

Board of Directors 08/12/2021



Board of Directors

Minutes of the meeting held on 8th December 2021

Point Blank Music School - Zoom

In attendance

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

Apologies

None

Welcome

- i The Board members and attendees introduced themselves for the benefit of the new member of the Board, Mulika Sannie, and she provided background on her experience and achievements which encompass the music industry, law, Google and diversity.

Matters arising and adoption of previous meeting minutes

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

Items for report and discussion

Appointment of Mulika Sannie as a non-executive director

- i The Board voted in Mulika Sannie as a Non-Executive Director.

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Head of Provider's report

- i The Head of Provider provided a summary of the written report that was included in the pack, in particular highlighting this was an opportunity to reflect and review the operations of the School with a focus on the quality of the courses and student experience. This includes:
 - o Streamlining the admissions process, making it less burdensome on applicants to apply.
 - o Offering different ways for applicants to show their potential to succeed to allow more students from underrepresented groups to access Point Blank higher education courses.
 - A Non-Executive Director pointed out that the School would need to consider the additional student support required with this strategy.
 - The Head of Provider agreed and stated that this was being looked at and that we need to increase our provision in student support to fulfil this strategy.
 - A Non-Executive Director suggested the School partner with a college that teaches English for additional support. The Head of Provider provided an update on the School's plans to provide English language support and that the School is looking at hiring additional resource in this area.
 - o The School is also looking at the assessment process and the assignments themselves to further support successful outcomes for students whilst ensuring they meet the required learning outcomes. The School is seeking to change the culture around submissions to encourage students to submit their assignments to the best of their ability within the deadlines provided.

Review Academic Board Report

- i The Board of Directors acknowledged that the Academic Board has listened to its feedback around taking action where appropriate. They passed on their thanks to the Head of Education and Curriculum for engaging with the feedback from the previous meeting.
- ii A Non-Executive Director noted that further consideration could be made to link actions back to overall objectives and KPIs of the company and APP.
- iii The Board discussed the timeline for submitting the Academic Board report and it was noted the report was provided one week before it was required and that the Head of Education and Curriculum should be informed of this extra week to ease pressure.

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- iv The number of committees and working groups was noted and it was suggested that the General Manager complete a review of committee and working groups to ensure they are all still fit for purpose.
- v The Board discussed whether the School should using the term “BAME” as a descriptor. The Non-Executive Directors noted that this discussion can detract from the real issue of equality and diversity and that action should be the priority. This needs to be reviewed and the School is open to accepting a change of approach.
- vi The Board drew assurances around the actions in relation to the foundation year and the other items for discussion from the report. The Board looks forward to the proposal regarding the potential of offering a master’s programme.
- vii It was noted that the General Manager should prepare a list of relevant acronyms for the benefit of Non-Executive Board members.

Review the report from the Executive committee

- i. The General Manager provided an overview of the EXCO report.
- ii. The Board also thanked the General Manager for engaging with the feedback from the previous meeting.
- iii. No comments were raised in relation to the report.

Adopt the Management accounts for the quarter ended 30/09/2021

- i. The management accounts were adopted.

Adoption of budget for 2022

- i. The budget for 2022 was adopted.

Appointment of external auditor for 2021

- i. The Board approved the re-appointment of PM+M as external auditor for 2021.

Recommendations resulting from the Audit Committee Meeting

- i. To re-word the statement on page 4 of the Management Accounts to more accurately reflect how the OfS grant income is allocated.
- ii. To provide a summary of the key numbers in the accounts.

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- iii. The School will engage with Kreston Reeves for internal audits in the future based on their recommendation from the risk register for example employment practices, GDPR, regulatory requirements etc...
- iv. The committee highlighted that the presentation of the KPIs should be considered for the next meeting to make them easier to review.
- v. The committee recommended that the General Manager provide a short quarterly report on departmental budgets moving forward.
- vi. The following comments were made regarding individual risks:
 - a. Risk 1.3 – consider reducing net risk from high.
 - b. Risk 3.9 – this should be combined into the general student recruitment risk 5.1.

A.O.B.

- i. The Head of Provider provided an update on HECOS codes, which are being reviewed and will be changed to more accurately represent the subjects covered in the courses.
- ii. The Head of Provider provided an update on the Point Blank Recordings which achieved over 2.9 million streams on Spotify in its first year. As part of this project, the School is now focussing on publishing and the Directors have set up a new publishing company to sign new talent from the School and beyond.
- iii. The CEO provided an update on the Penn Street re-development. The School is still waiting for an update from the Council regarding the planning application in order to proceed.

Dividends

- i. Dividends to the holding company were approved for payment as per budget and in accordance with the performance of the School.

Actions Table

No.	Action	Deadline	Assigned to
1	The General Manager to speak to Head of Education and Curriculum regarding timeline of submitting report.	31/12/2021	AH
2	The General Manager to review committees and working groups	Next board meeting	AH
3	The General Manager to prepare a list of acronyms	Next board meeting	AH



Jules Brookes, Director, Head of Provider, Chair