

<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 26 October 2021 via Zoom.</b>		
<b>Present:</b>	Peter Moizer (Chair), Sharon Watson (Principal), Kate Buckham, Gary Clarke, Tamsin Cooper, Vinny Leach, Ben Mitchell, Gareth Mitchell, Cathy Myles, Jonathan Pryor (from B21/06), Phil Sanger, Peri Thomas, Sara Wookey	
<b>In attendance:</b>	Vice-Principal and Director of Studies, Director of Finance and Resources, and Clerk to the Governors	
<b>Apologies:</b>	Mark Baker	
		<b>Action</b>
	<b><u>DECLARATIONS OF INTEREST</u></b>	
<b>B21/01</b>	The Director of Finance and Resources declared an interest in relation to her role as a Trustee of the West Yorkshire Pension Fund.	
	<b><u>MINUTES OF THE LAST MEETING</u></b>	
<b>B21/02</b>	The minutes of the meeting held on 13 July 2021 were reviewed and approved as an accurate record.	
	<b><u>MATTERS ARISING ON THE MINUTES</u></b>	
<b>B21/03</b>	The action log was received and the contents noted.	
	<b><u>GOVERNANCE MATTERS</u></b>	
<b>B21/04</b>	The Board had received a paper containing a number of recommendations in relation to governance which was presented by the Clerk to Governors.	
<b>B21/05</b>	<p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i. That Cllr Jonathan Pryor, currently Deputy Leader of Leeds City Council, be appointed as a co-opted Governor for a 4-year term, with immediate effect.</li> <li>ii. That Peri Thomas and Kate Buckham be reappointed for a further 4-year term as Independent Governors with immediate effect.</li> <li>iii. That Gary Clarke be reappointed as an Independent Governor with effect from January 2022 when his current term ends.</li> <li>iv. That the Standing Orders be approved, as recommended by the Nominations and Governance Committee.</li> <li>v. That the updated Scheme of Delegation be approved, as recommended by the Nominations and Governance Committee.</li> <li>vi. That Tina Gill's resignation from the Board be noted, along with the end of the term of office of Sara Wookey. The Board expressed its thanks to both Governors for their work and support for the School.</li> <li>vii. That a pay award of 2% for all staff be approved, with effect from 1 November 2021, on the recommendation of the Remuneration and Staffing Committee.</li> </ul> <p>Jonathan Pryor joined the meeting at this point.</p>	
	<b><u>PRINCIPAL'S REPORT</u></b>	
<b>B21/06</b>	<p>The Board considered the Principal's Report which included:</p> <ul style="list-style-type: none"> <li>• NPO update</li> </ul>	

	<ul style="list-style-type: none"> <li>• CDD update</li> <li>• Staffing update</li> <li>• Learning &amp; Participation Update</li> <li>• Centre for Advanced Training</li> <li>• Projects update</li> <li>• Widening participation</li> <li>• Marketing</li> </ul> <p>Governors commented that the marketing and social media information that had been circulated was very useful.</p>	
<b>B21/07</b>	<b>RESOLVED: That the Principal's report be noted.</b>	
<b><u>VICE-PRINCIPAL'S ACADEMIC REPORT</u></b>		
<b>B21/08</b>	<p>The Vice-Principal presented his Academic Report which included:</p> <ul style="list-style-type: none"> <li>• COVID-19 updates</li> <li>• Student achievement (Results)</li> <li>• Admissions</li> <li>• NSS Student survey</li> <li>• Annual Course Monitoring Report</li> <li>• QSR update</li> <li>• Strategic Planning framework</li> </ul> <p>It was noted that clarity was being sought from OfS about ISTA funding before a decision was made about whether an independent application would be made or one jointly with CDD.</p> <p>Governors were pleased to note the NSS results which were very positive. It was noted that assessment and feedback remained a challenge, although results were 6% higher than the previous year, and the Vice-Principal reported that there were plans in place to try to improve this further. The Board congratulated the School on the results, which were a tribute to the work done, and requested that Governors' appreciation be shared with staff.</p> <p>Governors noted the Annual Course Monitoring Report and a question was asked about the comment referring to generous marking. The Vice-Principal confirmed that it had been discussed in detail at the Board of Examiners but was due to the rounding up processes put in place by the University of Kent.</p> <p>The Vice-Principal reported that the QSR documentation would be submitted the following week and the draft previously seen by Governors had been updated, alongside 35 appendices providing evidence from the past 6 years. In response to a question about whether Governors would be involved in the QSR visit, the Vice-Principal reported that he would provide an update in due course once the programme was available. A further question was asked about whether there would be preparation with staff and students involved, and it was confirmed that meetings were already scheduled with staff.</p> <p>Governors acknowledged the amount of work that had taken place preparing for the QSR and queried whether there had been any early indications of the likely outcome. It was confirmed that a recommendation would be made to the OfS for consideration following the QSR visit, and that dialogue to date had been positive.</p> <p>A Governor queried progress in relation to appointing student Governors, and it was reported that applications had been sought from the student body and the opportunity would also be promoted at the Academic Board. In response to a</p>	

