

Minutes of Board meeting of East End Computing & Business College Limited (04202211)

Date 4th November 2019

Present

1. The Chairman – External Mr ATM Mujibur Rahman
2. External - Academic Provision & Quality - Prof Ian Bathgate
3. External Financial Advisor - Mr Mahmud Hasan
4. External Academic Advisor - Mr Jamisth Azeez
5. Executive Director - Mr M Aktaruzzaman
6. Principal - Dr A Rahim
7. Elected student governor not present
8. Elected staff governor not present

The meeting was considered quorate.

AGENDA

To consider a proposal to amend the Articles of Association for East End Computing and Business College to delegate decision-making powers to a Governing Committee.

To form the aforementioned committee

Proposal

To amend the Articles of Association of East End Computing and Business College to delegate their decision making powers to form a Governing Committee henceforth known as the Board of Governors. One member of the Board of Governors will be one of the Directors of the College to ensure continuity.

The Board of Governors comprises of 8 members:

The Chairman - External
External - Academic Provision & Quality
External Academic Advisor
External Financial Advisor
Executive Director
Principal
Elected student governor
Elected staff governor



Duties

The Board of Governors will have oversight and sign off of the activities of all Committees reporting into QASC, Academic Board and SMT and will therefore be the ultimate decision maker in the college. It is their role to ensure the continued running of the college in accordance with the governance of the college and external bodies. It has oversight therefore of both academic and

financial matters and to ensure the college and the boards' activities are efficient, effective and transparent. Key areas of oversight/decision making are,

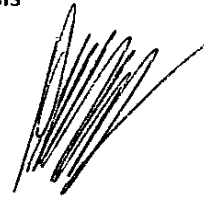
- Academic Affairs
- Strategy, finance and resources.
- Human Resources
- Public disclosure
- Governance nominations and issues

The Board of Governors has agreed a Statement of Primary Responsibilities, as set out below:

- approving the mission and strategic vision of the ECBC
- considering and developing the college strategic and long term business plans
- overseeing that the college operates in accordance with the stated requirements and expectations of external regulatory and scrutiny bodies
- aligning its procedures and protocols with the guidance in the Higher Education Code of Governance
- reviewing key performance indicators and annual budgets
- reviewing the performance of the college's senior management team
- monitoring systems of control and accountability, including financial and operational controls and risk assessment. In particular
 - a) Ensuring that public money is spent appropriately and the College continues to be financially solvent
 - b) Approving annual estimates of income and expenditure
 - c) Appointing and determining the pay and conditions of service of the College's Principal, other senior post holders and Clerk
 - d) Setting a framework for the pay and conditions of service of all other staff.
- Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and oversight of its activities
- reviewing the college's policies and procedures and their application in particular quality review and compliance.
- reviewing performance against plans, targets, projects and KPIs
- overseeing the college's planning, finance, audit, facilities management, health and safety, human resource management, equality and diversity, student development and engagement

- the review of External members of the governing body whose term of office is normally limited to a maximum of three terms of three years or two terms of four years
- formally reviewing its own effectiveness on a five yearly basis

The proposal was approved and actioned with immediate effect.

A handwritten signature in black ink, consisting of several overlapping, slanted strokes that form a stylized, somewhat abstract shape.