

Board of Directors 07.12.2022



Board of Directors

Minutes of the meeting held on 7th December 2022

Point Blank Music School - Zoom

In attendance

Jules Brookes – Director, Head of Provider, Chair
Keith Harris - Non-Executive Director
Peter Black – Non-Executive Finance Director
Rob Cowan – Director, CEO
Anwar Hamad – General Manager, Clerk
Andrew Gower – Non-Executive Director

Apologies

Mulika Sannie – Non-Executive Director

Matters arising and adoption of previous meeting minutes

- i There were no matters arising and the previous minutes were adopted.

Items for report and discussion

Approve Anwar Hamad as new director on the Board

- i The board voted to approve Anwar Hamad as an Executive Director of Point Blank. This will be announced to the company on Monday 9th January. Companies House will be notified of the appointment.

Review Head of Provider's report

- i The Head of Provider provided an update on recruitment figures, funding grants, the Penn Street expansion, staff recruitment and the sector in general.
- ii No comments were raised with regards to the Head of Provider report.

Board of Directors 07.12.2022

Premises expansion update

- i The CEO provided an update on the expansion project. The planning process has been completed and the School is now tendering for the works through a project management company. The School will receive the tenders after Christmas and this will provide a more accurate forecast for the cost of the project.
- ii The CEO estimated the works will be completed by June.

Adopt the management accounts for the quarter ended 30.09.2022

- i No further queries were raised outside of the Audit and Value for Money Committee and the management accounts were adopted.

Adopt the 2023 forecast

- i No queries were raised and the forecast for 2023 was adopted.

Academic Board report

- i A Non-Executive Director raised a question about attendance and the TEF submission.

The Head of Provider commented on the TEF submission and that this was being led on by the Head of Quality and Assessments with support from other staff.

The General Manager commented on the attendance query which related to the Foundation Year April 2022 intake and noted the issue was resolved in the following term.

- ii The Head of Provider raised a question about the setting of entry requirements and how they are communicated to potential applicants. The Head of Provider confirmed that the published admissions criteria are drawn directly from the programme documents validated by Middlesex University.
- iii The Research paper presented by the Academic Board was discussed. It was suggested that the School could ask two senior lecturers to put forward a proposal for a pilot.

A Non-Executive Director suggested that the proposal should be aligned to the strategy of the School and that it should explore an aspect of learning and teaching relevant to student progression into the Music Industry.

It was agreed that a meeting with the Head of Provider and Head of Education and Curriculum should take place to discuss the idea further.

Board of Directors 07.12.2022

EXCO report

- i The Directors discussed the staff benefits which were recently introduced and that the proposal has been received positively by employees.

Recommendations resulting from the Audit and Value for Money Committee

- i The General Manager will provide information on student numbers of the accelerated programmes for the next meeting.
- ii The Head of Provider or Finance Director will contact Kreston Reeves to inform them of the decision regarding internal audit.
- iii The General Manager will review the high level risks in the Risk Register.

Approve Director's remuneration

- i This was approved at the Audit and Value for Money Committee and dividends to the holding company were approved for payment as per the budget. It was noted the Director's remuneration will remain the same as it has done for the past three years.

A.O.B.

- i The Directors discussed attending one meeting in 2023 in person. The Board meeting in March was pencilled in for this as the Remuneration Committee will also be taking place.

Actions Table

No.	Action	Deadline	Assigned to
1	The Head of Provider to discuss the research proposal with the Head of Education and Curriculum	By next meeting	JB



Jules Brookes, Director, Head of Provider, Chair