



Board of Directors

Minutes of the meeting held on 17th June 2021

Point Blank Music School - Zoom

In attendance

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

Apologies

None

Welcome

- i. The Chair welcomed the members to the meeting.

Matters arising and adoption of previous meeting minutes

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

Head of Provider report

- i. The Head of Provider reported enrolments were high for higher education courses and provided a recap on recruitment for practical courses for the London and Online schools as per the Audit and Value Committee. It was noted that this area requires attention as the pandemic has taken a toll on recruitment for the London School's practical courses. The CEO noted there has also been a reduction in recruitment for practical courses in the Online School as restrictions are being eased and the appetite for studying online has decreased. The Head of Provider suggested that the practical and Online School offering might be re-positioned to

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help increase interest in non-academic provision alongside the higher education provision which continues to grow.

- ii. The Head of Provider discussed new course provision including a new Music Production and Vocal Performance degree which will launch in September 2022. This is a very exciting addition to the portfolio as it will cater for new type of student who previously may not have studied at Point Blank. The course will run as a one year practical diploma from September 2021 to help with the design of the HE curriculum.
- iii. The Head of Provider provided an update on staffing and recruitment and noted that the School now has circa 160 employees on payroll. This figure includes sessional staff and the School is encouraging lecturers to work at Point Blank on a part-time basis to allow them to remain connected and work in the industry. The Head of Provider provided an update on the latest staff recruitment activities including roles the School has out to tender currently.
- iv. The CEO provided an update on the proposed expansion at Penn Street. The last planning application was rejected due to an issue with the location of the entrance and as such, a third application has been submitted with the entrance changed to the front of the building. The School has addressed any issues that were raised in previous applications and is now awaiting the Council's response.

Adoption of audited financial statements for year ending 31st December 2020

- i. The Audit committee recommended that the Board adopt the Audited Financial Statements for the year ended 31st December 2020 following confirmation from PM+M, the external auditors, that they will provide a clean audit opinion.
- ii. The Head of Provider proposed that the financial statements be adopted by the Board and this was agreed unanimously. The Members authorised the Head of Provider and CEO to sign the Financial Statements on behalf of the Board.

Review of Academic Board report

- i. It was noted by a non-executive director that the quality of the Academic Board report has improved significantly which is a sign of how the School has progressed with the development of its internal controls.
- ii. The Board discussed the non-continuation rate for BAME students and that this should be monitored in light of the new schemes being introduced and taking effect, such as the Mentoring and Personal Tutoring schemes.
- iii. A non-executive director noted the section regarding English Language support and whether a short impactful course could help students in this area. **ACTION:**

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run a focus group with students who accessed support to see how we could have supported them further.

Review of Executive Committee report

- i. A non-executive director commented on the proactive work regarding the NSS results as well as upskilling of staff.
- ii. The General Manager provided an update on department budgets and noted the areas highlighted in the report could require further budget, but also noted that some areas were well below budget as a result of the pandemic. **ACTION: budget to be reviewed by the General Manager, CEO and Managing Director with a view to possible redistribution of budgets.**
- iii. The report was approved noting that a discussion regarding budgets will take place outside of this meeting and the Risk Register will be updated as per actions from the Audit and Value Committee.

Adoption of management accounts pack for Q1 2021

- i. The management accounts for Q1 2021 were adopted.

Review recommendations of Audit and Value Committee:

- i. The Senior Manager at PM + M Solutions will provide a signable version of the accounts to be signed by the Executive Directors.
- ii. Review department budgets for another quarter before possibly amending the budgets, however the GM, MD and CEO could have an initial review in the meantime.
- iii. Update Risk Register with actions mentioned and also check colour coding is correct for all risks.
- iv. General Manager to check if October term dates move to September.

The option of moving the financial year to align to the academic year was discussed further. If this option was agreed, it would most likely go ahead for September 22. **ACTION: discuss possibility of moving financial year to align with academic year.**

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Approval of dividend

- i. Salary and dividends were approved for payment as per budget and in accordance with the performance of the School.

Any other business

- i. Andrew requested that minutes from the previous meeting are included in the packs moving forward and if possible to put all the documents in one document pack. **ACTION: previous minutes to be included in pack and pack to be one document.**

Actions Table

No.	Action	Deadline	Assigned to
1	Board agreed to adopt the statements and Claire Layton (Senior Manager at PM+M Solutions) will send through signable accounts as well as a letter of representation for the Head of Provider and CEO to sign	ASAP	PM + M Solutions
2	Run a focus group with students who accessed support to see how we could have supported them further	Before next meeting	Head of Education
3	Budget to be reviewed by the General Manager, CEO and Managing Director with a view to possible redistribution of budgets	Before next meeting	GM, MD, CEO
4	Previous minutes to be included in pack and pack to be one document	Before next meeting	MD
5	Discuss possibility of moving financial year to align with academic year	Before next meeting	Jack Ross, CEO, MD, GM



Jules Brookes, Director, Head of Provider, Chair