



London Academy for Applied Technology

First Governance Meeting

Date: Tue, 22 July 2025

Time: 14:00 - 16:00

Location: Beaufort House, Aldgate, London

Attendees:

Chair to Initiate the Board of Governance	Professor Ian Luke
Academic Dean/Vice-Chair	Mr Manoj Ponugubati
Independent Governor 1	Dr. Simon Evans
Independent Governor 2	Dr. Mark Bentley
Independent Governor 3	Mr Bola Makinde
Chair of the Audit and Risk Committee	Mr Stephen Plant
Director/ & CEO	Dr. Jatin Tekriwal
Finance Director	Mr Syed Moheuddin
Business Development Director	Mr Mehnoor Ryhan
Admissions Director	Mr Showkat Chowdhury
Operations Director	Mr Raghav Malhotra
Governance Officer	Ms Dedeepya Galla

Apologies for Absence: None

Minute Taker: Governance Officer

Key Takeaways:

Agenda Items-1 &2

- Opening remarks from Chair of the initiation board.
- Introductions from all members present.
- Apologies for absence: None
- Overview of the agenda and objectives outlined
- Quorum - noted.

Chair to Initiate the Board of Governance:

- Emphasised the need for **more frequent and regular meetings** of the Board of Governors and certain sub committees, particularly at early stages, to ensure alignment and effective progress.
- Reaffirmed that we are **aligned with external governance guidelines** and reiterated the importance of structured check-ins moving forward, to ensure a robust foundation is laid at LAAT in its journey towards Office for Students (OfS) registration.

Agenda Item-3

Academic Dean/Vice-Chair:

- Presented an overview of the **institution's core values, mission, and vision**.

CEO:

- Discussed the **institutional strategy**, highlighting how the organisation has been **strategic, selective, and risk-averse** in student recruitment and growth.
- Spoke about the **robust recruitment process**, and the role of **community outreach advisors** in student recruitment.
- Confirmed that the **campus is fully equipped with necessary facilities** to support academic and student needs in line with current growth and anticipated future growth.
- A complete framework will be presented to members of the board, **by 20th August**, covering **assessment, teaching practices, student support**, and recurring issues such as **students' challenges with academic English**.

Chair to Initiate the Board of Governance (continued):

- Clarified that LAAT is a **selective institution** and should not be perceived as purely a recruiting body.
- Emphasised that the reference to "English" should be understood as **English for Academic Purposes (EAP)**, not general English language learning.

Finance Director:

- Presented details to the board on **operations, recruitment, and academic staffing**, providing insight into institutional processes and staff development.

Chair of the Audit and Risk Committee:

- Highlighted the **commendable growth** of the institution and the importance of ensuring **resource allocation keeps pace with expansion**.
- Supported the idea of documenting this growth within a **strategic framework** to be presented to the board for continuity and reference in future leadership transitions.

Agenda Item-4

Chair to Initiate the Board of Governance's Recommendations:

- To introduce a **fixed agenda item for Declarations and Conflict of Interest (COI)** at the start of every meeting.
- Include a **standing agenda item aligned with the Risk Register** - to reflect on whether discussions impact institutional risk.
- Ensure **updates on OFS compliance** are included as a **standing agenda item**.
- Meetings should separate items into three categories:
 - **Information**
 - **Discussion**
 - **Decision**

Agenda Item-5

Governance Structure & Subcommittees

Academic Dean/Vice-Chair:

- Presented the overall suggested **governance structure** for ratification by the board and explained the rationale for the subcommittees, Academic Board, SLT committee, monthly and weekly panels.
- The board noted that the current structure **meets all required conditions** but recommended simplification for external stakeholders to better understand internal workings.
- Reinforced that this structure is **flexible and student-focused**.

Chair of the Audit and Risk Committee:

- Confirmed that:
 - **Operations and infrastructure** will cover the finance aspects.
 - **People and culture** will take care of **EDI (Equality, Diversity, and Inclusion)**, with EDI feeding into all relevant domains.

Governance structure approved for initiation.

Appointment of Board Chair

- Initiated the process of **selecting the Chair for the Board of Governors**.
- **CEO** stated that a few **nominations are in progress**, and **profiles will be presented at the next meeting**.
- Agreed process:

- A **nomination is made**
- A **seconding** of the nomination occurs
- A **vote or confirmation** takes place on or before the next governance meeting.
- Subcommittee chairs will be nominated **after** the Chair is formally selected and **ratified** by the Board Chair.
- It was discussed that a **fourth independent board member** is to be appointed. It was agreed that once this recruitment is completed, the Chair nomination process will proceed as outlined above.

Agenda Items 6, 8, and 9: for information only and are to be read and understood.

Agenda Point 7: Risk Register Discussion

- A current **Risk Register** (that is being populated as a live document) was presented and explained.
- The board noted that the work around Risk Register has already begun with an aim to be in line with relevant expectations & regulations.
- Data has been sourced from multiple departments, including: **Admissions, Attendance, Academics, Operations** to ensure that **RISKS** perceived/identified on the ground by people in the student facing roles are appropriately captured and integrated into the institutional Risk Register. This **data** has been incorporated using the **OFS and QAA quality frameworks**.
- The risk register is treated as a **live document** and will be **regularly updated** as operations evolve, aimed at tracking, managing, and mitigating risks dynamically.

Important Notes:

- The **Risk & Audit Committee** will receive regular updates.
- **The Independent Governor 2** appreciated the practical and accessible design of the register, ensuring its utility at the grassroots level.
- The **risk register should be referenced in every governance and relevant BoG sub-committee meeting** as a first point of consideration.

Financial Report

- Presented the **financial report for 2023** (year ended).
- Work is underway on the **report for the year ending 31st Dec 2024**, which is due **30th Sept 2025**.
- The upcoming report will be better aligned to the **Higher Education provision**, making it more relevant and up-to-date as HE operations only began in Jan 2025.
- All due processes for **audit and submission** will be followed.

Action Plan

Action Item	Responsible	Deadline	Status
Share nominee profiles for Chair	CEO	Before next meeting	To do
Recruiting a 4th Independent Governor	BoG and SET	Before next meeting	To do
Nominate and second candidates for BOG Chair	Board Members	Next Meeting	Pending
Ratify subcommittee chairs after Chair appointment	Board of Governors	After next meeting	Pending
Implement updated risk register framework	Business Development Director	Ongoing	In progress
Schedule the next BoG meeting	Governance Officer	Next week	To do

Minutes Approved By: **Academic Dean/Vice-Chair**