

BOARD OF TRUSTEES

Minutes of the **Board of Trustees** held on **Tuesday, 25th February 2025** at **17:00** via **MS Teams**.

25.23 CHAIR’S WELCOME, INTRODUCTIONS AND APOLOGIES

Attendees

Sally Glen	Trustee (Chair)
Anthea Bamford	Trustee
Dotun Olaleye	Trustee
Gillian McGrattan	Trustee
Heather Salway	Trustee
Kelvin Jones	Trustee
Param Sahni	Student Trustee

In Attendance

Hannah Friend	Chief Executive Officer (CEO)
Sandra Bekvalac	Head of Governance & Compliance (HoGC)
Shazad Asghar	Director of Finance (DoF)
Kirsten Clayton	Servicing Officer (SO)

25.23.1 The Chair welcomed the board and introduced the three new trustees, Anthea Bamford, Gillian McGrattan and Heather Salway.

25.24 APOLOGIES

Nafeesa Timmins sent her apologies.

25.25 MINUTES OF THE LAST MEETING

The minutes of the Board of Trustees (BoT) meeting held on the 26th of November 2024 were agreed as a true and accurate record.

25.26 MATTERS ARISING

It was confirmed that all actions had either been completed or were on track for delivery on time. There were two outstanding issues to be covered and the student trustee was invited in to join the meeting at this point because they related specifically to student issues and it was felt important to ensure that the student trustee was aware of both.

The student trustee joined the meeting at 5.20pm.

25.26.01 Student rep training handbook

This was for noting by the Board of Trustees. The Student Trustee suggested that training itself could be more interactive and engaging and the readability of the training handbook could be improved. The HoGC confirmed that she was reviewing these and was reviewing the accessibility of the documents but considered them a good set of initial documents.

25.26.02

Student Association update

This was for noting by the Board of Trustees. The CEO stated that she felt that more work in encouraging student engagement in this process was required. The Chair asked whether there were any implications for DAPS due to the lack of a Student Association. The CEO clarified that DAPS required the demonstration of student engagement but that this did not mean a student association was mandatory. The Board agreed to the proposal to put the development of a Student Association on hold until the 26/27 academic year as suggested by the Director of Education. This would give the Institute time to engage students more effectively in the developments.

The Student Trustee inquired about the progress on student engagement, suggesting a reflective approach to understanding where and why disengagement occurred. In response, another Trustee acknowledged the value of looking back but emphasized the importance of focusing on the progress made and the clear direction now in place under Hannah's leadership. They highlighted the transformational changes already underway, noting that her tenure had brought greater strategic clarity, stronger institutional alignment, and a more defined vision for the future.

25.27

DECLARATIONS OF ANY OTHER BUSINESS

No business for this meeting.

25.28

CHAIR'S UPDATE

The Chair proposed an annual away day to be carried out face to face for the Board of Trustees and suggested Thursday, 2nd October and somewhere near MI for this. Heather Salway was unable to make this date due to a prior commitment. The Chair requested that everyone pencilled this date but confirmed that she would also come back with an alternative date.

25.28.01 **Action:** Chair to send out an alternative date for the Board awayday.

25.29

STRATEGY

The sub-strategy KPIs and implementation plans were shared with the Board for noting. It was agreed that the KPIs were sufficiently high level to constitute overarching institutional KPIs when taken as a group. It was agreed that these KPIs would be reviewed annually but if there were an issue related to these it could be brought to the board before then if necessary. It was also agreed that the implementational plans and the progress of these would be reviewed biannually (i.e. the next review would be at the July Board meeting).

The Chair suggested adding columns to the KPI document which would include the baseline and then show desired improvement against time ie desired increase by 2026 etc. HF agreed that the layout could be improved and that this additional data should be included. This could also be added to the tracker that had been developed to monitor delivery on implementation plans.

25.29.01 **Action:** revise layout of the KPI document to include baseline figures and projected change by year.

25.29.02 **Action:** add the delivery tracker to the implementation plans.

GOVERNANCE REVIEW UPDATE

25.30 The HoGC provided a brief overview of progress on the governance review which is currently being undertaken. The Student Trustee asked what role students could play in shaping governance. The HoGC replied by saying that further work was required to see where students could be involved in terms of stakeholder engagement and that she was keen to involve them in this process.

Anthea Bamford asked whether MI was following best practice for the governance review and the HoGC confirmed that she was drawing on the CUC code of governance for HE providers which is considered the gold standard for governance. She also confirmed that the output of the review would be in place by the new academic year.

AUDIT & RISK SUB-COMMITTEE

25.31 The minutes of the meeting held on 11th February 2025 were received and noted.

The addition of two new risks as identified in the ARSC and the SARSC to the strategic risk register was approved. It was also confirmed that the responsibility for the strategic risk register lies with the ARSC, but each sub-committee would review its risks at the end of its agenda each time it met, with the opportunity to escalate any issues to the Board of Trustees if necessary. The Board would formally review the strategic risk register once a year with the Executive Committee reviewing it each time it met.

25.31.01 **Decision:** The strategic risk review process was approved.

25.31.02 **Action:** HoGC and EO to ensure BoT and Sub-Committee agendas are updated in line with the approved process.

The student trustee left the meeting.

STAFFING AND REMUNERATION SUB-COMMITTEE

25.32 The minutes of the meeting held on 11th February 2025 were received and noted.

Kelvin Jones stated that with the addition of cyber to the strategic risk register, there should be basic cyber security training for everyone in the organisation.

25.32.01 **Action:** ensure that cyber security training is added to mandatory training for MI staff.

25.33

FINANCE SUB-COMMITTEE

The minutes of the meeting held on 11th February 2025 were received and noted.

[Redacted text block]

25.34

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

25.34.02 **Action:** Provide the Board of Trustees with MI's procurement policy.

[Redacted text block]

25.35 CEO REPORT

[REDACTED]

25.36 ANY OTHER BUSINESS
There were no AOB items.

25.37 DATE OF NEXT MEETING
Tuesday 27th May 2025 at 5pm.

SUMMARY OF ACTION POINTS AND DECISIONS

Item	Owner	Due date	Action/Decision
25.28.01	Chair	ASAP	Chair to send out an alternative date for the Board awayday.
25.29.01	HoGC	27 th May 2025	Revise layout of the KPI document to include baseline figures and projected change by year.
25.29.02	HoGC	27 th May 2025	Add the delivery tracker to the implementation plans.
25.31.01			Decision: The strategic risk review process was approved.
25.32.01	DoPC	TBC	Add cyber security training to mandatory training for MI staff.
25.31.02	HoGC SO	13 th May 2025	HoGC and SO to ensure BoT and Sub-Committee agendas are updated in line with the approved process.
25.34.01	KJ HoCM	ASAP	KJ to liaise with the HoMC to look at website development costs.
25.34.02	HoGC	TBC	Provide the Board of Trustees with MI's procurement policy.
25.34.03	DoF	3 rd April 2025	[REDACTED]
25.35.01	DoF	27 th May 2025	[REDACTED]