	<p>question about whether a Student Governor would be in post before the November strategic planning meeting, it was confirmed that it was hoped that would be possible.</p> <p>The Vice-Principal presented his paper on the proposed strategic planning framework which was discussed in some detail by the Board. Governors agreed that the strategic planning process should be led by the overall mission and vision, followed by the strategic enablers supporting how that would be achieved. It was suggested that the core aims were too introspective and should reflect more of the international aims alongside the local aspects, and that it was also important to align it with the estates strategy so that there was one, clear strategy. It was noted that a brainstorming session had been arranged for 30 November to start the process of agreeing what was required at the Away Day in the spring term and Governors were also invited to suggest any facilitators for that Away Day.</p>	
<b>B21/09</b>	<b>RESOLVED: That the Vice-Principal share Governors' appreciation with staff following the NSS results.</b>	<b>Vice-Principal</b>
	<b><u>ACCOUNTABILITY</u></b>	
	<b><u>Annual Accountability Statement 2020-21</u></b>	
<b>B21/10</b>	The Board considered the Annual Accountability statement for 2020-21 which was required by the OfS, and submitted on the School's behalf by CDD. It was noted that the responsibilities checklist had been presented to both the Finance and Resources and Audit Committees for assurance.	
<b>B21/11</b>	<b>RESOLVED: That the Accountability Statement 2020-21 be approved for signature.</b>	
	<b><u>Audit Committee report to the Board 2020-21</u></b>	
<b>B21/12</b>	The Board considered the Annual Audit Committee Report to the Board for 2020-21 and noted that the purpose of the report was to provide the Board with the committee's assurance that reliance could be placed on the School's internal control systems and the work undertaken to promote economy, efficiency and effectiveness.	
<b>B21/13</b>	<b>RESOLVED: That the Audit Committee report to the Board 2020-21 be noted.</b>	
	<b><u>FINANCIAL MATTERS</u></b>	
	<b><u>Financial Statements 2020-21</u></b>	
<b>B21/14</b>	<p>The following statutory year end items were considered by the Board:</p> <ul style="list-style-type: none"> <li>• Financial statements for the year ended 31 July 2021.</li> <li>• Audit Closing Report and Management Letter.</li> <li>• Management Letter of Representation.</li> </ul> <p>The Annual Accounts showed a continuing healthy operating position for the School, with an operational surplus for the year of £214K compared with £331K in the previous year and a closing reserves balance of £2,626K compared with £1,863K the previous year. The increase in the overall level of reserves was also due to a reduction in the pension fund liability of £549K, compared with an increase of £977K in the previous year. This was primarily due to the bounce back after the impact of Covid19 in the previous year and was a non cash adjustment which did not impact on the day to day operation of the School.</p> <p>Governors recognised that there was a good underlying operating performance despite the recent economic circumstances and recorded their thanks for such good results.</p>	

