

<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 22 October 2024 via zoom		
Present:	Vinny Leach (Acting Chair), Sharon Watson (Principal), Jawad Ahmad, Jo Nicol, Catherine Thirstan, Marc Ireland, Paul Brennan, Griselda Togobo, Gary Clarke and Jonathan Pryor	
In attendance:	Vice-Principal and Director of Higher Education, Chief Operating Officer and Director of Finance, and Clerk to the Governors	
Apologies:	Peter Moizer (Chair), Nina Lewis, Isaac Lewis, Amaury Lebrun, Mark Baker, Theresa Beattie, Kate Buckham and David Jones	
Note welcome for inspectors observing.		Action
<u>WELCOME AND APOLOGIES</u>		
B24/01	<p>The Chair welcomed those attending and noted apologies as listed.</p> <p>The Chair welcomed Catherine Thirstan, Marc Ireland and Paul Brennan to their first meeting.</p> <p>The Chair welcomed the attendance of Inspectors from Office for Students (OfS). They were in attendance to observe governance matters at NSCD and to provide evidence in their reports and assessments accordingly.</p>	
<u>DECLARATIONS OF INTEREST</u>		
B24/02	There were no declarations of interest.	
<u>MINUTES OF THE LAST MEETING</u>		
B24/03	The minutes of the meeting held on 9 July 2024 were reviewed and approved as an accurate record.	
<u>MATTERS ARISING ON THE MINUTES</u>		
B24/04	<p>The action log was received, and the contents noted.</p> <p>It was agreed that B22 /66 and B23/66 would be merged into one action. The Vice Principal further updated that new staff had joined NSCD and that the pros/cons of a CRM system would be addressed with the new Marketing Manager. It was noted a revised deadline of November 24 would apply to the action.</p> <p>Action B23/89 regarding progress on Estate development would be given a revised due date and it was noted that progress in this area was slow or reasons outlined.</p> <p>Action B23/92 regarding Budget review, it was noted that this would be presented at the forthcoming Finance and Resources sub committee before presentation at Board in November.</p> <p>Action B23/100 Finance committee had now approved and £1.5m would be transferred following action in this Board meeting to approve signatories.</p>	VP COO & Director of Finance
<u>PRINCIPAL'S REPORT</u>		
B24/05	<p>The Principal presented her report, which included</p> <ul style="list-style-type: none"> • NPO update • Staffing update 	

	<ul style="list-style-type: none"> • Capital/estates update • EEDI • Prevent/Safeguarding • Learning & Participation Update/Centre for Advanced Training • Events and Projects update including Blue Plaque unveil for Nadine Senior MBE • Access and Participation • Student recruitment • Marketing and Communications <p>The Chair of the meeting provided her endorsement for the Blue Plaque event and how it had clearly linked generations of students and teachers of the School and provided affiliation across Leeds and the UK.</p> <p><i>CONFIDENTIAL MINUTE</i> <i>The Board discussed progress on the capital development and noted that it was difficult to make progress. A strategy with the Council regarding public and private developers should be considered. The Vice Chair asked if a specific working party should be established to work in this area. JP confirmed that he was planning for Councillor Salma Arif, Leeds City Council Executive Member Active Lifestyles and Culture to visit the school. JP noted the turnover in Council positions in areas that would support the school and expressed this will settle in due course.</i></p> <p><i>The School also continued to explore any other possibilities in dialogue with the Council, including potential temporary lease opportunities, and the Principal confirmed that she was seeking to meet with the Council's Chief Executive to discuss the matter further.</i></p>	Principal and CEO
B24/06	<p>RESOLVED: that the Principal's report be noted. The following would be actioned</p> <ul style="list-style-type: none"> • Circulate a copy of the video from the Blue Plaque unveiling to Board 	Clerk to the Governors
	<p><u>VICE-PRINCIPAL'S ACADEMIC REPORT</u></p>	
B24/07	<p>The Vice-Principal presented his academic report and highlighted the key points, including</p> <ul style="list-style-type: none"> • Progress on DAP • Position of Dance degree programmes across all institutions/ sector • Requirement for content of Degree programmes to be industry relevant to enable students to progress into employment. Potential for new degree programme to commence September 2026 and appeal to wider recruitment cohort with larger Universities closing dance offerings. Graduates must enter employment at £27k otherwise deemed to not produce a graduate in employment figures. • Institutions reducing dance offering as facilities are a premium and space can be used for greater financial viability. • Dance has declined on the school curriculum, but Government Ministers are working to reignite dance policy / community engagement and there is hope for a change going forward. • Data Futures – ready to submit with no errors. Transparency statement will be published on website. • Staff Student Relationship – noted was on agenda for meeting but provided context into the importance of this within the sector following release of research. • Partnerships continue to be managed and developed via VP's role on Dance HE where 96 institutions are members. 	

