

<u>NORTHERN SCHOOL OF CONTEMPORARY DANCE</u>		
<u>FINANCE COMMITTEE</u>		
Minutes of the meeting of the Finance Committee held on 27 April 2021 via Zoom.		
Present:	Ben Mitchell (Chair), Peter Moizer, Pam Bone, and Sharon Watson	
In attendance:	Director of Finance and Resources, Vice-Principal and Clerk to the Governors.	
Apologies:	Peri Thomas	Action
<u>DECLARATIONS OF INTEREST</u>		
F20/40	There were no declarations of interest.	
<u>MINUTES OF THE LAST MEETING</u>		
F20/41	The minutes of the meeting held on 1 December 2020 were reviewed and approved as an accurate record.	
<u>MATTERS ARISING ON THE MINUTES</u>		
F20/42	<i>Insurance (Minute F20/36)</i> The Director of Finance and Resources reported that a paper on insurance would be brought to the first meeting in the new academic year in time to tender for August 2022. The Chair emphasised the value in reviewing and tendering insurance arrangements regularly.	
F20/43	RESOLVED: That Director of Finance and Resources submit insurance information to the first meeting in the 2021-22 academic year.	Director Finance & Resources
<u>QUARTERLY AND MONTHLY MANAGEMENT ACCOUNTS</u>		
F20/44	The quarterly management accounts to 31 January 2021 and monthly management accounts for February 2021, required by CDD, had been circulated and the following key points were discussed: <ul style="list-style-type: none"> • The School remained well ahead of budget with a forecast surplus of £133k compared to a budgeted loss of £122k. There had been more cost savings and fewer Covid-related costs than expected. It was anticipated that there would be a small surplus or break even position at year end, compared to a forecast deficit of £195k. • 9 students had withdrawn in the current year, which was in line with previous years. • The School planned to deliver a normal third term and a question was asked about whether there was any risk to tuition fee income as a result of students seeking refunds. The Principal confirmed she thought that was unlikely and the risk was probably lower than in the previous academic year. • The School would not be opening for commercial activity until September 2021. • An NPO underspend of £86k had been submitted, with a business plan to be submitted to the Board on how that would be used. There had been agreement from the Arts Council to carry that allocation forward. A Governor challenged whether that figure could be classified as deferred income and the Director of Finance and Resources reported that the auditors had previously indicated that grants should be accounted for in the year received, but agreed to confirm that. • There had been little progress in relation to property development although discussions were taking place about the appropriate time to appoint a fundraiser. The Principal reported that it was not yet the right time for that work until the outcome of the elections, including the mayoral election. The 	

	<p>Committee discussed the suggestion that a senior level appointment be made to the post to support the Principal and CEO's work with stakeholders. It was recognised that it was important to appoint the right person with appropriate experience and it was agreed that Principal and CEO and Pam Bone would discuss the matter outside the meeting.</p> <ul style="list-style-type: none"> • The Director of Finance and Resources reported that there were concerns about lower application numbers and it was noted that it had not been possible to promote courses in the way that might have been hoped. The School would, however, receive ISTA funding for another year. • The majority of OfS registration costs had now been incurred although there may be some additional spend on the APP. • A question was asked about progress with the heating and ventilation work and the Director of Finance and Resources agreed to present a paper summarising works undertaken to the next meeting. It was reported that the tender process for the next phase was almost completed and final tenders were awaited. It was agreed that should the cost be above the budgeted figure, the approval of the Committee would be sought. Should the information be available in time, it would be included in the Board papers • Monthly management accounts which were required by CDD to fulfil their compliance requirements would be put in place as routine for the new academic year. <p>A question was asked about whether additional finance staffing had now been put in place and it was confirmed that a qualified accountant had been appointed and took up post in April.</p>	
<p>F20/45</p>	<p>RESOLVED:</p> <ol style="list-style-type: none"> That the Director of Finance and Resources would confirm if NPO underspend could be classified as deferred income That the Principal and CEO and Pam Bone would discuss the fundraising post further outside the meeting. That the Director of Finance and Resources would present a paper to the next meeting summarising heating and ventilation works undertaken. That should the cost for the next phase of heating and ventilation works be above the budgeted figure, the approval of the Committee would be sought. Should the information be available in time, it would be included in the Board papers 	<p>Director F&R</p> <p>Principal &CEO</p> <p>Director F&R</p> <p>Director F&R</p>
	<p><u>TERMS OF REFERENCE</u></p>	
<p>F20/46</p>	<p>The Clerk had circulated updated terms of reference which formally reflected the wider remit of the committee that had been previously agreed by the Board.</p> <p>It was agreed to add reference to monitoring of relevant staffing KPIs and was noted that the Committee would therefore require reporting on those. The Director of Finance and Resources reported that the information was already reported to the OfS and would be included in the budget and 5-year financial plan. It was also agreed to add a point regarding evaluation of the financial implications of new business developments.</p> <p>The Committee agreed that it would be useful to arrange for members of the Committee to attend an Audit Committee meeting annually and vice versa.</p>	

F20/47	RESOLVED: i. That, subject to the agreed amendments, the updated terms of reference be recommended to the Board for approval. ii. That members of the Committee should be invited to attend a meeting of the Audit Committee annually and vice versa.	Clerk to Governors
	<u>FINANCIAL REGULATIONS</u>	
F20/48	It was noted that the Financial Regulations were being reviewed as they were due for presentation at the next meeting of the Committee. The updated terms of reference for the other committees would be incorporated once approved.	
F20/49	RESOLVED: That the financial regulations be presented to the next meeting of the Committee for consideration.	Director of Finance & Resources
	<u>RISKS OVERSEEN BY THE COMMITTEE</u>	
F20/50	The Committee considered the risk register and noted that all risks were being crystallised. It was agreed that a full review of the risks facing the School was required and that it would appropriate to do that in September once the position in terms of the OfS application and student numbers was clearer. A refreshed risk register could then be presented to Governors.	
F20/51	RESOLVED: that a full review of the risk register would be undertaken in September 2021 for presentation to Governors.	Director of Finance & Resources
	<u>ANY OTHER BUSINESS</u>	
F20/52	It was noted that this would be Pam Bone's last meeting and members expressed their thanks to her for all her work on behalf of the School.	
	<u>DATE OF THE NEXT MEETING</u>	
F20/53	29 June 2021 at 6pm	
	The meeting closed at 7.15pm	

Signed	
Date	