NMITE

Board of Trustees

MINUTES

Thursday 8 July, 9am

Main Hall, NMITE, Blackfriars St, Hereford, HR4 9HS

Members Present Mr Terence Jagger, Chair

Mr Martin Hitchin,

Mr Ian Falconer

Mr Jon Gorringe

Ms Rowena Innocent

Ms Karen Usher

In attendance Ms Tina Benson (Finance Director) for item 8

Ms Harriet Dearden (Head of Fundraising) for item 7

Professor Beverley Gibbs (Chief Academic Officer) for item 12

Professor David Langley (Chief of External Engagement)

Ms Samantha Lewis (Director of HR)

Ms Tam Milner (Academic Registrar) for item 11

Mr James Newby (Chief Operating Officer)

Ms Lisa O’Neil (Minute Secretary)

Professor Elena Rodriguez-Falcon (President and Chief Executive Officer (CEO))

Apologies Mr Richard Lindsay-Davies

Professor Peter Scott

**1 Welcome, Apologies and Declarations of Interest**

*Reported* that:

The following new interests had been declared and had been added to the register:

Karen Usher (KU), Trustee, is now a Director of Spectris and an external member of the search panel for the chair innovation hub in the London area.

Ian Falconer declared to the Board that his son is in the application process of joining NMITE as a student and would therefore become a recipient of the NMITE bursary.

**2 Minutes**

It was noted that in the previous minutes under section 21/39, the point

‘In discussion, it was noted that the Group might usefully consider other characteristics such as neurodiversity’ was underplayed and was not strong enough to highlight its importance.

Action: Chair to reword minutes to reflect

It was noted that the action log still shows previously resolved actions. It was decided that all historic actions on the log will be removed to only show actions from the last meeting and anything still open.

Action: Secretary to amend action log

**3 Chair’s Business**

Trustee applications: it was noted that at an initial glance the list of applicants covers a wide range of ages, professional backgrounds, and ethnic diversity. The Lorna Dane Consultancy has worked tirelessly, for a fraction of the cost expected by some big London firms. The nominations committee will meet on Monday 12 July to discuss the arrangements for shortlisting, interviewing and liaising with candidates. Sir Eric Thomas will be supporting the Chair in the interview process of applicants with a strong academic background.

**4 Chief Executives Officers Report**

UCAS clearing officially opened on the 5 July. Alongside this, NMITE’s direct entry admissions process has been adapted to be quicker and more flexible, but retains the key principles of the original admissions process. It takes around 30 minutes.120 applications had been received with a slight jump in numbers recently.

NMITE has been awarded the platinum award for payroll giving scheme, achieving 50% of employees contributing. The CEO has been having regular meetings with other emerging HEIs to compare and discuss progress. Finally, the CEO congratulated RI on her election to Fellowship of the Institute of Physics.

The app for students has been designed and is ready to launch.

Work on the CATT/CAM site has started, and it was suggested that a presentation should be brought to the board to outline plans for the site

Action: Presentation to the Board on the CATT/CAM studio in the Autumn 2021 (date TBC).

(*This section of the minutes is exempt from publication under section 43 of the Freedom of Information Act)*

1. **Student Recruitment Progress: Pioneer Cohort and 2022 Intakes**

(*This section of the minutes is exempt from publication under section 43 of the Freedom of Information Act)*

**6 Fundraising Progress**

(*This section of the minutes is exempt from publication under section 43 of the Freedom of Information Act)*

**7 Finance Report**

The Board noted the surplus of £13,000 for the monthly position as at the 31 May 2021. The Kickstart scheme has had a slower projected uptake rate, as a result the associated in month has been reduced to reflect this. The scheme will remain open until December 2021, and it is anticipated some of the shortfall will be made up in the new financial year.

(*This section of the minutes is exempt from publication under section 43 of the Freedom of Information Act)*

**8 Financial Planning Update**

(*This section of the minutes is exempt from publication under section 43 of the Freedom of Information Act)*

**9 Access and Participation Plan**

It was noted that the plan provided was required to enable NMITE to become a higher cap registered fee provider allowing it to charge fee levels up to a maximum of £10,800.

The Board considered the draft report, presented in an OfS required template, highlighting the significant local and regional access and participation challenges faced by the County.

The Board noted that, whilst the paper might meet the requirements for the OfS submission, it provided insufficient contextual information and detail about planned outreach and other activities. These would be revisited in the future.

Approval: Plan approved for submission to the OfS

Action: The Board to receive progress reports on activities and APP progress after its approval by the OfS

**Ian Falconer left at 11.15am**

**10 PREVENT**

The Board received an update. It was noted that the self-assessment of how the organisation is meeting its obligations under the Prevent scheme was broadly positive and gives confidence of full compliance. An audit of compliance by the OfS will follow in due course and feedback will then be provided.

Action: Awaiting confirmation from the OfS of audit date, in which outcome will be reported to the Board.

**11 OfS Registration Conditions Compliance Tracker**

The Board received a paper and an update of NMITE’s compliance with its OfS conditions of registration via an activity tracker. It was noted that appendix 1 (activity tracker) is a live document, which is constantly updated. The Audit & Risk Committee will oversee the tracker.

Action: to add in a standing item on the agenda to report on any student complaints. As of 8 July no complaints had been received.

**12 Student Welcome and Induction Plans**

The Chief Academic Officer explained the emerging student welcome plans. NMITE can exert less control over the welcome to student accommodation, due to its outsourced management arrangement. However, NMITE will have student support on site there to support students' arrival. There will be a one week induction period, covering IT requirements, administration and settling in activities. Conversations with the Herefordshire College of Art to assist friendships between the two institutes are underway. When teaching starts, all students will be taking part in the liberal arts toolbox on certainty, then after two weeks they will split off into their separate sprints.

Student feedback will be collected by a range of formal and informal routes, and others will emerge organically when students are in place. Students on the September intake might be asked to help design induction plans for subsequent cohorts.

Actions: Plan to be put together to engage students with governance, until this is in place. MAC to be removed from the website. COO to action by 31st August 2021.

**13 Report from Academic Council**

The CEO presented the minutes of the most recent Academic Council, which she had orally briefed at the previous board

**14 Any Other Business**

Finance committee (JG)– expressed concerns about Station Road not being completed on time.

Remuneration committee (MH)– Anti Bribery Policy requires staff training.

ARC (MH)– External auditors came to ARC to outline the audit programme.

**15 Review of meeting**

All future meetings should ideally be attended all via Teams/Zoom or all face-to-face and not a blended approach if possible. Future Board meetings will take place bi-monthly.

**16 Date of meetings 2021/22**

Dates should be sent to all members for agreement, and a strategy meeting should be diarised for November.

Action: Send dates to all board members to agree