

**Faculty**

**Division/Subject**

**Progression Board**

**Minute of meeting held on [DD/MM/YY]**

**Present:** *A record is required in this section of the names, role and membership status of each person present and not present*

**Apologies:**

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| **1.** | **Minutes**  |  |
|  | *It should be recorded that the minute of the previous meeting was noted by the Board* | ***Link/paper reference*** |
|  |  |  |
| **2.** | Chair’s Report / Matters Arising not Otherwise on the Agenda |  |
|  | *The noting of any matters that arose/actions that were taken following the last meeting, not covered under another item on the agenda and any other matters that require to be reported by the Chair should be recorded* |  |
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| **3.** | Declarations of Conflict of Interest |  |
|  | *Any declarations should be recorded in the minute, along with the arrangements that were made in light of these, in line with the Boards of Examiners Policy* |  |
|  |  |  |
| **4.** | **Extenuating Circumstances** |  |
|  | *It should be recorded that any extenuating circumstances recommendations were noted and acted on as part of decision making as appropriate by the Progression Board* | ***Link/paper reference*** |
|  |  |  |
| **5.** | Progression Decisions |  |
|  | *The Board considered any apparent issues identified with the ratified marks/grades for each student; reviewed provisional progression decisions; made decisions on progression outcomes for students as required, in line with policy; and confirmed on an exceptional basis, any decisions that could not be made by the Board within the scope of its responsibilities, and that require to be referred to the Academic Panel (Taught).**All progression outcomes and required outcome detail were recorded in the Progression Profile.**This included X exceptional decisions that could not be made by the Board within the scope of its responsibilities, and that require to be referred to the Academic Panel (Taught). For these cases concise detail on the Progression Board’s consideration of the matter, its views on a potentially appropriate decision, and the reasons for the referral were included. OR**There were no decisions referred to the Academic Panel (Taught).* |  |
| **6.** | **Any Other Business**  |  |
|  | *If any other items of business were raised at the meeting, they should be recorded along with any planned next steps or actions. If no other items are raised, it should be recorded that “There were no other items of business”* |  |
|  |  |  |
| **7.**  | **Date of Next Meeting** |  |
|  | *If a future meeting date is known, it should be noted. If not, “TBC” can be recorded* |  |
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