	It was noted that the Auditors had issued an unqualified Audit Report, and they had highlighted five minor issues, with associated recommendations in their Audit Closing Report and Management Letter, all of which the School had accepted.	
<b>B21/15</b>	<b>RESOLVED:</b> i. That the Financial Statements for 2020-21 be approved for signature by the Chair of the Board of Governors  ii. That the Letter of Representation be approved for signing by the Chair on behalf of the Board of Governors  iii. That the Audit Closing Report and Management Letter be noted.	
	<b><u>Budget update 2021-22 and Going Concern</u></b>	
<b>B21/16 – 17</b>	CONFIDENTIAL MINUTE	
	<b><u>Five-year financial forecasts 2021-22 to 2025-26</u></b>	
<b>B21/18 - 19</b>	CONFIDENTIAL MINUTE	
	<b><u>ESTATES STRATEGY</u></b>	
<b>B21/20</b>	The Director of Finance and Resources presented the updated Estates Strategy which would be included with an expression of interest to the Arts Council England. The work carried out to date had been classed as Phase 1 with the theatre upgrade as Phase 2. It was noted that the Finance and Resources Committee had agreed to commit preliminary expenditure of £60k plus VAT to prepare costings and plans. Phase 3 would be development of the Chapelton Culture Quarter. It was felt that projects that were “ready to go” would be attractive in terms of any levelling up funding available in the future. It was noted that there were a couple of sites of potential interest and that there would be consultation with the community.	
<b>B21/21</b>	<b>RESOLVED: That the updated Estates Strategy be noted.</b>	
	<b><u>SAFEGUARDING POLICY</u></b>	
<b>B21/22</b>	The updated Safeguarding Policy had been circulated and it was noted that it had been reviewed by both the Safeguarding Governor and the Safeguarding Committee.	
<b>B21/23</b>	<b>RESOLVED: That the Safeguarding Policy be approved.</b>	
	<b><u>PREVENT STRATEGY</u></b>	
<b>B21/24</b>	The updated Prevent Strategy had been circulated which had been reviewed by both the Safeguarding Governor and the Safeguarding Committee.	
<b>B21/25</b>	<b>RESOLVED: That the Prevent Strategy be approved as circulated.</b>	
	<b><u>STRATEGIC RISKS</u></b>	
<b>B21/26</b>	The strategic risks had been circulated and it was noted that a full review of the risk register would be taking place in early 2022.	
<b>B21/27</b>	<b>RESOLVED: That the Strategic risks be noted.</b>	
	<b><u>MANAGEMENT ACCOUNTS – QUARTER ENDED 31 JULY 2021</u></b>	
<b>B21/28</b>	The Board received a copy of the management accounts to 31 July 2021 that had previously been scrutinised by the Finance and Resources Committee.	
<b>B21/29</b>	<b>RESOLVED: That the management accounts to 31 July 2021 be noted.</b>	

	<b><u>COMPLIANCE</u></b>	
<b>B21/30</b>	The Board received copies of the Health and Safety Annual Monitoring Report 2020-21 and the Safeguarding and Prevent Annual report 2020-21, along with the Annual Remuneration Report 2020-21 and the HR Data report 2020-21.	
<b>B21/31</b>	<b>RESOLVED:</b> i. That the Health and Safety Annual Monitoring Report 2020-21 be noted ii. That the Safeguarding and Prevent Annual Report 2020-21 be noted. iii. That the Annual Remuneration Report 2020-21 be noted. iv. That the HR Data Report 2020-21 be noted.	
	<b><u>MINUTES</u></b>	
<b>B21/32</b>	The Board received and noted the following Committee minutes:  i. Finance and Resources Committee – 29 June 2021 ii. Audit committee – 15 June 2021 iii. Remuneration and Staffing Committee – 8 June 2021 iv. Academic Board – 20 April 2021 v. Nominations and Governance Committee – 19 January 2021	
<b>B21/33</b>	<b><u>DATE OF NEXT MEETING</u></b> It was noted that an additional Strategic Planning evening would be held on <b>30 November 2020 at 5pm</b> with the next scheduled meeting on <b>1 February 2022 at 6pm</b> .	
	The meeting closed at 7.50pm	
<b>Signed</b>		
<b>Date</b>		