



The Institute of Ismaili Studies

**Minutes of the Board of Governors
Held on 4 March 2019 at the Aga Khan Centre
Meeting No. 03/19**

Governors Present: Professor Afzal Ahmed
Dr Mohamed Keshavjee
Mr Naguib Kheraj
Mr Zauhar Meghji

Governors Absent: Dr Aziz Esmail
Dr Shafik Sachedina

Quorum present: Yes

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

The meeting was called to order at 3.00pm

Minutes of Meeting No.02/19 held on 4th February 2019 were approved with minor changes.

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 February 2019 was considered.

2.2 It was noted that the meeting with the Higher Education Statistics Agency (HESA) would take place on 13th March. We should ensure that relevant programme managers are in attendance.

2.3 The Annual Programme Review reports of the Graduate Programme in Islamic Studies and Humanities (GPISH) and Secondary Teacher Education Programme (STEP) should be scheduled for discussion at a future meeting.

2.4 Dates for the proposed Early Childhood Development (ECD) workshop should be shared with the relevant constituencies as soon as possible.

2.5 Further information on the *Muslim Civilisations Abstracts (MCA)* project and *Fitness to Study* report were requested.

3. Debrief from 2019 budget meeting

3.1 It was noted that the operational plan and budget have been approved by the Board of Trustees. A financial plan for the next five years has also been agreed.

- 3.2 Dr Daftary was requested to connect with Farrokh Derakhshani with regard to IIS' participation in the forthcoming seminars relating to the Aga Khan Award for Architecture.
4. Department of Curriculum Studies (DCS) – Primary Talim Evaluation
Present: Dr Shiraz Thobani and Alnoor Nathani
- 4.1 Responses to queries raised by the Board on the primary evaluation report were discussed.
- 4.2 It was important to take into account that voluntary teachers have a longevity of one to three years when developing responses to the queries raised.
- 4.3 The responses should be reworked as a memo for submission to the Board.
5. Department of Curriculum Studies (DCS) – Digital Strategy
Present: Dr Shiraz Thobani and Alnoor Nathani
- 5.1 The proposed digital strategy was discussed and agreed in principle. It envisaged three phases.
- 5.2 It was agreed that an evaluation report should be prepared for each stage and approval sought for the next stage.
- 5.3 The strategy should state the full financial implications of this initiative.
- 5.4 The strategy should be updated in line with the Governors's comments for re-submission to the Board.
6. Department of Community Relations (DCR) – Ismaili Tariqah and Religious Education Board (ITREB) Core Competency Report
Present: Dr Shiraz Kabani
- 6.1 It was noted that significant time and effort had been invested in developing this report. The hard work of the department and the Time and Knowledge Nazrana (TKN) volunteer towards this global exercise were acknowledged and appreciated.
- 6.2 A revised three page memo should be prepared for submission to the Board.
7. Office for Students (OfS) Action Plan
Present: Diane Rainsbury
- 7.1 It was noted that further clarity around the timeline of submissions should be added to the plan. Any imminent external deadlines should be prioritised.
8. Human Resources (HR) – Staff Engagement Survey Results
Present: Liz Geary
- 8.1 It was noted that 91% of staff participated in the survey, 88% of whom felt this to be a worthwhile exercise.
- 8.2 We should try and understand the responses in a more nuanced manner.
- 8.3 Key areas of concern are in the areas of communication, leadership and management.

- 8.4 Once the Senior Management Team (SMT) have developed an action plan, a joint meeting with the Board of Governors (BoG) should be organised to discuss the way forward.
- 8.5 It was noted that the culture of an organisation cannot change in one year and we should therefore develop a multi-year prioritised plan to respond to the survey results. We should consider those issues that can be dealt with easily as soon as possible. The SMT and the BoG will work together to address the concerns that have surfaced in the survey.
9. Business conducted by correspondence since the previous meeting
- 9.1 The Student Protection Plan was circulated via email for consideration and was approved by the Board of Governors.
10. Any other business
- 10.1 The following updated reports should be circulated via email for consideration and approval: The annual Manuscripts Analysis Report and the Shii Studies update.
- 10.2 Terms of Reference for sub-groups of the Board of Governors should be circulated via email for consideration and approval.

The meeting closed at 6.10pm.

Selina K Ramji
IIS Board Secretary
March 2019