



**Caspian School of Academics Board of Governance Meeting**

Held on Thursday 10th July 2025 from 11am - 1pm  
CEME Campus/Online  
Marsh Way, Rainham RM13 8EU

	Agenda Item	Lead
1.	<p><b>Welcome &amp; introductions</b></p> <p>The Chair welcomed all members. As introductions were previously made, no further introductions were required.</p>	All
2.	<p><b>Previous Meeting Minutes</b></p> <p>The minutes of the previous meeting were accepted as an accurate record.</p>	All
3.	<p><b>Declaration of Interests</b></p> <p>No new declarations of interest were made. All previously declared interests remain valid.</p>	All
4.	<p><b>Condition E6: Harassment and Sexual Misconduct</b></p> <p>The Board discussed compliance with the Office for Students (OfS) Condition E6, effective from 1 August 2025.</p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• A <b>Single Comprehensive Source of Information (CSI)</b> has been created.</li> <li>• A <b>ban on staff-student relationships</b> is in place.</li> <li>• <b>Annual training</b> for staff and students has been initiated.</li> <li>• <b>Support services</b> are under review for cultural responsiveness.</li> </ul> <p><b>Board Responsibilities Include:</b></p> <ul style="list-style-type: none"> <li>• Setting strategic direction on misconduct prevention.</li> </ul>	Principal



- Reviewing key policies (e.g. CSI, staff-student relationships).
- Ensuring risks are recorded and monitored.
- Allocating appropriate resources.
- Reviewing annual misconduct data.
- Undertaking relevant governor training.

**Recommendations:**

- Quarterly E6 reporting to the Governance and Risk Committee.
- Endorsement of the relationship ban, pending revisions.
- Termly updates on misconduct cases.
- Annual E6 compliance statement to be issued by the Chair.

**Training & Implementation:**

- All staff to receive mandatory E6 training.
- External training for student advisors is scheduled for 17 July 2025.
- Student training will be embedded delivered as part of induction to the School or beginning of term induction. All students must complete the E6 module which will also cover consent and bystander intervention.

**Board Queries:**

- Fozia inquired about the level of Board approval required.
  - Mandy clarified the Board's role is to approve actions taken.
- The chair inquired about public access to policies.
  - Mandy confirmed they policies will be published on the website on the page which will be the Single Comprehensive Source of Information.



	<p><b>Follow-Up Discussions:</b></p> <ul style="list-style-type: none"> <li>• Students and staff with pre-existing relationships must declare them in advance. Other staff student relationships will come under the category of 'prohibited relationships'.</li> <li>• All incidents will be investigated with panels convened accordingly as set out in the procedure for handling cases of harassment or sexual misconduct.</li> <li>• Complaints involving senior staff will be escalated to the Chair, with an independent panel established for investigation.</li> </ul>	
5	<p><b>Recent Developments at CSA</b></p> <p><b>University Partnership Updates</b></p> <p><b>University of Derby:</b></p> <ul style="list-style-type: none"> <li>• Submitted business case and pre-partnership questionnaire.</li> <li>• Aiming for ~200 students by Year 3.</li> <li>• Proposal to be reviewed on 15 July by the senior committee at the University.</li> </ul> <p><b>London Metropolitan University (LMU):</b></p> <ul style="list-style-type: none"> <li>• Business case and due diligence submitted for 340 students (Year 3).</li> <li>• Programmes include foundation and top-up options.</li> <li>• Will be looking at a September 2026 start for validated or franchised provision. Approval panel likely to meet in September 2025.</li> </ul> <p><b>University of West London:</b></p> <ul style="list-style-type: none"> <li>• Programmes in computing and business.</li> <li>• Start expected in January 2026 (pending approval).</li> </ul>	Principal



