

**Caspian School of Academics**

**Academic Board Meeting**

Held on Friday 30 May 2025, from 10.00 am to 11.30 am on online

	Agenda Item	Lead
1.	<p><b>Minutes of the last meeting and matters arising:</b></p> <ul style="list-style-type: none"> <li>Prevent Duty (standing item)</li> </ul>	MI & MH
2.	<p><b>Recruitment, Retention and Achievement data</b></p> <ul style="list-style-type: none"> <li>*Ongoing monitoring of enrolment and student engagement.</li> <li>* Re-enrolment and preparations for Pearson visit taking place on a weekly basis. A new Progression Policy and Procedure has been developed to facilitate Year 2 progression Clarity.</li> <li>* Planning for the September intake (target: 150 students).</li> <li>* Emphasis on recruiting quality candidates.</li> </ul> <p><b>NOCN Site Construction Management</b></p> <ul style="list-style-type: none"> <li>* 6 students with consistently low attendance have been withdrawn.</li> <li>* Warning letters issued to others with poor attendance records.</li> <li>* Peer and teaching observations undertaken and submitted.</li> <li>* Individual support offered to learners.</li> <li>* MCQ support ongoing to prepare student for their unit tests.</li> <li>* Site visit to be scheduled after the half-term.</li> <li>* Induction survey showed 89% positive participation rate.</li> </ul> <p><b>NCFE Data Analyst – all intakes</b></p> <ul style="list-style-type: none"> <li>* Programme ongoing; low attendance noted.</li> <li>* Warning letters have been sent, and withdrawal process has started for all students of concern</li> <li>* Submission rate is currently satisfactory. Support classes provided daily, via the online zoom link open between 3pm to 4pm.</li> <li>* Induction survey for the April cohort showed 92% positive participation rate.</li> </ul> <p><b>NCFE Cyber Security – all intakes</b></p> <ul style="list-style-type: none"> <li>* Programme ongoing; low attendance noted.</li> <li>* Warning letters have been sent, and withdrawal process has started for all students of concern</li> <li>* Support classes provided daily, via the online zoom link open between 3pm to 4pm.</li> </ul>	Prog Mgrs

	<p><b>Pearson – Business &amp; Leadership and Management – all intakes</b></p> <ul style="list-style-type: none"> <li>* Attendance remains low; warnings have been issued.</li> <li>* Marking of resubmissions to be completed by 6th June.</li> <li>* Internal verification (IV) also due by 6th June.</li> <li>* Reassessment board scheduled for 13th June.</li> <li>* Good submission rate noted for the Business Marketing module.</li> </ul> <p><b>Pearson – Hospitality Management and International Tourism</b></p> <ul style="list-style-type: none"> <li>*Term 2 has commenced.</li> <li>* Submission rate is satisfactory.</li> <li>*Assignment briefs distributed to all learners.</li> <li>*Term 2 inductions completed.</li> <li>*Holidays to be aligned with other programmes; reading week to be introduced during half term.</li> <li>*Summer holiday is proposed to begin the week of 4th August.</li> <li>*Students submitting assignments on time may be released earlier.</li> </ul>	
3.	<p><b>Management &amp; Governance updates</b></p> <ul style="list-style-type: none"> <li>● next meeting in July, agenda and details to be sent closer to the date</li> </ul>	MI & KB
4.	<p><b>Academic Standards</b></p> <ul style="list-style-type: none"> <li>● Programme reports – assessment boards and standards moderation All programmes are monitoring progress and programmes are discussed at programme meetings and assessment boards. End of year reports to be produced.</li> <li>● Quality Monitoring – observations of teaching and Quality Meeting The quality monitoring is ongoing through the IV reports, observation of teaching and study skills support. A clear focus on student engagement is needed to promote improved attendance.</li> </ul>	AN & Prog Mgrs
5.	<p><b>Teaching and Learning / Moodle</b></p> <ul style="list-style-type: none"> <li>● Resources update The programme managers and unit lectures are responsible for ensuring that all appropriate resources are available to students on the VLE.</li> <li>● Utilisation of resources – audit of access <b>Action:</b> No report formally presented, to be provided for the next meeting.</li> </ul>	AN Prog Mgrs
6.	<p><b>Student Engagement / student voice</b></p> <ul style="list-style-type: none"> <li>● Induction survey – as per earlier item</li> <li>● End of module surveys – surveys being compiled.</li> <li>● Implementation of 'You Said, We did' initiative Reports were presented and an email will be sent to all students regarding the implementation of new initiative, also student ambassador for SMT and Board of Governance to be selected</li> </ul>	LM

	Active learning and student engagement initiatives ongoing. Continuous improvement of the student experience discussed. Mental health and wellbeing support to be reinforced.	
7.	<b>Admissions - audit</b> * Audit preparation in progress. * Additional staff members to be allocated to support the audit process. * External members required. * Ongoing follow-up with partner awarding bodies.	NH
8.	<b>HR &amp; Health and Safety</b> * Staff training on institutional policies and procedures to be scheduled.	TY
9.	<b>Financial Management – Ifti &amp; Noman</b> * Financial return due by October. * External audit and Annual Financial Return (AFR) submission planned for early October.	MI & NH
10.	<b>Partnerships</b> <ul style="list-style-type: none"> <li>● University of West London – pending outcome from committee meeting</li> <li>● University of Derby – pre-partnership documents sent back on 21st May.</li> <li>● London Metropolitan University – – awaiting September committee decision. Expected launch for university programmes: January 2026.</li> </ul>	MI MH
11.	<b>Student feedback</b> – student forum *All students reps have been chosen and meetings scheduled starting from the 1st week of June, soon after resuming from half term	LM
	<b>Any other Business</b> <ul style="list-style-type: none"> <li>● CSA Newsletter</li> <li>● Date for next Staff Development Day – Friday 11 July on campus as a face-to-face training day.</li> </ul> Proposed items were discussed and will cover: Condition E6 – MH and AN Capacity Building as part of Blended Learning – MH Gamification in Education – AN & CS Student Support – LM & DR Meeting and Exceeding Threshold Standards – TBC * Session on “What Good Quality Looks Like” to be delivered by Dr. Mulenga.	All

**Attendees**

Muhammad Iftikhar (MI) – Chief Executive Officer  
Mandy Hobart (MH) – Principal and Chair  
Tahira Yasmin (TY) – Director of Human Resources  
Lucia Mihaela (LM) – Head of Student Services  
Yinka Akingboju – (YA) Deputy Programme Leader  
Anjum Naz (AN) – Head of Teaching and Learning  
Corina Sava (CS)– Pearson Provision Programme coordinator  
Carmen Susma (CS) – Quality and tutor support  
Noman Hameed (NH) – College Administrator  
Niharika Gottipati (NG)– NCFE Provision Programme coordinator  
Loliyaniya – Programme Lead, Level 4 Site Construction Management  
Kaniz Bukhari (KB)- Registry & Manager  
Amjad Alam - NCFE Provision Programme Manager  
Dr. Mudassar Mehmod - Pearson Provision Programme Manager  
Shivangi Bhasgi - Programme Manager, Level 4 Site Construction Management