

# The Council Meeting

British Institute of Technology, England  
The Council (Governing Body)

Friday 15th August 2025 at 11am on Zoom

## Membership

- ❖ independent members - Rt. Hon. The Earl of Lord Erroll – Chair
- ❖ Independent members -Mr Solomon Alexis (UEL, Director of Collaborations & Student Experience)
- ❖ independent member - Mr. Ehsan Chughtai (Exons Principal Solicitor)
- ❖ independent member - Dr. Khadijo Osman (Research Fellow UCL)
- ❖independent member – Mr. Monirul Islam (Barrister)
- ❖ independent advisor – Dr Anne Wright
- ❖ ex-officio Professor Dominic Palmer Brown – CEO & Principal
- ❖ ex-officio Dr James MacAskill - Dean
- ❖ ex-officio Professor Muhammad Farmer – President
- ❖ ex-officio Dr. Peter Robinson Head of Quality and Registrar
- ❖ ex-officio Dr. Hasan Alsaedy – Head of Research
- ❖ ex-officio Mr. Yaseen Farmer (Institute Secretary)
- ❖ ex-officio Mr. Md Al Fattah (Head of Finance)
- ❖ observer staff representative – Dr Frank Sun
- ❖ observer Student President

Version No.	Purpose	Owner	Date
1	The Council Meeting	The Council (Board of Directors)	15/08/25

1. Apologies for absence.  
Md Al Fattah

**Lord Erroll** opened the meeting by welcoming all council members. **Dominic** confirmed that the previous minutes and agenda were available for review and any proposed amendments, after which actions from the last meeting were reviewed and agreed upon. **Muhammad** advised that the institute is working on the update and further documents in respect of the OfS latest request. **Dominic** said that the Academic Board met to discuss and plan the right course of action in response to the OfS report, noting that the institute will prepare a response to the latest OfS letter (dated 15 July 2025) regarding insufficient information for BITE's OfS registration. This response is planned for submission on or before 30 September 2025. Any amendments to the documents will be done under chairs action so that the submission is not delayed.

Item	Description	Action Status
2	<p>The Board noted the Academic Board minutes.</p> <p>The Board noted the Executive Committee minutes.</p> <p>The Board noted the Student Voice Committee minutes.</p> <p>The Board noted the Audit Committee minutes.</p> <p>The Board noted the Remuneration and General Committee minutes.</p> <p>The Board noted the Operational Plan 2025/26.</p> <p>The Board noted the Risk Register.</p>	
3	<p>Actions and confirmation of minutes of the last meeting.</p> <p>Lord Erroll expressed disappointment that the assessment had taken so long and the admittance by the OfS that errors and mistakes were made is certainly a step forward. I hope that the OfS will honour the latest information round positively and consider the information as agreed by them in their email response to BITE to avoid further delays. It was clear to us and confirmed by the OfS email that they had used the wrong guidance and in essence should have given BITE the OfS registration contrary to the stated guidance, noting that the OfS report failed to acknowledge BITE’s historic work, specially the work done with University of East London, Coventry University, University of Wales, Staffordshire University and London Metropolitan University with the robust quality structures it has maintained for over 25 years. <b>Muhammad</b> highlighted the importance of the OfS letter dated 15 July, noting that the response from the OfS identified all areas of insufficient information and pre-assessment findings, and granted the institute three months to submit the required documentation. <b>Dominic, James, Muhammad</b> and the BITE academic team will update all the information and the additional documents to meet the OfS requirement, this will be reviewed under Chairs action prior to submission on or before 30 September 2025, incorporating the following amendments: a thorough review of each document from multiple perspectives; strengthening sections on sustainability, research methods, and research programmes (as these are ongoing programmes); and addressing the noted adverse effects. This work will be completed prior to a comprehensive review of the report, supported by evidence demonstrating BITE’s compliance for OfS registration and NDAP.</p>	
4	<p><b>Lord Erroll</b> noted that the assessment by the OfS had been conducted on the wrong guidance and that the OfS acknowledged this error, agreeing that BITE should be given another opportunity to resubmit. He expressed satisfaction that the OfS had confirmed the QSA report would not be published and had agreed not to charge for the new submission, taking into account BITE’s past experience and the fact that the process for registration has already taken five years.</p>	

	<p><b>Muhammad</b> added that documents are being updated to show strength in BITE quality and process. Updated information will be incorporated into the structure in line with the OfS requirements and organised accordingly, with supporting documents prepared for review by Dominic before the full set is submitted to the OfS.</p> <p><b>Lord Erroll</b> remarked that the process has incurred significant costs and noted that pursuing a judicial review remains within BITE’s capacity. Once the OfS submission has been made he would like to reach out to the senior management at the OfS to make sure that BITE is given the OfS registration and treated fairly. He emphasised that BITE’s strong internal structures and relationships will enable it to address the regulatory requirements effectively.</p>	
8	<p><b>Dominic</b> noted that, upon resubmission, it has become clear that BITE has a strong case and that approaching the process with an open mind presents a valuable opportunity. He emphasised the importance of the OfS clearly specifying the additional information required, particularly with a focus on the courses. Current work is concentrated on enhancing the completeness of the submission, ensuring alignment with the stated criteria and supporting all claims with robust documentary evidence.</p> <p><b>James</b> is taking an external perspective to ensure that CVs explicitly demonstrate the specific skills required for each module, creating a strong alignment between staff expertise and module content. <b>Dominic</b> expressed confidence that BITE will achieve registration if the OfS engages fairly and transparently with the process.</p> <p><b>Muhammad</b> noted that it has been five years and the registration process has been significantly delayed. He welcomed the opportunity to resubmit and expressed optimism that BITE will successfully navigate this process. He also highlighted the positive impact BITE has had on students and alumni, both in terms of education and ongoing support for their careers.</p> <p><b>Solly</b> commented that the discussion with senior staff and the approach suggested by <b>Muhammad</b> are positive. He noted that the subtle changes made were appreciated and highlighted that the vital points raised will help strengthen and guide the organisation.</p> <p><b>DB</b> noted that the OfS process did not specifically take into account BITE’s involvement in research, research training, or participation in training conferences since 2013. He emphasised that alumni research, collaborations, conferences, and BITE’s ethos should be highlighted in the resubmission. He expressed concern about being fairly assessed and thanked the OfS for allowing resubmission, noting that this demonstrates their willingness to engage openly and acknowledges BITE’s genuine commitment.</p>	

