

<u>NORTHERN SCHOOL OF CONTEMPORARY DANCE</u>		
<u>BOARD OF GOVERNORS</u>		
Minutes of the meeting of the Board of Governors held on 13 July 2021 via Zoom.		
Present:	Peter Moizer (Chair), Sharon Watson (Principal), Mark Baker, Kate Buckham, Gary Clarke, Tamsin Cooper, Tina Gill, Vinny Leach, Gareth Mitchell, Cathy Myles, Sarah McCann, Ben Mitchell, Phil Sanger, Peri Thomas and Sara Wookey	
In attendance:	Director of Finance and Resources, Vice-Principal and Director of Studies and Clerk to the Governors.	
Apologies:	None	
		Action
	<u>DECLARATIONS OF INTEREST</u>	
B20/102	Kate Buckham declared an interest in relation to Wrigleys.	
	<u>MINUTES OF THE LAST MEETING</u>	
B20/103	The minutes and confidential minutes of the meeting held on 11 May 2021 were reviewed and approved as an accurate record.	
	<u>MATTERS ARISING ON THE MINUTES</u>	
B20/104	The action tracker was received and the contents noted. <i>20/88 – Strategic planning</i> It was agreed that it would be helpful to have an additional one-item meeting in November to have an initial discussion about the overall direction of travel in relation to the updated Strategic Plan, with a view to using that feedback to develop a plan for discussion and refinement during the spring term. It was agreed that some social time for Governors would be included in the November meeting, subject to any restrictions relating to the Covid-19 situation.	
B20/105	RESOLVED: That the Clerk to Governors circulate members to identify a suitable date in November for an additional meeting.	Clerk to Governors
	<u>GOVERNANCE MATTERS</u>	
B20/106	The Board had received a paper from the Clerk to Governors containing a number of recommendations in relation to governance.	
B20/107	RESOLVED: i. That Gareth Mitchell be appointed to the Finance and Resources Committee and Cathy Myles to the Audit Committee with immediate effect. ii. That Ben Mitchell be reappointed as Vice-Chair of the Board for a further 2 year term. iii. That updated terms of reference for the Remuneration and Staffing Committee be approved.	
	<u>PRINCIPAL'S REPORT</u>	
B20/108	The Board considered the Principal's Report which included: <ul style="list-style-type: none"> • NPO update • EDI update 	

	<ul style="list-style-type: none"> • Capital update • Staffing update • Learning & Participation Update • Centre for Advanced Training (CAT) update • Projects update • Marketing update • Student recruitment • Student performances/graduation <p>Governors formally recorded their congratulations to the School on the recent graduation performance which had been an outstanding end to a difficult year. The CEO and Principal agreed to share that with the staff.</p> <p>A question was asked about whether there was sufficient space available for the new courses being introduced in the new academic year. It was reported that arrangements had been made for a 2-year partnership with RJC Dance where there was a studio/theatre space available.</p>	
B20/109	RESOLVED: That the report from the CEO and Principal be noted and that she share the Board's congratulations in relation to the graduation performance with the staff.	CEO & Principal
	<u>VICE-PRINCIPAL'S ACADEMIC REPORT</u>	
B20/110	<p>The Vice-Principal presented his Academic Report which included:</p> <ul style="list-style-type: none"> • An update on the OfS application and APP • COVID-19 academic update • Admissions (entry 2021) • Highlights from academic delivery • Student dashboard • Student wellbeing • Leverhulme Funding Application <p>Governors noted that the Government guidelines for September 2021 were still awaited but the School had made alternative plans to respond to different scenarios. Teaching could be transferred online if necessary and the audition processes had been reviewed in light of the current years' experience, recognising where a blended approach may work in future.</p> <p>A question was asked about when a response might be received from the OfS in relation to the School's application, and the Vice-Principal reported that the APP had been approved and was the last part of the application to be scrutinised. There had been positive discussions with the OfS and no queries had been raised to date. It was hoped that a response might be received before the October meeting of the Board.</p> <p>Governors queried the reasons for the positive application numbers, particularly those from overseas and the Vice-Principal reported that some agencies in China had worked positively for the School, along with some of the DACE alumni. There were no clear trends to indicate where applicants were coming from and insufficient data at this stage to know how links were being made.</p> <p>A Governor asked if information was available about destinations of students and how those compared to other years, and the Vice-Principal reported that a significant number had progressed to postgraduate study or had received job offers as the sector opened up. Although the overall picture was positive, there were no firm figures available other than where they were progressing to further education.</p>	

