**Board of Studies – Annual Monitoring Meeting Minutes Template**

**Board of Studies – Annual Monitoring Meeting Guidance**

This template should be used for the minutes and actions arising from the Board of Studies meeting convened to undertake annual monitoring.

The Agenda for this specific Board of Studies meeting should reflect the minutes template. Boards are permitted to add additional agenda items to this template.

|  |  |
| --- | --- |
| **1** | **Present** |
|  | *(please list names and roles)*  *The Board must confirm that all staff required to attend, so that annual monitoring by the Board can be fully undertaken, are present.* |
| **2** | **Apologies** |
|  | *(please list names and roles)* |
| **3** | **Annual Monitoring of Programmes** |
| **3.1** | **Programme(s) considered** |
|  | *Please list all programmes considered by the Board – including those delivered through a partnership arrangement.* |
| **3.2** | **Confirmation from programme leads that annual monitoring of all blocks has been completed** |
|  | *Each programme lead is required to confirm to the Board that all block reviews pertaining to their programme have been completed, and to a satisfactory quality. The minutes should record each programme for which confirmation has been given.*  *Where block reviews are missing, these must be listed in this section of the minutes and an action should be listed in Section 6 of this template.* |
| **3.3** | **Confirmation that all Programme Review Reports and Lead Academic Partnership Reports (if applicable) have been completed and are available to the Board.** |
|  | *The Board should explicitly confirm that all Programme Review Reports and Lead Academic Partnership Reports (if applicable) have been completed and are available to the Board. Where a document is missing, a formal action for its completion and presentation/circulation should be agreed. Where required, the Board may need to agree that completion of the minutes for the Annual Monitoring meeting will not be finalised until the remaining reports are available and have been considered (by the Chair or full Board via circulation).* |
| **3.4** | **Actions from the Previous Annual Monitoring Meeting** |
|  | The Board should discuss any actions from the previous annual monitoring meeting that remain open and agree how they may be completed or if they should be closed.  Any actions to be maintained should be recorded in Section 6 of this template. |
| **3.5** | **Common issues/themes as indicated in Programme Review Reports** |
|  | The Board should consider the associated Programme Review Reports and identify common issues or ongoing/emerging themes across the provision, which indicate an issue at subject level rather than within a specific programme, and therefore should be addressed at subject level.  Any actions should be recorded in Section 6 of this template. |
| **3.6** | **Strengths and Good Practice as indicated in Programme Review Reports** |
|  | The Board should consider the associated Programme Review Reports and identify strengths and areas of good practice representative of the subject area as a whole. The Board should also highlight strengths and examples of good practice within individual programmes which should be replicated across others.  Any actions should be recorded in Section 6 of this template. |
| **4** | **Annual Monitoring of Collaborative Provision** |
|  | The Board should consider any Lead Academic Partnership Reports alongside the associated Programme Review Reports.  Any actions should be recorded in Section 6 of this template. |
| **5** | **Periodic Programme Review** |
|  | *Matters arising from Periodic Programme Review (if relevant) including completion or closure of recommendations.*  *Any additional/new actions should be recorded in Section 6 of this template.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 6: Action Plan**   * *Where the Board has identified issues at subject level, please indicate the corrective action that is planned, the time scale, and person(s) responsible.* * *Where actions from the previous Annual Monitoring meeting are still open, please include them in the list below.* | | | |
| **Issue** | **Actions** | **Owner** | **Timeline** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |