

<u>NORTHERN SCHOOL OF CONTEMPORARY DANCE</u>		
<u>BOARD OF GOVERNORS</u>		
Minutes of the meeting of the Board of Governors held at 5pm on 9 July 2024 via zoom.		
Present:	Peter Moizer (Chair), Sharon Watson (Principal), , Kate Buckham, Gary Clarke, Vinny Leach, Isaac Lewis, Nina Lewis, Ben Mitchell, Jo Nicol, Jonathan Pryor, Griselda Togobo.	
In attendance:	Vice-Principal and Director of Studies, Chief Operating Officer and Director of Finance (until B23/110), and Clerk to the Governors	
Apologies:	Jawad Ahmad, Cathy Myles, Theresa Beattie, David Jones, Amaury Lebrun	
		Action
	<u>DECLARATIONS OF INTEREST</u>	
B23/86	There were no declarations of interest. The chair welcomed Jo Nicol to her first meeting.	
	<u>MINUTES OF THE LAST MEETING</u>	
B23/87	The minutes of the meeting held on 7 May 2024 were reviewed and approved as an accurate record.	
	<u>MATTERS ARISING ON THE MINUTES</u>	
B23/88	The action log was received and the contents noted. It was agreed that the Intellectual Property Policy did not require legal review and be approved as previously circulated.	
	<u>PRINCIPAL'S REPORT</u>	
B23/89	<p>In the absence of the Principal and CEO, the Vice-Principal presented her report, which included</p> <ul style="list-style-type: none"> • NPO report and management accounts for June 2024 • Staffing update • Capital/estates update • EDI • Prevent/Safeguarding • Learning & Participation Update/Centre for Advanced Training • Events and Projects update • Access and Participation • Student recruitment • Marketing and Communications <p>Governors noted the changes to reporting requirements for the NPO and received the financial report relating to NPO activity for the two quarters to 31 March 2024 and 30 June 2024, approving them for submission to the Arts Council England.</p> <p>The Principal provided an update on the estates strategy discussions and it was agreed that she would circulate the documents referenced in her report after the meeting, along with some questions for Board members to respond to.</p>	Principal & CEO
B23/90	RESOLVED: that the Principal and CEO's report be noted, and that the Principal and CEO would circulate further documents to gather responses from Board members.	

	<u>INITIAL BUDGET 2024-25</u>	
	<u>DEFERRED CAPITAL GRANT TREATMENT</u>	
B23/93	A paper had been circulated regarding deferred capital grant treatment and it was noted that the auditors had requested a review of the treatment of historical grants as the current treatment did not comply with accounting guidance. It was highlighted that this did not impact the financial operating position and the Board approved the change in accounting policy as set out in the paper.	
B23/94	RESOLVED: that the change in accounting policy relating to historical capital grants awarded be approved.	
	<u>POLICIES</u>	
B23/95	<u>Tuition Fee Policy 2025-26</u> The Board received the updated Tuition Fee Policy 2025-26 and noted that no changes were proposed. In response to a question, the Vice-Principal provided an update on how the School benchmarked its fees and the market research that took place in relation to fees.	
B23/96	RESOLVED: that the Tuition Fee Policy 2025-26 be approved.	
B23/97	<u>Financial Regulations</u> The Chief Operating Officer and Director of Finance presented the updated Financial Regulations which had been reviewed by the Finance and Resources Committee.	
B23/98	RESOLVED: that the Financial Regulations be approved.	
B23/99	<u>Treasury Management Policy</u> The Board received the updated Treasury Management Policy and a question was asked about why more money was not being moved into the accounts with the best interest rates. It was agreed that every source of increased income should be investigated and the Chief Operating Officer and Director of Finance was asked to review the market and provide a paper with recommendations for the approval of the Finance and Resources Committee. It was agreed that this should be circulated as soon as possible rather than wait for the next meeting of the Committee.	
B23/100	RESOLVED: that the Treasury Management Policy be approved and that the Chief Operating Officer and Director of Finance should review the market and provide a paper with recommendations for the approval of the Finance and Resources Committee. It was agreed that this should be circulated as soon as possible rather than wait for the next meeting of the Committee.	COO & DoF
B23/101	<u>Environmental Sustainability Policy</u> The Environmental Sustainability Policy had been circulated and it was noted that no changes were recommended.	
B23/102	RESOLVED: that the Environmental Sustainability Policy be approved.	
B23/103	<u>Risk Management Policy and Risk Appetite</u> The updated Risk Management Policy and Risk Appetite had been circulated and it was noted that it had already been reviewed by the Audit Committee. The Chair of the Audit Committee reported that the risk appetite may need review once further information was available regarding the estates strategy.	
B23/104	RESOLVED: that the Risk Management Policy and Risk Appetite be approved.	
B23/105	<u>Reserves Policy</u>	

