

Board of Directors 14.09.2022



Board of Directors

Minutes of the meeting held on 14th September 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

Mulika Sannie – Non-Executive Director

Anwar Hamad – General Manager, Clerk

Apologies

Andrew Gower – 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

Head of Provider's report

- i The Board discussed the rate of employee resignations and noted there has been a decrease in recent months, however there is still work to do on staff retention. In addition to improving the sessional hourly rate and moving the annual pay review in 2023 earlier, the School is also considering a range of different new benefits to improve the current package.
- ii The Non-Executive Finance Director noted that the Government mini-budget is set to be released next week which could have implications to the School and benefits.

Premises expansion update

- i The CEO provided an update on the expansion and noted that the teams are in now in place and designs are progressing. The local authority has also approved that small internal changes can

Board of Directors 14.09.2022

now be made through an NMA (non-material amendment) planning application. There has been some delay as the landlord's architect is now no longer on the project due to illness and there are a number of outstanding items. It was noted that the lease cannot be signed until all these items have been completed.

Adopt the management accounts for the quarter ended 30.06.2022

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

Academic Board report

- i A Non-Executive Director requested a list of acronyms be provided with the next report in an appendix. The Board also noted the suggestion to improve engagement with termly feedback forms by offering an incentive, and asked the Head of Education and Curriculum to take this forward. The General Manager will liaise with the Head of Education and Curriculum on these items.

EXCO report

- i The Board requested that the section to note any reported incidents be re-worded in future to avoid any potential misinterpretation.
- ii A Non-Executive Director noted that the School could market the length of time the Online School has been running so students are aware how established it is and that it was not created just as a result of the pandemic. The CEO will incorporate this suggestion into the School's marketing.

Recommendations resulting from the Audit and Value for Money Committee

- i Provide a SWOT analysis of competitors by next committee meeting.
- ii Discuss Employability Board with Head of Marketing and Communications.
- iii Investigate data protection procedures and training, and update data protection policy with recommendations.
- iv Review APP and OFS grand funding spends in report.

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.

Board of Directors 14.09.2022

A.O.B.

- i The Non-Executive Finance Director noted that the Office for Students have removed the additional two extra months that were provided for the financial return due to the pandemic. The Board meeting in March 2023 will need to approve the draft financial statements.

Actions Table

No.	Action	Deadline	Assigned to
1	Liaise with the Head of Education and Curriculum to provide an appendix in the Academic Board report and investigate incentives for students to complete the termly feedback forms.	Next Board meeting	AH
2	The section within the EXCO report to note any reported incidents by re-worded in future for further clarity.	Next Board meeting	AH
3	Incorporate the age of the Online School into the marketing strategy	ASAP	RC



Jules Brookes, Director, Head of Provider, Chair