead ran a training event on 4 February 2021 for new Peer Advisors, Society Leads and Student Representatives. These updates should, therefore, provide the Board with additional assurance as to our compliance with the Prevent duty.</li> <li>• The planned review by the Prevent Lead of the Student Guild's Society Handbook has been deferred as the updates being made by the Guild Manager to the current version are still in progress and will not be required until the start of the new academic year.</li> </ul> <p>The Board <b>approved</b> the Prevent Risk Assessment March 2021.</p>
<b>Part 5: Annual Planning Cycle</b>	
<b>11.0</b>	<p><b>For information</b></p> <p>11.1 <u>Bloomsbury Institute Internal External Intelligence Report 2021</u></p> <p>J Fairhurst presented the IEIR 2021 explaining that the document triggers the start of the new annual planning cycle which will culminate in the production of a new Strategic Framework (covering the period 2021-2024) for approval in June 2021.</p> <p>J Fairhurst also reported that once the Head of Action Planning is in role, the various annual planning cycle documents will be reviewed from an alignment perspective.</p>
<b>Part 6: Corporate and academic governance</b>	
<b>12.0</b>	<p><b>For information</b></p> <p>12.1 <u>Governance Guidance</u></p> <p>12.2 <u>Revised CUC Higher Education Code of Governance</u></p> <p>12.3 <u>HE Code of Governance Self-Assessment Checklist</u></p> <p>12.4 <u>CUC HE Audit Committees Code of Practice</u></p> <p>12.5 <u>Committee of University Chairs (CUC) / Advance HE Independent review of the HE Senior Staff Remuneration Code</u></p> <p>12.6 <u>Universities governance: A risk of imminent collapse</u></p>

	<p>J Fairhurst presented the above documents explaining that they would be used to inform the internal review of our Corporate and Academic Governance Framework which is due later in the year. C Cook said that the Governance Guidance document had provided a really useful introduction to the other documents. J Fairhurst agreed.</p> <p>T Mortimer said that the HE Code of Governance Self-Assessment Checklist would be particularly helpful in our internal review. T Mortimer also reported on the focus currently being given within the Audit Committee to governance processes, adding that the Committee would be making some recommendations to the Board at its June 2021 meeting. The main recommendation will be the creation of an internal audit function. The Audit Committee will be discussing this further in a meeting to be scheduled within the next 2-3 weeks.</p> <p>J Forsblad commented on the concerning findings set out in the Henley Business School report on university governance (Universities governance: A risk of imminent collapse) in terms of the poor practices that clearly exist within the university sector. In contrast, he said that Bloomsbury Institute's governance practices were robust.</p> <p>C Cook said she had looked at the Exeter dual assurance governance model highlighted in the report as an example of good practice, noting that there are similarities with our own model. By way of example, she cited her attendance at meetings of the Academic Committee.</p>
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**Part 7: Student Voice**

<b>13.0</b>	<p><b>Joint Report from the Guild Manager and Student President</b></p> <p>13.1 <u>March 2021 Report</u></p> <p>G Ursachescu presented the Joint Report from the Guild Manager and Student President on behalf of N Kazinda, highlighting the following key points from what has continued to be a very busy year for the Guild:</p> <ul style="list-style-type: none"> <li>• The Annual General Meeting of the Board of Trustees took place in December 2020 and was well attended. The Board of Trustees had been due to meet on 4 March 2021, but this meeting has now been postponed until 18 March 2021.</li> <li>• Promotion of the Guild's merchandise is going well.</li> <li>• Social activities such as the Netflix parties are continuing to prove popular.</li> <li>• The first of the Student/Staff Virtual Games Nights was a great success and extremely positive feedback was received from both students and staff alike.</li> </ul> <p>C Cook thanked G Ursachescu for the report whilst S Karim took the opportunity to flag, in particular, the work of Andrea Catinella and Daniel Meresanu on the 1-minute videos and posters they have created, and Tatiana Neves for her work on social media.</p>
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**Part 8: TDAP**

<b>14.0</b>	<p><b>Update</b></p> <p>J Fairhurst reminded the Board that the ACDAP would be meeting on 1 April 2021 to consider the Scrutiny Team's report and our response.</p>
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**Part 9: Equality, Diversity and Inclusion**

