

The London Interdisciplinary School

Regulatory Working Group

Minutes of the meeting held on 27th October 2021 at 14.00 via Teams

Start: 14.01

Attendees

Dr Michael Englard (Registrar and Chair)
 Dr Mattia Gallotti (Faculty)
 Prof Carl Gombrich (DoTL)
 Marielle van der Meer (Director of Student Experience, Careers and Partnerships)
 Dr Andrew Redford (Head of Quality and Secretary)

Dr Ash Jay Brockwell (Faculty) by invitation
 Alisha Kilich (Head of Student Support) by invitation

Prof Robert Mears (QAA Observer)

Papers submitted in advance.

- 1 – Terms of Reference and Membership
- 2 – Minutes of the meeting held on 11/08/2021
- 3 – DAPS Progress
- 4 – Risk Register
- 5 - KPIs
- 6 - Policy Review Schedule for 2021-2022
- 7 – General Policies and Procedures document
- 8 – Policy Review and Effectiveness Form
- 9 – Fitness to Study policy
- 10 – Fieldwork/off site conduct policy

1. Welcome and Apologies.

- 1.1 The Chair welcomed everyone to the meeting. Apologies were received from Hannah Kohler (Director of Strategy and Special Projects).

2. Terms of Reference and Membership

- 2.1 The Committee received the terms of reference and membership for the Group (paper 1). It was noted that the Group had evolved from dealing with specifically DAPS and the QSR to wider policy related items, particularly those vested in the Academic Council. The Group **approved** the terms of reference. It was suggested that the Group include a student member on the Group. It was stated that this would provide additional transparency and that there had been over 30 (out of 65) students who had expressed an interest in the recent committee elections. It was suggested that the runner up in the recent elections for either the Board of Directors or Academic Council role might be appropriate or to prioritise an area of the cohort that is underrepresented. The Group **agreed** to include a student representative on the membership. *[Action: Chair to draw up options for appointing a student rep, to be circulated and agreed by Chair's action in advance of the SVC meeting on 19/11/2021].*

3. Minutes of the Previous Meeting

- 3.1 The Group received and approved the minutes of the previous meeting held on 11/08/2021 (paper 2).

4. Matters Arising

- 4.1 The Group noted outstanding actions (paper 2, pg. 3) including:

- *23/07/2021, minute 6.2, Sustainability Policy.* It was reported that a Sustainability Action Network comprising students and staff had been convened which will meet on an ad hoc basis. This will be kept under review to see if it should be formalised.
- *11/08/2021, minute 3.1, External Partnerships.* It was noted that this is on-going, developing a taxonomy of external interactions and accompanying policy frameworks to cover, for example, visiting lecturers and professionals.

5. DAPS Progress

- 5.1 The Group received the DAPS Progress Report (paper 3). It was noted that since circulation of the Group's papers additional evidence following the Student Representative Induction has been provided to the QAA.

6. Risk Register (academic items) and KPIs

- 6.1 The Group received the Risk Register (paper 4), there were no additions to the Register or changes in risk level however the Group noted the following:
- Risk A.49 (Student Support). The School has a diverse cohort of students and mitigations in place include a weekly support drop in on Thursday, an appointment referral service, 'Mindful Mondays' session (meditation and informal chat), have approved an external counselling service (Silverset Counselling), referred 3 students to an external dyslexia screening service and developed support plans for a number of students. It was noted that Silverset Counselling was chosen as it has experience of diverse needs not restricted to higher education. It was confirmed that the service is available whilst students are undertaking an internship and for the duration of their student journey.
 - Risk A.62 (inefficient admissions processes). It was noted that the process is being streamlined in terms of the placing of dates within the year and the number of staff who need to be involved, however the School is continuing its commitment to interviewing all UK applicants.
- 6.2 The Group received the KPIs/Smart Targets (paper 5). There were no proposed changes to the targets. It was noted that the first real set of data (attendance at Founder's Week) is now available with 63 out of 65 students attending (two students didn't attend as one was unwell and the other awaiting a visa).

7. Policy Review Schedule

- 7.1 The Group received the Schedule (paper 6), noting part of the work of the Group is to ensure that the policies are reviewed in a timely and effective way across the institution. It was stated that the schedule is mainly divided according to those policies within the 'Governance and Academic Regulations' and those within the 'General Policies and Procedures' the former being the bulk of academic and student policies which will be reviewed later in the year.

8. Review and reapproval of General Policies and Procedures

- 8.1 The Group received the reviewed General Policies and Procedures (paper 7) noting that there were no substantive changes and that the majority of amendments related to changes in role titles.

9. Policy Review and Effectiveness Form

- 9.1 The Group received the proposed Form (paper 8) which would be used on a trial basis. It was stated that it was important to have a minimum expectation for staff involved in reviewing a policy and determining its effectiveness. The Form poses a series of questions in reviewing a policy to ensure that appropriate minimum checks have been made (such as statutory or organisational changes) and whether there have been any complaints/appeals or feedback for example that might inform the effectiveness of the policy. The Group **approved** the Form.

10. Fitness to Study Policy/Procedure

- 10.1 The Group received and **approved** the proposed Fitness to Study Policy (paper 9). It was noted that the policy applies to LIS approved halls of residence and any third party/off site activities.

11. Fieldwork/off site conduct policy/code

- 11.1 The Group received the Fieldwork policy (paper 10). It was stated that the student code of conduct applies to any off-site activity *[Action: AR to amend policy]*. It was stated that staff completing the process may need additional practical guidance. *[Action: AR to review other risk assessment documentation to determine if it can be utilised for the policy]*. The Group **approved** the policy

12. Any Other Business

- 12.1 There were no further items of business.

13. Next and Future Meetings:

- 13.1 The Group noted the next and future meetings of the Group will be held on:
 Wednesday 2nd February 2022 at 14.00 via Teams
 Wednesday 25th May 2022 at 14.00 via Teams

End:15.00

ACTIONS 2021/2022

COMPLETE ACTIONS

Meeting/minute	Action	By Whom	Deadline	Outcome
27/10/2021; minute 2.1	Student Representative. To draw up options for co-opting a student rep, to be circulated and agreed by Chair's action.	Chair	SVC on 19/11/2021	Completed
27/10/2021; minute 11.1	Fieldwork Policy. To include reference to student code of conduct.	AR		Completed
27/10/2021; minute 11.1	Fieldwork Policy. To review other risk assessment documentation to determine if it can be utilised for the policy.	AR		Completed, form created.