

<u>NORTHERN SCHOOL OF CONTEMPORARY DANCE</u>		
<u>REMUNERATION AND STAFFING COMMITTEE</u>		
Part 1 Minutes of the meeting of the Remuneration and Staffing Committee held on 8 June 2021 via Zoom.		
Present:	Tamsin Cooper (Chair), Peter Moizer, Peri Thomas	
In attendance:	Principal and CEO Director of Finance and Resources Clerk to the Governors	
Apologies:	None	Action
<u>DECLARATIONS OF INTEREST</u>		
R20/15	There were no declarations of interest.	
<u>TERMS OF REFERENCE</u>		
R20/16	<p>The Committee had received draft terms of reference for its wider remit and agreed to amend the wording relating to Equality and Diversity to ensure that HR practices align with the School's Equality and Diversity policies. Peri Thomas offered her assistance in relation to reviewing HR policies.</p> <p>It was noted that the School maintained a staff handbook that was updated regularly, and any significant changes to HR policies would be brought to the Committee. It was suggested that the Committee should review the handbook every three years to ensure it remained up to date and consistent.</p> <p>A question was asked about the Policy on Income from External Activities and it was confirmed that a draft would be submitted to the next meeting. A review of the policy schedule had been undertaken and circulated to the Committee.</p> <p>A Governor queried whether the KPIs to be used to monitor the HR function and staff development were those within the HR annual data report circulated or whether these would be reviewed. The Director of Finance and Resources confirmed that these reflected the HESA reporting categories and it was intended to use them for the 2020/21 report which would be presented to the next meeting of the Committee, at which time any future amendments could be agreed. It was suggested that it would be helpful to include reporting on turnover and sickness in particular.</p> <p>The Committee discussed where staff wellbeing was considered and the Director of Finance and Resources reported that a survey of staff wellbeing was normally undertaken regularly and would be presented to the Committee for consideration. It was agreed that oversight of staff health and wellbeing should be added to the Committee's terms of reference and the Director of Finance and Resources confirmed that the next survey would be completed for reporting to the next meeting.</p>	
R20/17	<p>RESOLVED:</p> <ol style="list-style-type: none"> i. That the wording of the terms of reference relating to Equality and Diversity be amended and shared with the Chair prior to recommendation to the Board for approval. ii. That the Policy on Income from External Activities be presented to the next meeting. iii. That oversight of staff health and wellbeing be added to the terms of reference prior to recommendation to the Board for approval iv. That a staff wellbeing survey be conducted and the report presented to the next meeting for consideration. 	<p>Clerk to Governors</p> <p>Clerk to Governors</p> <p>Clerk to Governors</p> <p>Director of</p>

		Finance & Resources
	<u>STAFFING AND REMUNERATION UPDATE AND STAFFING STRUCTURE PROPOSALS</u>	
R20/18	<p>The Committee received a Staffing update and Staffing Structure proposals, and noted that the staffing structure was relatively small compared to other providers. It was recognised that the pension schemes offered added to the cost base and members reinforced the importance of those as a recruitment and retention tool. The proposed roles were considered to be the minimum required to allow the School to meet all its requirements, and there may be a need to add to other roles in the future, although, where possible, two-year posts were being offered. The proposed structure would add an additional £100 - £125k in costs in 2021-22.</p> <p>The Committee expressed its support for the proposals but highlighted the need to address likely cuts in the undergraduate fee income in the future. The Principal and CEO reported that admissions figures were currently healthy with an additional class in one year group. The Committee recognised that the School would continue to receive ISTA funding in 2021-22 and the Director of Finance and Resources reported that she recommended a greater addition to the reserves in 2021-22 in case of further reduced income in 2022-23.</p> <p>A question was asked about when work would start on looking at additional roles required and the Director of Finance and Resources reported that had already started for inclusion in the budget. Those appointments would need to be made in time for July 2022.</p> <p>It was noted that independent consultants were to be engaged to help rewrite the HR Strategy and Governors queried the timeline and likely cost. It was reported that no quote had yet been received but it was hoped that the cost would be in the region of £5k. The Director of Finance and Resources reported that it might be possible to have a first draft for the next meeting in October 2021, but the full version ready for June 2022. Peri Thomas offered her support with the first draft if it was helpful.</p>	
R20/19	RESOLVED: That the HR Strategy be presented to the June meeting of the Committee.	Director of Finance & Resources
	The Principal and CEO left the meeting.	
R20/20 - R20/21	PART 2 - CONFIDENTIAL MINUTE	
	<u>DATE OF NEXT MEETING</u>	
R20/22	19 October 2021 at 6.00pm	
	The meeting closed at 6.55pm	