

Oakwood College

(Trading name of Oakwood Group Ltd)

Board of Governors Meeting

Date: Wednesday, 18 March 2026

Time: 11:00 AM – 1:30 PM

Location: Tricorn House 7th Floor 51–53 Hagley Road Birmingham B16 8TP

Online Link: <https://teams.microsoft.com/meet/32372904871539?p=mtIKKFcbbXcra4ZGcs>

Chair: Chair of the Board of Governors, **Dr Richard Majors**

Meeting Agenda

1. Welcome and Opening of the Meeting

- Chair's welcome and opening remarks
- Confirmation of quorum

2. Introduction and Welcome of New Governor

- Formal introduction of new Board member
- Completion of governor appointment documentation

3. Conflict of Interest

Governors to declare any **conflicts of interest** in accordance with the Conflicts of Interest Policy (G-004).

4. Approval of Previous Meeting Minutes

- Review and approval of previous Board meeting minutes
- Review of actions arising

Institutional and Strategic Updates

5. Update on Collaborative Partnership

Update on collaborative partnership with
Buckinghamshire New University
ISM Education

6. Update on Institutional Registration

Update on Oakwood College's application to the **Office for Students**, including the **Provider Assessment of Initial Condition B8**.

Board to **REVIEW AND APPROVE:**

- **OFSG-002** – Provider Assessment B8
- **OFSG-003** – Business Plan (5 Years)

Governance and Institutional Framework

7. Governance Framework and Institutional Structure

Board to **REVIEW AND APPROVE:**

- **G-003** – Committee Structure and Terms of Reference
- **G-011** – Management and Governance Policy
- **G-012** – Organisational Charts
- **G-013** – Policies and Procedures Approval and Implementation Procedure
- **G-028** – Governors Recruitment, Selection and Appointment Procedure

For information:

- **G-014** – Governor Appointment Letter (Agreement)

8. Institutional Risk and Compliance

Board to **REVIEW AND APPROVE:**

- **G-015** – Risk Management Policy
- **G-015a** – Institutional Risk Register
- **G-016** – Reportable Events Policy
- **G-017** – Whistleblowing Policy
- **G-018** – Resources Policy

Governance, Legal and Compliance Policies

Board to **REVIEW AND APPROVE:**

- **G-001** – Anti-Bribery, Fraud and Corruption Policy
- **G-004** – Conflicts of Interest Policy
- **G-004a** – Conflicts of Interest Register (noted)
- **G-005** – Data Privacy Notice
- **G-006** – Data Protection Policy and Procedure
- **G-007** – Equal Opportunities, Diversity and Inclusion Policy
- **G-008** – Ethics and Values Policy
- **G-009** – Fit and Proper Persons Guidance and Declaration
- **G-010** – Policy on Sexual Misconduct, Harassment & Unacceptable Behaviours
- **G-024** – Code of Practice on Freedom of Speech
- **G-025** – Freedom of Speech Complaints Procedure

Student Protection, Welfare and Safeguarding

Board to **REVIEW AND APPROVE:**

- **G-019** – Prevent and Safeguarding Policy and Procedure
- **G-020** – Prevent Risk Assessment and Action Plan
- **G-021** – Retention of Assessed Work Policy Statement
- **G-022** – Personal Relationships Policy
- **G-026** – Emergency Student Exclusion and Suspension Policy
- **H-007** – Suicide Prevention and Response Policy and Procedure

Institutional and Financial Policies

Board to **REVIEW AND APPROVE:**

- **C-001** – Financial Support and Hardship Fund Policy
- **C-002** – Financial Sustainability Policy
- **C-003** – Partnerships and Collaborations Policy and Procedure
- **C-006** – Value for Money Statement

Student Experience

Board to **REVIEW AND APPROVE:**

- **B-007** – Student Complaints Policy and Procedure

TO NOTE:

The following BNU policies are currently adopted by Oakwood College. This position will be reviewed ahead of the 2026-27 academic year, whereby some of these may be replaced by Oakwood College policies aligned with BNU (rather than the direct adoption of BNU's policy):

