

Board of Directors Meeting- October 26th, 2022
Meeting Minutes

Meeting Purpose:	Board of Directors Meeting S P Jain London School of Management (SPJ UK)
Meeting Date:	October 26 th 2022
Meeting Time:	4:30 pm UK
Meeting Location:	Zoom
Meeting Facilitator:	Ms. Ruty Bharucha
Attendees:	<u>Members of the Board</u> 1. Prof. Mary Stuart (Chair, BOD) 2. Emeritus Professor Alan Lindsay AM 3. Mr. Ashok Vaswani 4. Mr. Neil Puri 5. Mr. Nitish Jain 6. Ms. Stephanie Pagni 7. Prof. Paul Willman <u>Invitees</u> 1. Ms. Marion Lowe 2. Dr. Kim Soin 3. Mr. Gaurav Jain 4. Ms. Malathi Govind
Apologies:	None.
Minutes Taken By:	Ms. Malathi Govind

Agenda Items for Discussion

1. Welcome, attendance and apologies

The Chair welcomed everyone to the fifth meeting of the Board of Directors.

2. Declarations of conflict of interest

All members declared that they did not have any conflict of interest. Mr. Ashok Vaswani declared that he had stepped down from the Board of Directors for Pratham and the Board noted the update.

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3. Minutes of the meeting of Aug 17th, 2022

The minutes of the meeting for the last meeting held on August 17th, 2022 were approved by the Board of Directors(BoD).

4. Matters for decision:

A. Governance Charter:

- Ms. Lowe updated the BOD that the Governance Charter was initially approved by the BoD in November 2021.
- It has now been updated to include standing orders for the BoD, the Academic Board (AB) and its committees. These set out how business will be conducted and also how Directors and Members should behave. It also sets out Director's obligations in relation to Company Law.
- The Terms of Reference had been updated to include the Prevent Duty
- Research had been added to the Academic Board's (AB) remit.
- The Chair and Ms. Pagni stressed on the importance of the Prevent and how it was necessary to have a policy on Prevent.
- Mr. Jain commented on the role of the Student Experience Manager and how a section on prevent-duty could be included in the Annual report on Student experience which could be presented to the BOD.
- The BoD approved the Governance charter which had been circulated prior to the BoD meeting.

B. Quality Assurance Framework:

- Ms. Lowe updated the BOD that the SP Jain's London Quality Assurance Framework (QAF) was reviewed to ensure that it is fit for purpose when the School is exercising its own powers rather than acting under validation.
- The QAF has now been considered and approved by the Academic Board and is presented to the Board of Directors for approval.
- She informed the Board that the remits of the subcommittees for the AB had been clarified and that PDRC (Program Development and Review committee) would be responsible for maintaining quality and standards and the LTC (Learning and teaching committee) which will oversee teaching enhancement and student support services.
- The QAF has been streamlined to make it clearer and how the Academic Board will provide assurance to the Board of Directors
- The BoD approved the Quality Assurance Framework which had been circulated prior to the BoD meeting.

C. Policy approval and schedule:

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- Ms. Lowe updated that School has been developing a policy framework that is fit for purpose for a higher education institution registered with the Office for Students.
- The BoD was asked to approve the overarching policy (Policy Procedures and Guidelines Framework) which sets out how policies, guidelines and procedures will be approved and also to note the Policy Schedule.
- The policies will be developed and monitored according to this schedule.
- The BoD approved the policy schedule and the Policy Procedures and Guidelines Framework which had been circulated prior to the BoD meeting.

D. Industry Advisory Board Membership:

- It was reported that two more members have been recruited to join the Industry Advisory Board following the agreement to increase the membership from five members to up to 10. The new members are as follows:
 - Neil Carberry – Chief Executive, Recruitment and Employment Confederation
 - Madhukar (Duke) Dayal - Chief Financial Officer and Executive Director, Santander UK
- The other members previously agreed comprise:
 - Mr Neil Puri, SP Jain UK Director (in the Chair)
 - Mr. Bill Michael - Former Chairman KPMG UK (Consulting)
 - Ms. Sherry Coutu CBE - (Entrepreneurship)
 - Mr. Simon Whitehouse - Former MD, Accenture (Fintech)
 - Mr. NV Tyagarajan. - CEO, Genpact
- The curriculum vitae for the proposed new members have been circulated.
- Board of Directors approved the two new members as part of the Industrial Advisory Board.