B24/08	RESOLVED: That the Vice-Principal's Academic Report be noted.	
	<u>NATIONAL STUDENT SURVEY REPORT</u>	
B24/09	<p>Members received the National Student Survey report and noted that the School had been ranked second for dance and drama in the Guardian across 86 institutions.</p> <p>The VP reported that only 3rd year students are approached to complete with a 93% completion rate from NSCD which was up 6% on previous year and a strong performance against the sectors average of 72%.</p> <p>The VP outlined corrective actions formed part of the Whole School Action Plan. Of areas to note were around 'favouritism' and 'perceived relationship' vs 'professional relationship'. A range of workshops will be planned for students on feedback with year groups. It was noted that panels need to remain diverse and inclusive, tutors to be asked to complete a bias assessment all of which will inform a new criterion.</p>	Principal/VP
B24/10	RESOLVED: That the National Student Survey Report be noted and that the staff be commended for the results.	Principal/VP
	<u>ANNUAL PROGRAMME MONITORING REVIEW</u>	
B24/11	The Board received the Annual Programme Monitoring Review which was formally approved.	
B24/12	RESOLVED: That the Annual Course Monitoring Report be received and approved.	
	<u>GOVERNANCE</u>	
B24/13	<p>The Board had received several paper containing a number of recommendations in relation to governance which were presented by the Clerk to Governors.</p> <p>The Chair of the meeting requested for Governors to be represented at Senate and preferences for this to be an individual with Academic insight and rigour.</p>	
B24/14	<p>RESOLVED:</p> <p><i>i. That the Board note the extension of Peter Moizer as Chair through to the end of the Academic Year 24.25 to ensure continuity through the FDAP Process.</i></p> <p><i>ii. The appointments of new Governors to various NSCD Sub committees to ensure each committee has sufficient members.</i></p> <p><i>iii. That the additions of 2 members of staff – Finance Manager and Clerk to the Board for signatures for Bank accounts be approved.</i></p> <p><i>iv. That any Governor with an interest in representing the Board at Senate to confirm to the VP / Clerk to the Board.</i></p>	
	<u>ACCOUNTABILITY</u>	
	<u>Annual report of Compliance with the OfS Conditions of Registration</u>	
B24/15	<p>The Board had received an annual report on compliance with the OfS Conditions of Registration and noted that this provided evidence that the School continued to comply with the ongoing conditions of registration.</p> <p>The school are ahead of the timeframes to implement Staff / Student relationships, and the VP noted that further work is underway regarding Sexual Harassment ahead of legal changes.</p> <p>The Board discussed the financial sustainability and noted the gap of £650k would reduce following the Finance Committee and their review of the APR.</p>	

	It was noted that GDPR / Data actions needed to be progressed, and it was confirmed they would be addressed in the forthcoming Audit committee.	
B23/16	<p>RESOLVED: That the Annual Report on Compliance with the OfS Conditions of Registration be approved.</p> <p>It was agreed that the document be amended to assign each action to a postholder for accountability and for deadlines to be monitored.</p>	VP
	Annual Equality Monitoring Action Plan Review	
	<p>The Principal presented the Annual Equality Monitoring Action Plan review and highlighted the key points, including</p> <ul style="list-style-type: none"> • Confirmation of the 4 priorities for the year ahead • Priorities had been selected via consultation conducted via an independent facilitator • Survey was now underway with all staff, and this would be extended to Governors. • EEDI feeds in internally to Quality office, Student Union, Staff HR. <p>The Governors asked questions around reporting of concerns, and it was noted that these were micro aggressions which were being managed and in terms of scale were small with 5 reports. Interventions and actions were taken accordingly. It was noted there would be work required to make the reporting process visible to external users of the school and how this workflow is then managed.</p>	
	<u>POLICIES</u>	
	<u>Staff and Student Personal Relationship Policy</u>	
B24/17	<p>The updated Staff and Student Personal Relationships Policy had been circulated and it was noted that the key change requested from the previous version had been made. These were namely the inclusion of the student union into the policy and the Vice-Principal was now the responsible person in terms of decisions with escalation to the Principal.</p> <p>It was noted that strong consultation had taken place following commencement in January 23 and this heavily involved students. It was not anticipated at this moment that any disclosures would be forthcoming, but systems were now in place should they arise with appropriate measures to manage.</p> <p>It was noted that there remained a discouragement around staff /student relationships as the policy doesn't enforce an outright ban.</p> <p>The stance on relationships with under 18's remains in place.</p>	
B24/18	RESOLVED: That the Staff and Student Personal Relationships Policy be approved. It was noted further amends may be required following OfS instruction.	
	<u>MANAGEMENT ACCOUNTS – QUARTER ENDED 31 JULY 2024</u>	
B24/19	<p>The Board received a copy of the management accounts to 31 July 2024. It was noted that the Finance and Resources Committee were meeting on 7 November and so had not been reviewed and scrutinised by this committee.</p> <p>The DoF asked the Governors to note the following</p> <ul style="list-style-type: none"> • Surplus of £752 against a predicted loss • £843k variable allowance • Grants account directive had been changed previously and this now ensures that grant income is released in year as soon as it becomes conditional. 	

	<ul style="list-style-type: none"> • £679k of grant released as Auditors now deem one grant has met the conditions of repayment. • Cash prediction improved slightly across the year. • General position is stable with £5.9m in cash and no debt. <p>It was noted that work was underway on future income generation from each degree programme and to have specific cost analysis for each to determine future viability.</p>	
B24/20	RESOLVED: That the management accounts to 31 July 2024 be noted subject to comment and review by the Finance and Resources Committee on 7 November.	
	COMPLIANCE	
B24/21	<p>The Board received copies of the Health and Safety Annual Monitoring Report 2023—24 and the Safeguarding Annual report 2023-24, along with the Senate Terms of Reference for 2023-24 and Safeguarding and Prevent Terms of Reference for 2023-24.</p> <p>In relation to the Safeguarding report, it was noted that trend increases were around online and trolling abuse. It was confirmed that a conviction had been achieved with NSCD supporting both West Yorkshire and West Midlands police regarding an incident.</p> <p>The Governors noted the situation regarding recent events both locally and nationally including Southport and Leeds rioting. The Principal and VP both confirmed that strong relationships existed with key stakeholders and that due diligence was very strong around safeguarding.</p>	
B24/22	RESOLVED: <ol style="list-style-type: none"> That the Health and Safety Annual Monitoring Report 2023-24 be noted That the Safeguarding Annual Report 2023-24 be noted. That the Senate Terms of Reference for 2023-24 be noted. That the Safeguarding and Prevent Terms of Reference for 2023-24 be noted. 	
	MINUTES	
B24/23	<p>The Board received and noted the following Committee minutes:</p> <ol style="list-style-type: none"> Finance and Resources Committee – 25 June 2024 Audit committee – 5 July and 16 July 2024 Nominations and Governance Committee – 2 July 2024 Senate – 18 July 2024 Remuneration and Staffing Committee – 18 June 2024 Remuneration and Staffing Committee – 18 June 2024 – (Confidential minute) 	
	AOB	
	<p>It was noted by the Chair of the meeting that the first meeting of the NSCD Development Group had taken place on 17 October. The group were focussing on the plans for the 40th celebrations of NSCD which would also mark 20 years of CAT.</p> <p>The group had discussed finance, fundraising, creative ideas and programming, resources and overall strategic process and plans.</p>	

	<p>The group would split into two focus groups i) Strategy and Finance ii) Creative planning.</p> <p>The VP thanked the Governors / Board for their role as critical friends.</p> <p>The Principal offered the new Governors the opportunity to meet with any staff and enhance their induction further.</p> <p>Mike Rofe on behalf of the Inspection team of FDAP thanked the Board for the opportunity to observe the meeting and that would join again in November to observe the Board meeting and to host the selected Governor question session.</p>	
B24/24	<p><u>DATE OF NEXT MEETING</u></p> <p>It was noted that the next meeting would be held on Tuesday 19 November at 5pm.</p> <p>The meeting would take place online and joining links would be distributed.</p>	
	<p>The meeting closed at 6.40pm</p>	