



## FACULTY OFFICE

### Minutes of the Meeting of the Qualifications Board

Held online on 11 December 2025 at 1200pm

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

Ian Blaney, Deputy 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

UCL open day took place on 8 December, with circa 25 attendees. DF proposed that future open days be held online to enable participation from a wider audience. It was also suggested that afternoon on-line drop-in sessions be introduced to provide additional opportunities for engagement.

#### 4. NOTARIAL PRACTICE COURSE :

Adjourned

#### 5. APPLICATIONS FOR CERTIFICATES OF EXEMPTION

(a) New Applications

- 1) DH – 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 he be granted a full Certificate of Exemption.
- 2) SP – is a full-time solicitor applying for exemption in the five core subjects and in Company Law on the basis of regular and substantial practice. The Board agreed that he be granted exemption in the five ‘core’ subjects and in Company Law but requires that he obtains modules in Conveyancing and in Wills Probate & Administration.
- 3) EK – 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 exemption in the five ‘core’ subjects and in Company Law but requires that he obtains modules in Conveyancing and in Wills Probate & Administration.
- 4) OO – 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.
- 5) DM – is a full-time solicitor applying for a full Certificate of Exemption on the basis of regular and substantial practice. The Board agreed that he be granted exemption in the five ‘core’ subjects but requires that he provides caseload and information for the three ‘professional’ subjects.
- 6) MJB – is a solicitor in general practice 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 Company Law, Conveyancing and in Wills Probate & Administration. The Board additionally requested that she provided a second reference (to be approved by PDR).
- 7) XH – is a full-time solicitor applying for a full Certificate of Exemption on the basis of regular and substantial practice. The Board agreed that she be granted a full Certificate of Exemption.
- 8) IG – is a full-time solicitor applying for exemption in the five ‘core’ subjects and in Conveyancing and Wills Probate & Administration on the basis of regular and substantial practice. The Board agreed that she be granted exemption in the five ‘core’ subjects and in Conveyancing and Wills Probate & Administration but requires that she obtains module in Company Law.

(b) Further Consideration

- 1) NW – is a solicitor in general practice who applied 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. NW disputed the Boards decision and requested that the application be re-considered. The Board considered the application, and their decision was upheld.

- 2) DN – the Board agreed that he be granted exemptions in EU Law, Conveyancing and Wills Probate & Administration, and required that he provides transcripts of BPP University Diploma in order that further decision be made on the other areas of exemption. The Board agreed that he be granted a full Certificate of Exemption.

6. APPLICATIONS FOR RECOGNITION UNDER RULE 8.2

None

7. APPLICATIONS FOR RECOGNITION FOR VALIDATION OF COURSES

None

8. REFERENCES TO BOARD PURSUANT TO THE SCRIVERNERS (QUALIFICATIONS) RULES 2019

None

9. ANY OTHER BUSINESS

- It was agreed that the Work Experience / Employment History section will be reinstated in the new application form
- PDR reported that since the implementation of the new application form, the Board has been able to reach decisions more quickly and clearly, giving a vote of confidence in the new process.
- It was observed that over the last 5 to 6 meetings, the Board has been able to reach clear, united conclusions, and PDR expressed that he is pleased with how effectively the Board is operating.

[REDACTED]

*This item has been redacted as it relates to information that is not yet in the public domain*

10. DATE OF NEXT MEETING

22 January 2026 – 12.00pm