- **A-001** – Academic Appeals Procedure
- **A-005** – Academic Regulations Framework Statement
- **A-004** – Academic Integrity (Misconduct) Procedure
- **A-006** – Annual Monitoring Procedure
- **A-007** – Approval of Programmes and Modules – New, Changes, Suspensions and Withdrawals Policy and Procedure
- **A-008** – External Examiner Code of Practice
- **A-010** – Programme Handbook(s)
- **A-011** – Accreditation and Certification
- **B-001** – Admissions, Recruitment and Widening Access Policy
- **B-004** – Student Transfer Policy and Procedure



Oakwood College
Empowering Through Education

- **B-006** – Recognition of Prior Learning Policy
- **B-008** – Student Contract (Terms and Conditions)
- **B-009** – Student Fees Policy (including refunds and compensation)
- **F-001** – Curriculum Handbook / Prospectus
- **F-002** – Extenuating Circumstances Policy
- **F-005** – Learning, Teaching and Assessment Policy
- **H-003** – Student Attendance and Engagement Policy

9. Any Other Business (AOB)

10. Date of Next Meeting

24th June 2026



Oakwood College

(Trading name of Oakwood Group Ltd)

Board of Governors Meeting Papers

Date: Wednesday, 18 March 2026

Time: 11:00 AM

1. Board Meeting Papers Index

Item	Document Code	Document Title	Purpose
1	OFSG-002	Provider Assessment B8	Approval
2	OFSG-003	Business Plan (5 Years)	Approval
3	B-007	Student Complaints Policy and Procedure	Approval
4	C-001	Financial Support & Hardship Fund Policy	Approval
5	C-002	Financial Sustainability Policy	Approval
6	C-003	Partnerships and Collaborations Policy and Procedure	Approval
7	C-006	Value for Money Statement	Approval
8	G-001	Anti Bribery, Fraud and Corruption Policy	Approval
9	G-002	Business Continuity Plan and Significant Incident Management Policy	Approval
10	G-002a	Significant Incident Management Plan	Approval
11	G-003	Committee Structure and Terms of Reference	Approval
12	G-004	Conflicts of Interest Policy	Approval
13	G-004a	Conflicts of Interest Register	Information
14	G-005	Data Privacy Notice	Approval
15	G-006	Data Protection Policy and Procedure	Approval
16	G-007	Equal Opportunities, Diversity and Inclusion Policy	Approval
17	G-008	Ethics and Values Policy	Approval
18	G-009	Fit and Proper Persons Guidance and Declaration Form	Approval
19	G-010	Policy on Sexual Misconduct, Harassment & Unacceptable Behaviours	Approval
20	G-011	Management and Governance Policy	Approval
21	G-012	Organisational Charts	Approval



Item	Document Code	Document Title	Purpose
22	G-013	Policies and Procedures Approval and Implementation Procedure	Approval
23	G-014	Governor Appointment Letter (Agreement)	Information
24	G-015	Risk Management Policy	Approval
25	G-015a	Institutional Risk Register	Approval
26	G-016	Reportable Events Policy	Approval
27	G-017	Whistleblowing Policy	Approval
28	G-018	Resources Policy	Approval
29	G-019	Prevent & Safeguarding Policy and Procedure	Approval
30	G-020	Prevent Risk Assessment & Action Plan	Approval
31	G-021	Retention of Assessed Work Policy Statement	Approval
32	G-022	Personal Relationships Policy	Approval
33	G-024	Code of Practice on Freedom of Speech	Approval
34	G-025	Freedom of Speech Complaints Procedure	Approval
35	G-026	Emergency Student Exclusion and Suspension Policy	Approval
36	G-028	Governors Recruitment, Selection and Appointment Procedure	Approval
37	H-007	Suicide Prevention and Response Policy and Procedure	Approval



Oakswood College

(Trading name of Oakswood Group Ltd)

