

<b><u>NORTHERN SCHOOL OF CONTEMPORARY DANCE</u></b>		
<b><u>BOARD OF GOVERNORS</u></b>		
<b>Minutes of the meeting of the Board of Governors held on 15 December 2020 at 6pm via Zoom.</b>		
<b>Present:</b>	Ben Mitchell (Chair), Sharon Watson (Principal) (until B20/48), Pam Bone, Kate Buckham, Tamsin Cooper, Tina Gill, Vinny Leach, Sarah McCann (until B20/48), Peter Moizer, Phil Sanger (until B20/48), Peri Thomas, Sara Wookey	
<b>In attendance:</b>	Director of Finance and Resources, Vice-Principal and Director of Studies (until B20/48), Clerk to the Governors, and Keith Bartlett (Advance HE) (until B20/48)	
<b>Apologies:</b>	Kayleigh Brooks	
		<b>Action</b>
<b><u>DECLARATIONS OF INTEREST</u></b>		
<b>B20/31</b>	Peter Moizer declared an interest in relation to the election of the Chair. It was agreed that he would leave the meeting for that item.	
<b><u>MINUTES OF THE LAST MEETING</u></b>		
<b>B20/32</b>	The minutes of the meeting held on 27 October 2020 were reviewed and approved as an accurate record.	
<b><u>MATTERS ARISING ON THE MINUTES</u></b>		
<b>B20/33</b>	The action log was received and the contents noted.	
<b><u>ELECTION OF CHAIR</u></b>		
<b>B20/34</b>	<p>The Board had received a paper relating to the election of a new Chair following the resignation of Brian Brodie from the Board. The Board and leadership team recorded their thanks to Brian Brodie for all his time, commitment and contribution to the work of the Board and the School during his time in post.</p> <p>Peter Moizer left the meeting for the discussion of this item.</p> <p>The Board considered the paper circulated and agreed that the Board was fortunate to have a candidate of the calibre of Peter Moizer stand for the position of Chair. The Board agreed that he should be appointed as Chair of the Board for a 2-year period.</p>	
<b>B20/35</b>	<b>RESOLVED: That Peter Moizer be appointed Chair of the Board of Governors for a 2-year period, with effect from 16 December 2020.</b>	
<b><u>CDD NOMINATED GOVERNOR</u></b>		
<b>B20/36</b>	The Board considered the nomination of a Governor to join the CDD Board <i>vice</i> Brian Brodie and noted the latest developments at CDD. Since the School's exit plan had been approved it was agreed that either the Chair or Vice-Chair should continue to attend meetings but would not be nominated as Board members.	
<b>B20/37</b>	<b>RESOLVED: That either the Chair or Vice-Chair would continue to attend CDD Board meetings but would not be nominated as Board members.</b>	
<b><u>STATEMENT OF PRIMARY RESPONSIBILITIES</u></b>		
<b>B20/38</b>	A paper from the Clerk had been circulated along with the updated Statement of Primary Responsibilities, which had been mapped against the HE Code of	

	Governance, adopted by the Board in October 2020. It was noted that a gap analysis was currently being undertaken to ensure compliance with the Code.	
<b>B20/39</b>	<b>RESOLVED: That the updated Statement of Primary Responsibilities be approved.</b>	
	<b><u>CDD ASSURANCE AND COMPLIANCE MANUAL</u></b>	
<b>B20/40</b>	The Board had received the CDD Assurance and Compliance Manual which CDD had asked all member schools to adopt. It was agreed that the School was required to comply with the contents of the manual in any case, and there were no concerns about its adoption.	
<b>B20/41</b>	<b>RESOLVED: That the CDD Assurance and Compliance Manual be adopted.</b>	
	<b><u>FINANCIAL MATTERS</u></b>	
	<b><u>Financial Statements 2019-20</u></b>	
<b>B20/42</b>	It was noted that the financial statements for the year ended 31 July 2020 had been approved by the Board in October 2020 and that whilst there had been no changes to the main financial statements, the outstanding matters relating to the West Yorkshire Pension Fund had now been resolved and incorporated in the notes. The Audit Highlights Memorandum and Management Letter had also been updated with additional technical information only. It was noted that the outgoing Chair of the Audit Committee had reviewed the updated documents and was satisfied with the amendments.	
<b>B20/43</b>	<b>RESOLVED:</b> <ol style="list-style-type: none"> <li><b>i. That the Financial Statements for 2019-20 be approved for signature by the Acting Chair of the Board of Governors.</b></li> <li><b>ii. That the Letter of Representation be approved for signing by the Acting Chair on behalf of the Board of Governors</b></li> <li><b>iii. That the updated Audit Highlights Memorandum and Management Letter be noted.</b></li> </ol>	
	<b><u>Five-year financial plan</u></b>	
<b>B20/44</b> – <b>B20/45</b>	CONFIDENTIAL MINUTE	
	<b><u>OFFICE FOR STUDENTS DRAFT APPLICATION</u></b>	
<b>B20/46</b>	The draft application to the Office for Students had been circulated and the Vice-Principal thanked all those involved in the drafting of the application. The Acting Chair emphasised the need for all Governors to review and provide comments before the next meeting when the application would be considered for approval. A question was asked about whether there were any additional documents to be submitted to the OfS and the Vice-Principal reported that there were not although there would be additional documents prior to the Quality Standards Review. The Access and Participation Plan would be submitted to the OfS in February 2021.	
<b>B20/47</b>	<b>RESOLVED: That any comments on the draft OfS application be submitted to the Vice-Principal before the meeting in January 2021.</b>	
	<b><u>STAFFING</u></b>	
<b>B20/48</b>	<i>Staff and students present other than the Clerk left the meeting.</i>  CONFIDENTIAL MINUTE  <i>The Clerk left the meeting.</i>	

	CONFIDENTIAL MINUTE PROVIDED BY THE ACTING CHAIR	
<b>B20/50</b>	<b><u>DATE OF NEXT MEETING</u></b> It was noted that an additional meeting would be held on <b>12 January 2021 at 6pm</b> for consideration of the OfS application. The next scheduled meeting would be held on <b>9 February 2021 at 6pm</b> .	
	The meeting closed at 7.20pm	
<b>Signed</b>		
<b>Date</b>		