



Board of Directors

Minutes of the meeting held on 14th June 2022

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
Mulika Sannie – Non-Executive Director

Apologies

Anwar Hamad – General Manager, Clerk

Matters arising and adoption of previous meeting minutes

- i A Non-Executive Director requested an update regarding the summer schools, as this was noted previously as a strategy to increase the number of students during the summer term. The CEO noted that the courses designed for younger students which also contribute to the School's outreach strategy are doing well. The adult summer school course however did not attract enough interest to run, which is likely due to the ongoing effects of the pandemic and Brexit.
- ii There were no other matters arising and the previous minutes were adopted.

Items for report and discussion

Head of Provider's report

- i The Committee discussed the detailed consideration being given to ensuring that both the needs of students on professional training courses and students on prescribed Higher Education programmes were being met. It was noted that a differentiated experience is required between what are two different cohorts of students. The Head of Provider explained

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the rationale for the current approach and how the School is looking into creating separate experiences for both sets of students to meet their needs.

- ii A Non-Executive also noted that School was currently experiencing a higher than usual turnover of staff. The Head of Provider confirmed that this was recognised and is being explored, noting it was a competitive time for employers. Contributing factors may include: salary points and pay spine, benefits, staff training and development and management. It was also noted that many of the leavers were junior employees joining during the pandemic and are now moving onto a new opportunities aligned to their interests, or have been here for a number of years.
- iii It was also noted that the growth and fluctuations in student numbers was a concern, however that the School is still growing but not at the projected rate.

Premises expansion update

- i The CEO provided an update that planning consent for the Penn Street expansion has been granted and the agreement for lease is now with the landlord. Architects, a project manager as well as M&E and fire specialists are lined up to take the project forward. It was noted that a non-material change to planning may be required but the hope was that the works can start in September 2022.
- ii An Executive Director noted that the School will have more accurate projections of the project costs soon, but will have sufficient capital to fund most of the project. An Executive Director noted the School could secure a loan if required.
- iii The Board gave approval for the works to start works in September without requiring further approval of costs.

Adopt the annual accounts for year ended 31/12/21

- i It was noted that although turnover for 2020 had increased by approximately £1m in comparison to the previous year, the School's profitability had decreased.
- ii No other comments were raised and the annual accounts were adopted.

Adopt the Management accounts for the quarter ended 31/12/2021

- i The management accounts were adopted.

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External audit update

- i A Non-Executive Director noted that the external audited statements were approved in the previous committee meeting.
- ii The Committee approved re-appointing PM&M for the next audit.

Academic Board report

- i The Board discussed the Academic Board report and raised the following comment:
 - a. The report should be more specific about the issues being identified and what the actions are to address the issues.

EXCO report

- i The Board discussed the EXCO report and no additional comments were raised that have not already been discussed.

Recommendations resulting from the Audit and Value for Money Committee

- i Investigate issue raised through audit regarding nominals when authorising invoices.
- ii Provide recommendation regarding the language used on page 5 which could be changed in relation to CUC guidelines and codes appropriate to the School.
- iii Provide a written summary of the US online school and where students are being accounted.
Internal fire alarm test
- iv Investigate conducting internal security check and provide policies and procedures relating to data security.

Recommendations resulting from the Nomination and Remuneration Committee

- i The General Manager will speak to the HR Manager to see if a system can be put in place to support managers with this process.

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.

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A.O.B.

- i No other business was raised.

Actions Table

No.	Action	Deadline	Assigned to
1	Investigate FDAPS and look into the areas noted within the minutes.	Next committee meeting	JB



Jules Brookes, Director, Head of Provider, Chair