<b>15.0</b>	<p><b>For information</b></p> <p>15.1 <u>EDI Update Report: February 2021</u></p> <p>M Jackson presented the February Update Report, highlighting the following key points:</p> <ul style="list-style-type: none"> <li>• Good progress is being made with the actions for 2020-21 assigned to the Head of EDI in the Strategic Framework. One of the more substantial actions to have been completed is the</li> </ul>
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	<p>production of a report for consideration by SMLT and QAEC on Attainment Data for 2018-19 and 2019-20 (at both an institution and course level) from a Protected Characteristics perspective.</p> <ul style="list-style-type: none"> <li>• The Head of EDI has conducted a sample review of Assessment Briefs following a comprehensive review in 2019-20. The report concludes that generally our Assessment Briefs are accessible and inclusive and that improvements have been seen in a large number of areas since the 2019-20 review. There were, however, a few issues that remain unaddressed and a few new issues and so included within the report is a list of recommendations to be addressed.</li> <li>• Work is underway with Cylix to tailor their online Unconscious Bias training course.</li> </ul> <p>15.2 <u>EDI Update Report: March 2021</u></p> <p>M Jackson presented the March 2021 EDI Update Report, highlighting the following key points:</p> <ul style="list-style-type: none"> <li>• Drawing on events attended over the last academic year and a recent report by Advance HE, the Head of EDI has produced a paper which defines Unconscious Bias in general terms and through the lens of the curriculum in terms of teaching, learning and assessment. As well as including some strategies to mitigate bias in teaching, learning and assessment, the report has highlighted some areas for further discussion within a Teaching and Learning Forum to be arranged by the Director of CETL.</li> <li>• The OfS have now developed a proposed Statement of Expectations relating to providers' processes, policies and systems to prevent and respond to harassment and sexual misconduct. A finalised statement is due in the Spring of 2021 and compliance by providers is expected with effect from September 2021. The Head of EDI and our HR Consultant are working together on this. In addition, relevant colleagues have been made aware of the new expectations given possible implications for the policies and procedures for which they are responsible.</li> <li>• Our Disability and Wellbeing Advisor has secured a free Adult Mental Health First Aid training course from Rethink Mental Health. The course (which is certificated) will be made available to 16 staff members with key student facing roles and will be delivered over four sessions in April 2021.</li> <li>• We have now purchased a mental health app for students that has been designed by TalkCampus. We are working to a launch date in April 2021.</li> </ul>
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**Part 10: Prevent duty**

<p>16.0</p>	<p><b>For information</b></p> <p>16.1 <u>Prevent Update Report: February 2021</u></p> <p>M Jackson presented the February Update Report, highlighting the following key points:</p> <ul style="list-style-type: none"> <li>• We have purchased 75 licences from Cylix for their online Working with the Prevent duty training course. Cylix are currently tailoring the course according to a specification provided by the Prevent Lead.</li> <li>• The Prevent Lead led a short session on Prevent within the January 2021 Student Focus Group. The focus of the session was on how we can continue to raise awareness without being alarmist.</li> <li>• A number of educational institutions within London (particularly within Higher Education) have received an email notifying them of a planned terrorist attack. Although no attacks have yet to take place, we have been advised to take the threats seriously and report them both to the Police and our FE/HE Prevent Regional Co-ordinator. Our IT Department are currently establishing a system to ensure that any such email is quarantined and shared with the Prevent Lead immediately.</li> </ul> <p>J Forsblad asked what procedures we have in place to respond to a terrorist incident – be it a bomb (hoax or otherwise) or a terrorist in one of our buildings. M Jackson said she would refer this question to the Head of Estates and Facilities and report back.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>M Jackson to ask the Head of Estates &amp; Facilities to provide the Board with information on procedures for responding to a terrorist incident.</b></li> </ul> <p>16.2 <u>Prevent Update Report: March 2021</u></p>
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	<p>M Jackson presented the March Update Report, highlighting the following key points:</p> <ul style="list-style-type: none"> <li>• The OfS are hoping to conclude their review of provider Accountability Statements and Annual Data Returns (ADRs) by the end of February 2021, and then contact all providers in March to confirm that no additional information is required. As reported previously, the OfS will not be issuing compliance judgments this year. They will, however, publish a report in due course reflecting on the 2020 submissions.</li> <li>• The Prevent Lead delivered a training session on 4 February 2021 to Society Leads, Peer Advisors, Student Trustees, Student Representatives and the Guild Manager. A particular focus was given to safeguarding and external speaker procedures.</li> <li>• William Shawcross has been appointed as the new Independent Reviewer of Prevent. He was formerly the Chair of the Charity Commission between 2012 and 2018 and became the Special Representative on UK victims of Qadhafi-sponsored IRA terrorism. New Terms of Reference for the review have yet to be published.</li> </ul>
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**Part 11: For Approval**

