



# MINUTES



The minutes of the meeting held 12 March 2020 had been previously circulated to members for consideration.

**Agreed:** that the minutes are approved as a correct record and authorised for publication.

## 1.6 Matters arising from the previous minutes

The Clerk presented the action progress log and the following points were noted:

Recommendations from the business continuity audit would be complete by 30 June 2020.

All other items from the previous meeting had been actioned or been included on the agenda for discussion.

## 2. SECTION B - COLLEGE MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

### 2.1 OfS Reportable Events Procedure

The Director of Adults & H.E. presented the report and the following points were noted:

It was mandatory that the College had a process in place to ensure compliance with the Office for Students (OfS) ongoing conditions of registration.

Reporting of a reportable event to the OfS was the responsibility of the accountable officer with the likelihood that the clerk would submit any report in consultation with the Principal, Chair of the Board and Chair of Audit prior to submission and reported at the next Audit Committee. Significant matters would be reported to the University under related protocols and policy documents.

It was noted that the OfS had suspended some of its reporting requirements and the College would not be required to report on the campus re-opening or that there would be more on-line teaching and learning provision.

### **RESOLVED:**

The Committee noted the OfS Reportable Events procedure.

**(Karen Westsmith left the meeting at 5.11pm)**

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