	<p><b>Dominic</b> noted that the OfS process did not specifically take into account BITE’s involvement in research, research training, or participation in training conferences since 2013. He emphasised that alumni research, collaborations, conferences, and BITE’s ethos should be highlighted in the resubmission. He expressed concern about being fairly assessed and thanked the OfS for allowing resubmission, noting that this demonstrates their willingness to engage openly and acknowledges BITE’s genuine commitment.</p> <p><b>Lord Erroll</b> asked for clarification on who should be identified as the senior person or the head of the system in the documentation.</p> <p><b>MF</b> emphasised that after submission, all aspects of the process will be reviewed to ensure such issues do not arise again. He briefly mentioned ongoing discussions with the University of West London, which is keen to collaborate with BITE, subject to OfS registration, as well as discussions with Cranfield University. He noted that BITE has consistently positioned itself to demonstrate achievements, including ISO 9001, ISO 27001, ISO 14000 standards, UKAS ISO accreditation, and ISO quality and security certifications in the UAE. MF also highlighted UCAS accreditation for two projects and the development of software applications. He noted that two team members are working on home care robots designed to assist with household tasks, and that progress is being made to demonstrate their functionality.</p>	
9	<p><b>James</b> contributed to the discussion on issues with the OfS application, noting the importance of documenting compliance at every stage with evidence-based solutions. He highlighted that detailed narratives are being prepared for each specific application section (Annex), including quality assessment for modules, ensuring that each module meets compliance requirements. <b>Dominic</b> and <b>Muhammad</b> are developing a collection of documentation on the robot organisation, reflecting its historical record and processes. They emphasised the need for precision in every part of the Annex, so that during the panel visit on the assessment day, questions can be answered with concrete examples, showcasing BITE’s preparedness and organisational capability to assume registration. The document is being updated in the absence of current students, focusing on procedural documentation rather than student-derived data, with these procedures and compliance measures to be applied to future incoming students. The institute’s tried-and-tested policies are in place, and the OfS documentation will be reviewed and structured accordingly.</p>	

	<p><b>James</b> proposed that the BSc (Hons) Business Science with Foundation update and minor amendments in accordance with the Institute PMARP process has been approved by the Academic Board and stated that the Council members have received all the minutes and documentation for consideration. <b>Lord Erroll</b> stated that he very impressed in the way that AI was integrated in all modules, this is the future of knowledge integration with cutting edge technology, He asked if any one had any questions. <b>Dominic</b> stated the programme has received very good feedback from Industry Advisory Panel and Student Voice. <b>Osman</b> said that the course follows the structure and assessment adopted by UK HEIs. <b>Solomon</b> said UEL was updating its curriculum to support AI hence the BSc (Hons) Business Science with Foundation programme leads the way in AI adoption which it has intertwined with academic strength and skill development. <b>Student President</b> said the BSc (Hons) Business Science with Foundation brings together cutting-edge skills with enhanced use of AI. <b>Lord Erroll</b> confirmed the approval of Institute validated BSc (Hons) Business Science with Foundation.</p> <p><b>Muhammad</b> noted that the finalisation of the submission is being coordinated among <b>Muhammad, Dominic,</b> and <b>James,</b> with <b>Mr. Peter</b> also asked to review the document for grammatical areas. We have a month and a half to complete the review, focusing on governance and compliance. As the submission is being considered on its merits, no extensions are expected.</p> <p><b>Lord Erroll</b> asked whether there were still concerns regarding the governance documentation. <b>Dominic</b> noted that an email had requested updates to the governance materials. <b>Muhammad</b> added that a preliminary draft had been prepared. <b>Lord Erroll</b> suggested that someone else should review the areas to ensure logical consistency and completeness, including verifying that all required boxes in the governance form are ticked. <b>Dominic</b> confirmed that the governance form will include the necessary information to demonstrate compliance.</p>	
10	<p>Institute Strategic Plan <b>James</b> said the Strategic Plan provides commentary for each KPI. <b>Dominic</b> (Chief Executive Officer) explained that the strategic plan laid the sustainable pillars for the Institute future progress. There was praise by the Council members on the standard of the KPI Scorecard.</p>	
11	<p><b>Dominic</b> (Chief Executive Officer) presented his paper highlighting that the Students Union have secured £3,000 from the Institute Industry Advisory Panel from industry members to support industry visit and industry led skills workshop.</p>	

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