

Academic Board via Teams & Boardroom

28 January 2026, 14:00 pm to 15:00 pm

Members:	
Waqas Mehmood	Head of Academic Affairs (Chair)
Dr Muhammad K Rehman	CEO
Rafia Rehman	Head of Quality Assurance & Information Systems
Allam Behbahani	Module Leader/Lecturer
Pankaj Kumar	Academic Support Officer /TA
Hamza Shahid	Attendance & Engagement

Meeting Agenda

1. Welcome and Opening of the Meeting

- Chair's welcome and opening remarks
- Confirmation of quorum / noting apologies

2. Conflict of Interest

- Members to declare any conflicts of interest in accordance with the Conflicts of Interest Policy.

3. Approval of Previous Meeting Minutes

- Review and approval of previous Board meeting minutes
- Review of actions arising

4. Report of the Academic Dean

- Recruitment and admissions update: 89 applications and 22 selections; overview of applicant profile.
- Analysis of rejection reasons, including address and ID verification issues via Credas, and planned improvements.
- Summary of planning activities completed in December for the January intake (staffing, timetable, induction).
- Staffing update: new teachers recruited; induction and briefing completed.
- Facilities and timetable readiness: classrooms and resources prepared; any early operational issues.
- Early student engagement and attendance patterns, including any emerging risks

5. Student voice and experience

- Initial feedback from January starters (where available) and any immediate student experience concerns.
- Confirmation on personal tutoring and intervention arrangements for the new intake.
- Approach to capturing and using early MEQ-style feedback and informal student voice.

6. Programme and curriculum matters

- Programme-level issues raised by Programme/Module Leaders
- Assessment design, marking and moderation updates

7. Quality assurance and enhancement

- Progress against quality improvement plans and enhancement priorities.
- Any issues requiring escalation or formal approval by the awarding body.

8. Partnership and governance matters

- Updates from Buckinghamshire New University (policies, regulations, frameworks).
- Any issues requiring escalation or formal approval by the awarding body.

9. Policies, procedures and regulations

- Changes or updates to local academic policies and procedures

10. Any other business

- Items notified to the Chair in advance
- Items raised by members and student representatives

11. Schedule of future meetings

- Date and time of next Academic Board January 2026