



## FACULTY OFFICE

Minutes of the Meeting of the Qualifications Board  
held online on 10 October 2025 at 13.30pm

Present: Nicholas Hatzis (Chair)  
Elaine Standish, Member  
Keith Aldis, Member  
Alex Galloway, Member  
Sophie Milburn, Member  
Christopher Smith, Member

Howard Dellar, Registrar, Faculty Office  
Patrick Roberts, Clerk, Faculty Office  
Jaymisha Tailor, Administrator, Faculty Office

### 1. APOLOGIES

Apologies were received from Master Eastman and Jenni Kennedy

### 2. MINUTES OF THE PREVIOUS MEETING

The minutes were confirmed as correct nem con.

### 3. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

### 4. DATES OF NEXT MEETINGS

Thursday 11<sup>th</sup> December 2025 – 12.00pm

Thursday, 22<sup>nd</sup> January 2026 – 12.00pm

### 5. NOTARIAL PRACTICE COURSE

Ugljesa Grusic, Advisor is currently on leave and there is no update  
David Foster is leading course in his absence.

A full update will be provided by Ugljesa in December.

### 6. APPLICATIONS FOR CERTIFICATES OF EXEMPTION

(a) New Applicants

- 1) SZ – is a graduate applying for a full Certificate of Exemption on the basis of in-date modules of study and regular and substantial practice in Company Law. The Board agreed that she be granted a full Certificate of Exemption.
- 2) SS – is a full-time solicitor applying for a full Certificate of Exemption on the basis of in-date modules of study. The Board agreed that she be granted a full Certificate of Exemption
- 3) US – is a solicitor applying for a full Certificate of Exemption on the basis of regular and substantial practice. The Board agreed that he be granted a full Certificate of Exemption.
- 4) CW – is a non-practicing assistant solicitor applying for exemption in Public & Constitutional Law, Law of Property, Law of Contract and Equity and the Law of Trusts on the basis in date qualifications. The Board agreed that she be granted exemption in the four ‘core’ subjects but requires that he obtains modules in EU Law, Company Law, Conveyancing and in Wills Probate & Administration.
- 5) AP – is a trainee solicitor applying for a full Certificate of Exemption on the basis of in date qualifications. The Board agreed that she be granted exemption in the five ‘core’ subjects and in Company Law and in Conveyancing but requires that she provides transcripts for Wills Probate and Administration so that the Board can better decide whether the module will be required. This application is to be brought back to the Board.
- 6) CF – is a solicitor applying for exemption in the three ‘professional’ subjects on the basis of modules of study. The Board agreed that he be granted a full Certificate of Exemption.
- 7) JB – is a solicitor applying for a full Certificate of Exemption on the basis of in date modules of study. The Board agreed that she be granted a full Certificate of Exemption.
- 8) MB – is a solicitor applying for Exemption in the five ‘core’ subjects and in Company Law on the basis of relevant and substantial practice. The Board agreed that he be granted exemption in the five ‘core’ subjects and Company Law but requires that he obtains modules in Conveyancing and in Wills Probate and Administration.
- 9) SD – is a solicitor applying for exemption in the five ‘core’ subjects and in Conveyancing and in Company Law on the basis of relevant and substantial practice. The Board agreed that she obtains modules in the five ‘core’ subjects and in the three ‘professional’ subjects.

- 10) TA – is a solicitor applying for a full Certificate of Exemption. The Board agreed that he be granted exemption in the five ‘core’ subjects but requires that he provides caseload and information for Wills Probate and Administration and in Company Law, and transcripts for Conveyancing. This application is to be brought back to the Board.
- 11) SJ – is a solicitor applying for a full certificate of exemption on the basis of regular and substantial practice. The Board agreed that she be granted exemption in the five ‘core’ subjects but requires that she obtains a module in Company Law. The Board additionally requires a second reference, information and caseload for Wills Probate and Administration and a full detail of residential and commercial conveyancing experience. This application is to be brought back to the Board.
- 12) NW – is a solicitor in general practice applying for a full Certificate of Exemption. The Board agreed that she be granted exemption in the five ‘core’ subjects but requires that she obtains modules in the three ‘professional’ subjects.
- 13) EF – is a solicitor applying for exemption in the five ‘core’ subjects. The Board agreed that she be granted exemption in the five ‘core’ subjects but requires that she obtains modules in the three ‘professional subjects’. PDR to request a copy of her government issued ID.
- 14) PD – is a notarial assistant applying for exemption in the five core subjects on the basis of relevant general practice. The Board agreed that she obtains modules in the five ‘core’ subjects and in the three ‘professional’ subjects.
- 15) RB – is a paralegal applying for exemption in the five ‘core’ subjects on the basis of relevant and substantial practice. The Board agreed that he obtains modules in the five ‘core’ subjects and in the three ‘professional’ subjects. The chair will send PDR his comments.
- 16) NA – is a solicitor applying for a full Certificate of Exemption. The Board agreed that he be granted a full Certificate of Exemption.

(b) Further Consideration

- 1) AF – is a solicitor and barrister who applied for a full Certificate of Exemption. The Board agreed that subject to submission of references in accordance with the guidance notes, he will be granted exemption in the five ‘core’ subjects. The Board also requested that he provides further information including transcripts and caseload for Company

Law, Conveyancing and in Wills Probate & Administration. He provided numbers and examples of caseloads for the last twelve months. The board agreed that he be granted a full Certificate of Exemption.

- 2) AB – is a graduate who applied for a full Certificate of Exemption. The Board requested that she provides a copy of her LLB transcript before they consider the application further. The Board agreed that she be granted a full Certificate of Exemption.

#### 7. APPLICATIONS FOR RECOGNITION UNDER RULE 8.2

MK – is a Scottish notary who applied for a full Certificate of exemption under Rule 8.2. The Board requested that she provides evidence of successfully passing qualifications in English and Welsh law and in the three ‘professional’ subjects. The Board agreed that she be granted exemption in the five ‘core’ subjects and in Company Law and in Conveyancing but requires that she obtain a module in Wills Probate and Administration.

#### 8. APPLICATIONS FOR VALIDATION OF COURSES

There were none.

#### 9. REFERENCES TO BOARD PURSUANT TO THE SCRIVENERS (QUALIFICATION) RULES 2019

There were none.

#### 10. ANY OTHER BUSINESS

There was none