<p><b>17.0</b></p>	<p><b>Student Protection Plan 2021-22</b> [Recommended by SMLT for approval]</p> <p>S Karim presented the Student Protection Plan 2021-22 explaining that it was due for consideration at the Student Staff Consultative Forum (SSCF) on Friday 13 March. Due to logistical problems, it had not been possible to consult with the students before the Board meeting. However, she invited the Board to approve the Plan in principle prior to any amendments that might be put forward at the SSCF. In the event of any recommended revisions, the Plan would be referred back to the Board for approval.</p> <p>J Forsblad recommended that reference to refunds either be made throughout where relevant or removed as at present the approach is inconsistent. S Karim agreed to standardise the approach taken within the document. J Forsblad also questioned the 5<sup>th</sup> bullet point in Section 2.1.2 as rather than appearing to be a measure to mitigate risk, it appeared more as a problem. C Cook explained that the entry was highlighting the fact that we have relatively little competition in London in terms of the 4-Year degrees we offer that include a Foundation Year. The Board agreed therefore that the entry should stand but suggested moving it to appear under the 3<sup>rd</sup> bullet point.</p> <p>J Forsblad asked whether removal of a module would constitute a significant change to a course. J Fairhurst confirmed that it would not as we already explain to applicants/students that if we have insufficient interest in a particular optional module, we might not be able to run it.</p> <p><b>The Board approved the Student Protection Plan subject to the amendment outlined above and any amendments recommended at the Student Staff Consultative Forum.</b></p>
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**Part 12: For Discussion**

<p><b>18.0</b></p>	<p><b>Confirmed minutes from other forums or committees</b></p> <p>18.1 <u>SMLT: SMLT: 6 January 2021</u></p> <p>18.2 <u>SMLT: 3 February 2021</u></p> <p>18.3 <u>Academic Committee: 16 September 2020</u></p> <p>18.4 <u>Equality, Diversity and Inclusion Committee: 11 November 2020</u></p> <p>The above minutes were received and noted. It was also noted that no actions had been referred to the Board of Directors from any of the meetings.</p>
<p><b>19.0</b></p>	<p><b>Actions referred from other forums/committees where the minutes are unconfirmed/not yet available</b></p>

	<p>19.1 <u>Academic Committee: 25 November 2020</u></p> <p>19.2 <u>Health and Safety Committee: 1 December 2020</u></p> <p>19.3 <u>Equality, Diversity and Inclusion Committee: 10 February 2021</u></p> <p>It was noted that there had been no actions referred to the Board of Directors from any of the above meetings.</p>
<b>Part 13: For Information</b>	
<b>20.0</b>	<p><b>SITS</b></p> <p>J Fairhurst reported that the introduction of SITS to replace our current Student Management system would be dependent on us being awarded TDAP.</p>
<b>21.0</b>	<p><b>Cambridge House</b></p> <p>J Fairhurst reported that Birkbeck College are currently drafting a 10-year licence agreement for us on Cambridge House.</p>
<b>22.0</b>	<p><b>Bloomsbury Law Clinic</b></p> <p>J Fairhurst reported that we are currently developing our own Law Clinic. He added that there would be opportunities for students from all disciplines – not just Law – to become involved.</p>
<b>23.0</b>	<p><b>Ethics Policy</b> [To evidence changes made]</p> <p>The Board received the Ethics Policy and noted that the amendments recommended previously had now been made.</p>
<b>Part 14: Any Other Business</b>	
<b>24.0</b>	<p>The Board noted that C Cook's 4-year term of office would be expiring in May 2021.</p> <p>A meeting of the Nominations Committee would be arranged to consider an extension of C Cook's tenure.</p> <p>It was noted that J Forsblad's 4-year term of office would expire in April 2022.</p>
<b>Part 15: Date/Time of Next Meeting</b>	
<b>25.0</b>	<p>The next meeting will take place on 9 June 2021. Times to be confirmed as the meeting will be preceded by a joint meeting of the Academic Committee and Board of Directors.</p>