

## Academic Board Meeting via Teams

18/03/2026, 14:00 pm to 15:00 pm

Members:	Title:
Waqas Mehmood	Head of Academic Affairs (Chair)
Dr Muhammad K Rehman	CEO
Rafia Rehman	Head of GQC & IS
Allam Behbahani	Module Leader/Lecturer
Pankaj Kumar	Academic Support Officer /TA
Hamza Shahid	Attendance & Engagement
Student 1	Class Rep
Student 2	Class Rep
Student 3	Class Rep

### 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 (G-004).

#### 3. Approval of Previous Meeting Minutes

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

#### 4. Report of the Academic Dean

- Overview of academic developments and key updates since last meeting
- Recruitment and admissions update
  - Intake 1: overview of numbers, profiles and progression
  - Intake 2: overview of numbers, profiles and progression
  - Intake 3 (current): recruitment progress and early indicators
- Academic quality and standards

- Compliance with franchise agreement and validator requirements
- External examiner feedback (if applicable) and responses
- Teaching, learning and assessment
- Overview of module evaluation outcomes (by cohort and by module)
- Key themes from end-of-term module reports/cohort reports and resulting actions
- Student performance, progression and retention
- Identification of at-risk cohorts and planned interventions
- Academic integrity and misconduct
- Overview of cases considered since the last meeting and emerging trends
- Staff development and scholarly activity
- Summary of CPD, training (e.g. cultural competence, emotional literacy, inclusive practice) and planned priorities
- Risk and assurance
- Key academic risks and mitigations relevant to the franchise provision

#### **5. Student voice and experience**

- Student representative reports (by intake and/or programme)
- Outcomes and actions from student–staff liaison committees
- Student feedback from surveys, focus groups and informal channels
- Progress on previously agreed actions relating to student experience
- Any emerging student wellbeing, engagement or community-building issues

#### **6. Programme and curriculum matters**

- Programme-level issues raised by Programme/Module Leaders
- Assessment design, marking and moderation updates
- Planned changes for future intakes (New programmes subject to approval as required Health & Social Science, Business Management Top-Up, Social Work)

#### **7. Quality assurance and enhancement**

- Monitoring reports to/from the awarding university (e.g. AMR/APR updates)
- Outcomes from internal audits, observations and reviews
- Progress against quality improvement plans and enhancement priorities
- Preparation for upcoming reviews, validations or partner inspections

#### **8. Partnership and governance matters**

- Updates from Buckinghamshire New University (policies, regulations, frameworks)
- Reporting upwards to institutional committees and boards
- ATHE Renewal
- 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

- Communication and training plan for staff and students

**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