	A Governor queried if anything different had been done to secure the additional Leverhulme funding and it was reported that whilst there remained work to do to demonstrate the uniqueness of the School, some of the success was in the School's reporting.	
B20/111	RESOLVED: That the Vice-Principal's Academic Report be noted.	
	<u>FINANCE</u>	
	<u>Initial Budget 2021-22</u>	
B20/112	The Director of Finance introduced the paper on the initial budget for 2021-22 which was accompanied by an indicative budget for 2022-23, being the more challenging year financially. The paper had been considered and recommended by the Finance and Resources Committee at its last meeting. Two scenarios for that year had been presented, one based on fees of £9k and the other based on fees of £7.5k as recommended in the Augur Review. Planning for 2022-23 would begin in September 2021, earlier than usual, whilst continuing to monitor the external environment. Governors noted that the loss of ISTA funding had been expected for some time, and work had been taking place to close that funding gap, although some remained and it may be necessary to look at both capital and revenue to review how that gap might be closed.	
B20/113	RESOLVED: That the initial budget for 2021-22 be approved.	
	<u>Financial Regulations</u>	
B20/114	The updated financial regulations had been circulated and it was noted that they had already been considered by the Finance and Resources Committee. The Director of Finance and Resources reported that a more substantial review would be carried out as the School became independent. The Director of Finance reported that the signatories on the bank mandate required updating and it was agreed that the Chair, Principal and CEO and Financial Controller, David Taylor, should be added to the bank mandate.	
B20/115	RESOLVED: That the updated financial regulations be approved and that the Chair, CEO and Principal and David Taylor, Financial Controller be added to the bank mandate.	
	<u>Tuition Fee Policy 2022-23</u>	
B20/116	The updated Tuition Fee Policy for 2022-23 had been circulated and it was noted that it was proposed to retain the same structure for fees and existing fee levels. A question was asked about whether it was consistent with other universities and it was confirmed that it was in line with other local higher education providers.	
B20/117	RESOLVED: That the Tuition Fee Policy for 2022-23 be approved.	
	<u>CDD UPDATE</u>	
B20/118 - 119	CONFIDENTIAL MINUTE	
	<u>HEALTH AND SAFETY POLICY</u>	
B20/120	The updated Health and safety Policy had been circulated and it was noted that it had been prepared by the School's health and safety consultants who provided insurance against any incidents or RIDDOR events should the School adopt their policy.	
B20/121	RESOLVED: That the Health and Safety Policy be approved as circulated.	

	<u>ENVIRONMENTAL SUSTAINABILITY ACTION PLAN AND POLICY</u>	
B20/122	The updated Environmental Sustainability Action Plan and Policy had been circulated and it was reported that the School would look to see how it might be better promoted on the website. Recent work carried out on the boilers had significantly reduced the School's carbon footprint but a reassessment of energy ratings could not yet take place. It was agreed that changed behaviours as a result of Covid-19 had also positively contributed and the School would look to continue with those.	
B20/123	RESOLVED: That the updated Environmental Sustainability Action Plan be noted and the Policy approved.	
	<u>STRATEGIC RISKS</u>	
B20/124	The Board received and noted the paper setting out the Strategic Risks.	
B20/125	RESOLVED: That the Strategic Risks be noted.	
	<u>MANAGEMENT ACCOUNTS – QUARTER ENDED 30 APRIL 2021</u>	
B20/126	The Board received and noted the management accounts to 30 April 2021.	
B20/127	RESOLVED: That the management accounts to 30 April 2021 be noted.	
	<u>MINUTES</u>	
B20/128	The Board received and noted the following Committee minutes: <ul style="list-style-type: none"> i. Finance and Resources Committee – 27 April 2020 ii. Audit Committee – 30 March 2021 	
	<u>ANY OTHER BUSINESS</u>	
B20/129	The Chair reported that it was the last meeting for Sarah McCann, Student Governor, and members thanked her for her input during her term of office and wished her well in the future.	
B20/130	<u>DATE OF NEXT MEETING</u> It was noted that the next scheduled meeting would be held on 26 October 2021 at 6pm.	
	The meeting closed at 7.30pm	
Signed		
Date		