Board of Governors – Formal Decisions and Resolutions

Meeting Date: 18 March 2026

2. Board Decision / Resolution Tracker

Document Code	Document Title	Board Resolution	Approved (✓)	Notes
OFSG-002	Provider Assessment B8	Board approved submission to the regulator	<input type="checkbox"/>	
OFSG-003	Business Plan (5 Years)	Board approved the institutional Business Plan	<input type="checkbox"/>	
B-007	Student Complaints Policy and Procedure	Policy approved	<input type="checkbox"/>	
C-001	Financial Support & Hardship Fund Policy	Policy approved	<input type="checkbox"/>	
C-002	Financial Sustainability Policy	Policy approved	<input type="checkbox"/>	
C-003	Partnerships and Collaborations Policy	Policy approved	<input type="checkbox"/>	
C-006	Value for Money Statement	Statement approved	<input type="checkbox"/>	
G-001	Anti Bribery, Fraud and Corruption Policy	Policy approved	<input type="checkbox"/>	
G-002	Business Continuity & Significant Incident Management Policy	Policy approved	<input type="checkbox"/>	
G-002a	Significant Incident Management Plan	Plan approved	<input type="checkbox"/>	
G-003	Committee Structure and ToRs	Governance structure approved	<input type="checkbox"/>	



Document Code	Document Title	Board Resolution	Approved (✓)	Notes
G-004	Conflicts of Interest Policy	Policy approved	<input type="checkbox"/>	
G-005	Data Privacy Notice	Notice approved	<input type="checkbox"/>	
G-006	Data Protection Policy and Procedure	Policy approved	<input type="checkbox"/>	
G-007	Equality, Diversity and Inclusion Policy	Policy approved	<input type="checkbox"/>	
G-008	Ethics and Values Policy	Policy approved	<input type="checkbox"/>	
G-009	Fit and Proper Persons Guidance	Policy approved	<input type="checkbox"/>	
G-010	Sexual Misconduct and Harassment Policy	Policy approved	<input type="checkbox"/>	
G-011	Management and Governance Policy	Policy approved	<input type="checkbox"/>	
G-012	Organisational Charts	Structure approved	<input type="checkbox"/>	
G-013	Policies Approval and Implementation Procedure	Procedure approved	<input type="checkbox"/>	
G-015	Risk Management Policy	Policy approved	<input type="checkbox"/>	
G-015a	Risk Register	Risk register reviewed and approved	<input type="checkbox"/>	
G-016	Reportable Events Policy	Policy approved	<input type="checkbox"/>	
G-017	Whistleblowing Policy	Policy approved	<input type="checkbox"/>	
G-018	Resources Policy	Policy approved	<input type="checkbox"/>	
G-019	Prevent & Safeguarding Policy	Policy approved	<input type="checkbox"/>	



Document Code	Document Title	Board Resolution	Approved (✓)	Notes
G-020	Prevent Risk Assessment	Assessment approved	<input type="checkbox"/>	
G-021	Retention of Assessed Work Policy	Policy approved	<input type="checkbox"/>	
G-022	Personal Relationships Policy	Policy approved	<input type="checkbox"/>	
G-024	Code of Practice on Freedom of Speech	Code approved	<input type="checkbox"/>	
G-025	Freedom of Speech Complaints Procedure	Procedure approved	<input type="checkbox"/>	
G-026	Emergency Student Exclusion Policy	Policy approved	<input type="checkbox"/>	
G-028	Governors Recruitment Procedure	Procedure approved	<input type="checkbox"/>	
H-007	Suicide Prevention and Response Policy	Policy approved	<input type="checkbox"/>	

Chair of the Board of Governors: _____

Date: _____



3. Supporting Documents for Governors (Pre-Meeting Completion)

Document	Purpose
Fit and Proper Persons Policy	Information
Fit and Proper Persons Declaration Form	To be completed by all Governors
Governor Confirmation of Ongoing Effectiveness and Suitability Form	To be completed by all Governors
Governor Appointment Letter (Agreement)	To be signed by all Governors
Lines of Communication and Reporting Arrangements	Information