5. Matters for Discussion:

A. Project Plan and Risk Management Plan

- Ms. Lowe introduced the current version of the Project plan and associated Risk Management Plan which have been updated in the light of the decision to start teaching in September 2023 (no February 2023 intake)
- As noted in the covering paper the most significant risks were around the timing of regulatory approvals(OFS) required to enable SPJ UK to operate.
- The Risk Management Plan has also been revised and aligned with our responsibilities under the OfS Regulatory Framework and other legal and

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regulatory requirements (such as health and safety) as well as the ongoing preparations to be ready for students in September 2023.

- Ms. Lowe updated the BoD that the SPJ London Access and Participation plan has been sent to the Director of Fair Access for approval.
- The BoD approved the updated Project Plan and the Risk Management Plan

B. Budget Update:

- Mr. Jain updated the BoD that the SPJ London Budget is more or less on track but the final version hasn't been circulated yet due to ongoing discussion with the Validation partner.
- He also updated that there will be no intake in February 2023 for the EMBA which had been planned for previously.
- The team is currently working on finalizing the commercial terms with the partner and the Budget will be revised according to these payment terms.
- The updated Budget will be circulated to the BoD at the next meeting.

6. Matters for Information

A. Premises Update:

- Mr. Jain updated that the premises have been finalized. (Harbor Exchange Tower, 2nd Floor)
- The lawyers (Clyde and company) have prepared the lease agreement.
- While most of the premises has been fitted out, more detailed plans for the development of the large classrooms have to be prepared. The architect (Joe Firestone) has been appointed to make these plans.
- The delegates from the Royal Agricultural University will be visiting the premises on 31st October 2022.
- The change of use application will be submitted shortly.

B. Quality and Standards Review (QSR) update:

- Dr. Soin informed the Board that the School had met all the conditions of the QSR. The final report has been received from the QAA.
- The BoD congratulated all the team members who were involved in the QSR documentation and review.

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C. Validation

- Dr. Soin updated the BoD that the only thing pending in terms of the validation is the signing of the Memorandum of Agreement (MoA).
- This will be discussed with delegates during the site visit (Oct 31st)

D. NDAPS

- Dr Soin updated the BoD, that we had been provided a chance as the last institution to put in the application for the New Degree Awarding Papers(NDAPs) before the QAA decommits as the quality body for the OfS provided we could make the submission in a short span of time by the 30th September 2022
- The NDAPs plan was prepared and submitted by the 30th of September.
- We received the request for additional information on 14th October 2022. The additional information along with evidences has to be provided by 28th October 2022.
- The NDAPs review visit would take place on 6th-7th Dec 2022.
- There may be additional requests for evidence before the visit on the 6th of December 2022.
- Mr. Jain added that SP Jain London had been given this opportunity to submit the NDAPs application amongst other institutions and although the deadline provided was tight, the team had put in a great deal of effort to put together the documents with high quality with assistance from the SPJ Global team.
- The BoD commended the team involved in the documentation including Ms. Marion Lowe(COO), Dr. Kim Soin(Dean) and Ms. Malathi Govind (Deputy Director- Accreditation and Regulatory Compliance)
- The Chair commended Mr. Jain for putting forth the case for SP Jain London with regulatory authorities as appropriate and following up on the same diligently.

7. Any other competent business

- Mr. Jain updated the BoD that there will be a launch event for the SPJ London campus in Mumbai, India on the 9th of November 2022. The Deputy High Commissioner for UK in Mumbai will be attending the event as an invited guest.

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8. Next meeting date

The next meeting of the BoD will be held on 25th January 2023 as per the Committee Calendar for AY 2022-2023.

Decisions/Resolutions Made

1. Resolution 1: The BoD approved the Governance charter which had been circulated prior to the BoD meeting.
2. Resolution 2: The BoD approved the Quality Assurance Framework which had been circulated prior to the BoD meeting.
3. Resolution 3: The BoD approved the policy schedule and the Policy Procedures and Guidelines Framework.
4. Resolution 4: The BoD approved the two new members as part of the Industrial Advisory Board (Mr. Neil Carberry and Mr. Madhukar Dayal).
5. Resolution 5: The BoD approved the updated Project Plan and the Risk Management Plan

Action Items

None