	<ul style="list-style-type: none"> <li>● Full recruitment planned for September 2026.</li> </ul> <hr/> <p><b>6. OfS Audit (May 2025)</b></p> <ul style="list-style-type: none"> <li>● Audit reviewed 140 DET student files and admissions folders.</li> <li>● Additional evidence was submitted within four working days of the audit visit as requested. No other evidence requirements have been received.</li> <li>● Awaiting outcome; possible ratings range from “No Assurance” to “Substantial Assurance”.</li> </ul>	
6	<p><b>Risk Management and Assessment Update</b></p> <p><b>Meetings and Discussions</b> Several meetings were held to address risk management, with minutes available for reference. Discussions focused on risk management from specific perspectives.</p> <p><b>Risk Assessment Register</b></p> <p><b>Board Approval and Account Consolidation</b></p> <ul style="list-style-type: none"> <li>○ Board approval was required for appointing external auditors.</li> <li>○ Account consolidation work has commenced, including submissions to Companies House.</li> <li>○ Auditor independence and potential conflicts of interest were considered.</li> <li>○ A mandatory auditor rotation is required every 4–5 years.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Risk Register Review – Suggestions by Fozia:</b> <ul style="list-style-type: none"> <li>○ 7.1: Reword to reflect that COVID-19 is no longer a primary risk; consider a broader "pandemics" category.</li> <li>○ 4.2: Specify risks related to cybersecurity and include data integrity, with emphasis on quality assurance and control measures.</li> <li>○ Consider adding External Audits and Attendance &amp; Retention in light of the latest reports.</li> </ul> </li> </ul>	CEO



	<ul style="list-style-type: none"> <li>• <b>Ensure compliance with risk assessment requirements, particularly by incorporating cybersecurity measures.</b></li> </ul> <p><b>GDPR and Data Protection</b> GDPR compliance training is in place for staff, but data protection policies need to be updated for students.</p> <p><b>HESA Data Return Coordination</b> A CSA HESA SDS Steering Group has been established to oversee data returns. External members will audit the data prior to HESA submission. Fozia has agreed to assist with this process.</p>	
7	<p><b>8. Student Experience Report</b></p> <p><b>NOCN Level 4 Construction Site Supervisor Diploma (April 2025):</b></p> <ul style="list-style-type: none"> <li>• 47 active students; attendance at satisfactory level.</li> <li>• Learners with low attendance are being monitored and issued with attendance warnings in line with centre procedures.</li> <li>• Exams scheduled for 14–31 July.</li> </ul> <p><b>Pearson Programmes:</b></p> <ul style="list-style-type: none"> <li>• <b>Leadership &amp; Management:</b> 51 students, improving attendance, high submission rates.</li> <li>• <b>Business (Marketing):</b> 28 students, strong attendance and performance.</li> <li>• <b>Hospitality &amp; Tourism:</b> Student attendance was reported to be at a satisfactory level. Unit 2 performance was reviewed. Opportunities to further strengthen assignment completion and understanding of assessment requirements were identified. Tutors will continue to provide additional guidance and reinforcement to support learner achievement and progression.</li> </ul>	AN



	<p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>• Guidance workshops for Unit 2 (MCE).</li> <li>• Bi-weekly attendance reviews.</li> <li>• 1:1 support for at-risk students.</li> <li>• Curriculum and feedback system improvements.</li> </ul> <p><b>Withdrawal Policy:</b></p> <ul style="list-style-type: none"> <li>• Kaniz outlined SLC reporting: three warnings followed by withdrawal.</li> <li>• High withdrawal rates pose reputational risk.</li> </ul> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Fozia recommended tabular formatting of performance data in future reports.</li> </ul>	
8	<p><b>Prevent Duty Risk Assessment</b></p> <ul style="list-style-type: none"> <li>• Staff completed training; certificates obtained.</li> <li>• Plan reviewed regularly per OfS expectations.</li> </ul>	All
9	<p><b>Next Meeting Agenda – Suggested Items</b></p> <ul style="list-style-type: none"> <li>• Members to review all policies and provide feedback.</li> <li>• Policy access link to be circulated before the next meeting.</li> </ul>	All

**Membership**

- Wilayat Malik - Chair
- Muhammad Iftikhar - CEO
- Mandy Hobart - Principal
- Dr Phil Ingamels - External member
- Ms Fozia Uddin - External member



Tahira Yasmin (TY) – Director of Human Resources

Dr Anjum Naz - Staff Member & Head of Teaching and Learning

*Deepika Batra – Secretary to the Board*

*Internal CSA staff:* Head of Student Services, Head of Administration, Registry & Compliance Manager shall be in attendance but not full Board Members.

Kaniz - Registry & Compliance Manager