	The updated Reserves Policy had been circulated following consideration by the Finance and Resources Committee.	
B23/106	RESOLVED: that the Reserves Policy be approved.	
B23/107	<u>Travel and Subsistence Policy</u> The updated Travel and Subsistence Policy had been circulated following prior consideration by the Finance and Resources Committee.	
B23/108	RESOLVED: that the Travel and Subsistence Policy be approved.	
	<u>STRATEGIC RISKS</u>	
B23/109	The strategic risks had been circulated and the contents were noted. The Board discussed the risk relating to the funding gap and financial stability which it noted had been increased to 15 and was likely to increase further. The Chief Operating Officer and Director of Finance left the meeting.	
B23/110	RESOLVED: That the Strategic risks be noted.	
	<u>VICE-PRINCIPAL'S ACADEMIC REPORT</u>	
B23/111	The Vice-Principal presented his academic report and highlighted the key points, including <ul style="list-style-type: none"> • Update on Full Degree Awarding Powers • Costing Savings Analysis • OfS update • Collaborative Partnerships Potential • Staffing update • Admissions, progression and success • Student Progression and success analysis • Curriculum development <p>A question was asked about any additional reporting required in relation to partnerships and it was confirmed that there would be some as all students would belong to the School. There would be increased data management and reporting and there had been investment in new staff to cover that additional work.</p> <p>The Board noted the increased international student numbers and the Principal and Vice-Principal reported on the work taking place to promote the courses overseas.</p> <p>Attention was drawn to the recent letter from the OfS to Chairs of Governing Bodies in relation to racially or religiously motivated harassment and violence, and the information provided regarding how the School addressed the requirements around this.</p>	
B23/112	RESOLVED: That the Vice-Principal's Academic Report be noted.	
	<u>POLICY ON STAFF AND STUDENT PERSONAL RELATIONSHIPS</u>	
B23/113	Members had received a draft policy on Staff and Student Personal Relationships which was currently being consulted on. It was noted that this would be a condition of registration and a final version would be brought to the Board for approval. The Board discussed the disclosure of relationships and who such disclosures should be made to. Members noted that it was a sensitive issue and agreed that all staff should be trained under the policy so that there was a full understanding of policies and processes, in a similar way to safeguarding disclosures. It was agreed	VP

	that the policy was also important in protecting other students within the same environment and that it needed to link with other HR policies in the School. It was recognised that it needed to be clear for students who the point of contact was, and how any matters would be escalated.	
B23/114	RESOLVED: That the Policy on Staff and Student Person Relationships be noted and any comments sent to the Clerk to Governors prior to approval by the Board at a later meeting.	
	GOVERNANCE MATTERS	
B23/115	<p>A paper setting out the proposed terms of reference for the Development Group had been circulated and was approved by the Board. Any Board members who were interested in joining the working group were asked to contact the Clerk.</p> <p>It was noted that this was the last meeting for Ben Mitchell, current Chair of the Finance and Resources Committee, and it was agreed that Professor Peter Moizer would assume that role from academic year 2024-25, in the first instance.</p>	
B23/116	RESOLVED: <ol style="list-style-type: none"> i. that the Development Group terms of reference be approved as circulated ii. that Professor Peter Moizer be appointed as Chair of the Finance and Resources Committee from the academic year 2024-25. 	
	MANAGEMENT ACCOUNTS – QUARTER ENDED 30 APRIL 2024	
B23/117	The Board received and noted the management accounts to 30 April 2024.	
B23/118	RESOLVED: That the management accounts to 30 April 2024 be noted.	
	MINUTES	
B23/119	<p>The Board received and noted the following minutes:</p> <ol style="list-style-type: none"> i. Finance and Resources Committee – 30 January 2024 ii. Audit Committee – 7 November 2023 iii. Senate – 23 April 2024 iv. Remuneration and Staffing – 9 April 2024 (including confidential minutes) 	
	SCHEDULE OF MEETINGS	
B23/120	The Schedule of business for 2024-25 was received and noted.	
B23/121	RESOLVED: That the schedule of business 2024/25 be approved.	
B23/122	DATE OF NEXT MEETING It was noted that the next meeting would be held on Tuesday 19 November 2024 at 3pm on site.	
	The Chair expressed thanks to Ben Mitchell and the Clerk to the Board of Governors who were both attending their last meeting. It was noted that interviews would take place later that week for the Clerk role.	