



The Institute of Ismaili Studies

**Minutes of the Board of Governors
Held on 8 April 2019 at the Aga Khan Centre
Meeting No. 04/19**

Governors Present: Dr Aziz Esmail
Dr Mohamed Keshavjee
Mr Naguib Kheraj
Mr Zauhar Meghji

Governors Absent: Professor Afzal Ahmed
Dr Shafik Sachedina

Quorum present: Yes

Others present: Dr Farhad Daftary (permanent guest)
Mrs Selina Ramji (permanent guest)
Mr Shams Vellani (permanent guest)

Others absent: Mr Aryn Kassim-Lakha (permanent guest)

The meeting was called to order at 3.00pm

Minutes of Meeting No.03/19 held on 4th March 2019 were approved as submitted.

1. Conflicts of interest

1.1 It was noted there were no conflicts of interest arising from matters to be discussed.

2. Co-Director's Report

2.1 The Co-Director's report for March 2019 was considered.

2.2 An all-staff meeting was held at the end of March. Dr Daftary shared key achievements in 2018 as well as key objectives in 2019 with staff. The sharing of information had been appreciated by the staff.

2.3 It was agreed that scholars from the Department of Academic Research and Publications, outside of the Central Asian Studies Unit, should participate in the forthcoming conference to be held in Tajikistan.

3. Quality Assurance and Evaluation (QAE) – Freedom of Speech – Policy Statement and Code of Practice

Present: Ms Diane Rainsbury

3.1 Diane was requested to research what other Higher Education Institutions (HEI), who are in the same field as the IIS, are doing so that our approach is consistent with similar HEIs in the UK.

3.2 The Board of Trustees is ultimately responsible for the policy and has delegated responsibility to the Board of Governors. The responsible officer should be the Co-Director.

- 3.3 There was a full discussion of the draft policy so that comments can be incorporated in the revised version which should be brought back to the Board of Governors at its next meeting.
4. Quality Assurance and Enhancement (QAE) – Policy on Academic Freedom
Present: Ms Diane Rainsbury
- 4.1 It was noted that many of the comments on the Freedom of Speech Policy and Code of Practice apply to this policy.
- 4.2 There was a discussion of the draft policy so that comments can be incorporated in the revised version which should be brought back to the Board of Governors at its next meeting.
5. Quality Assurance and Enhancement (QAE) – Briefing note on the Prevent Duty
Present: Diane Rainsbury
- 5.1 Dr Daftary should manage the Prevent Strategy while the Head of Human Resources (HR) should lead this and report to the HR Committee.
- 5.2 There should be an annual reminder for the Board of Governors to review and refresh the practice of what we do in this area to make sure our processes are effective and compliant with legislation.
- 5.3 It was noted that our self-assessment needs to be submitted to the Office for Students (OfS) Prevent team by 7th May. This self-assessment must be reviewed and approved by the Board of Governors before it is submitted to the OfS.
6. Aga Khan Library – Proposal for the training of librarians
- 6.1 This agenda item was rescheduled to the next meeting to allow Dr Walid Ghali to be present.
7. Human Resources (HR) – Action plan arising from staff survey results – Part I
Present: Liz Geary
- 7.1 It was noted that there are process related actions, such as the appraisal and budgeting processes, that are achievable in the next six months. We should move forward with such actions with speed. .
- 7.1 It was noted that we need to be realistic on the proposed ideas. We should be benchmarking staff benefits against other HEIs in the UK.
- 7.2 On health and wellbeing, we should actively promote staff access to services and facilities offered by Camden Council on the Kings Cross estate.
- 7.3 A revised action plan should be brought to the Board of Governors once relevant consultation has taken place within IIS.
8. Any other business
None.

The meeting closed at 6.00pm.

Selina K Ramji
IIS Board Secretary
March 2019