

<b><u>NORTHERN SCHOOL OF CONTEMPORARY DANCE</u></b>		
<b><u>BOARD OF GOVERNORS</u></b>		
<b>Minutes of the meeting of the Board of Governors held on 19 July 2022 via Zoom.</b>		
<b>Present:</b>	Peter Moizer (Chair), Sharon Watson (Principal), Theresa Beattie, Kate Buckham, Gary Clarke, Tamsin Cooper, Vinny Leach, Ben Mitchell, Phil Sanger, Peri Thomas	
<b>In attendance:</b>	Vice-Principal and Director of Studies, Director of Finance and Resources, and Clerk to the Governors	
<b>Apologies:</b>	Mark Baker, Jonathan Pryor, Cathy Myles, Zoobin Surty	
		<b>Action</b>
	<b><u>DECLARATIONS OF INTEREST</u></b>	
<b>B21/74</b>	There were no declarations of interest.	
	<b><u>MINUTES OF THE LAST MEETING</u></b>	
<b>B21/75</b>	The minutes of the meeting held on 12 May 2022 were reviewed and approved as an accurate record.	
	<b><u>MATTERS ARISING ON THE MINUTES</u></b>	
<b>B21/76</b>	The action log was received and the contents noted.	
	<b><u>PRINCIPAL'S REPORT</u></b>	
<b>B21/77</b>	<p>The Board considered the Principal's Report which included:</p> <ul style="list-style-type: none"> <li>• The current landscape</li> <li>• CDD transition</li> <li>• NPO</li> <li>• Leeds 2023</li> <li>• Leeds Dance Partnership</li> <li>• Capital/estates</li> <li>• Staffing</li> <li>• Recruitment</li> <li>• Learning and Participation</li> <li>• Access and Participation update</li> <li>• NSCD +</li> <li>• Centre for Advanced Training</li> <li>• Projects update</li> <li>• Marketing</li> </ul> <p>Governors also noted the illustrative timeline for the proposed members' voluntary liquidation of CDD. It was noted that the exit strategy appeared to be progressing smoothly.</p> <p>The CEO and Principal highlighted the benefits of relationships with further education and the discussions taking place through the Leeds Learning Alliance. She also highlighted the need to look at business development opportunities and welcomed the involvement of the Board in those discussions.</p> <p>Governors noted the wish to review support for freelancers and the opportunities to provide greater security for them. It was highlighted that many were former students and that it had been a particularly difficult time for them recently. Members recognised that many of the key structures and leadership in the region were</p>	

	<p>changing and promoting a healthy dance environment that encouraged dancers to stay in Leeds would also be beneficial.</p> <p>The Board discussed the opportunities around Leeds 2023 for the School, particularly in raising funds, and members were invited to let the Chair or Clerk know of any suggestions.</p>	
<b>B21/78</b>	<b>RESOLVED: That the Principal's report be noted, including the illustrative timeline for the proposed members' voluntary liquidation of CDD.</b>	
	<b><u>VICE-PRINCIPAL'S ACADEMIC REPORT</u></b>	
<b>B21/79</b>	<p>The Vice-Principal presented his Academic Report which included:</p> <ul style="list-style-type: none"> <li>• COVID-19 updates</li> <li>• OfS updates</li> <li>• Variations to the APP</li> <li>• Admissions and recruitment</li> <li>• Academic delivery highlights</li> </ul> <p>It was reported that the submission for world-leading small provider funding had been made and that a decision may not be received for several months.</p> <p>Following successful registration with the OfS in June 2022, it was noted that this would allow the School to access opportunities that it might not have otherwise, and a capital bid had also been submitted for a two-phased project for the Riley Theatre and an institute of community wellbeing.</p> <p>Staff and students had been consulted on the possible application for degree awarding powers and this would be brought to the Board at its meeting in October 2022.</p> <p>A document setting out variations to the Access and Participation Plan had been circulated separately to Board members, although it was noted that only a few variations had been required. It was noted that a new APP would be required in 2023.</p> <p>Governors noted that introduction of the Cert HE in Cultural Dance Forms had been postponed to September 2023 and that it would be a priority in the new academic year, along with the MA Dance Teaching.</p>	
<b>B21/80</b>	<p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li><b>i. That the Vice-Principal's report be noted</b></li> <li><b>ii. That an update on the application for degree awarding powers be submitted to the October Board meeting.</b></li> </ol>	<b>Vice-Principal</b>
	<b><u>STRATEGIC PLAN KPIS UPDATE</u></b>	
<b>B21/81</b>	The Board received an updated on the Strategic Plan KPIS and noted the contents. The new Strategic Plan was to be considered at the Away Day on 30 September.	
<b>B21/82</b>	<b>RESOLVED: That the Strategic Plan KPIS update be noted.</b>	
	<b><u>FINANCE</u></b>	
	<b><u>Initial budget 2022-23</u></b>	
<b>B21/83</b>	The initial budget for 2022-23 had been circulated following consideration by the Finance and Resources Committee. It was noted that there remained a number of unknowns for the new academic year, including whether the School would be granted ISTA funding. The biggest challenges were around pay and inflation. An	

	<p>analysis of teaching hours was taking place to identify where any savings might be made.</p> <p>It was recognised that there were challenges nationally regarding pay, and that the priority was to help those on the lower salaries.</p> <p>Governors highlighted the need to prioritise measures to increase income and deliver cost savings. It was recognised that it would be increasingly challenging to deliver a high cost, high quality product with the existing funding, and that would be an even greater challenge without ISTA funding. It was noted that there was a one-off amount of £200k from CDD reserves included in the 2022-23 budget, but this would not be repeated. The Chair highlighted that the financial challenges would be a priority for discussions at the Away Day in September 2022.</p>	
<b>B21/84</b>	<b>RESOLVED: That the initial budget for 2022-23 be noted, recognising that there were a number of uncertainties at the current time.</b>	
	<b>Tuition Fee Policy 2023-24</b>	
<b>B21/85</b>	The updated Tuition Fee Policy for 2023-24 had been circulated and it was noted that it was proposed to retain the same structure for fees and existing fee levels.	
<b>B21/86</b>	<b>RESOLVED: That the Tuition Fees Policy for 2023-24 be approved.</b>	
	<b><u>ENVIRONMENTAL SUSTAINABILITY ACTION PLAN AND POLICY</u></b>	
<b>B21/87</b>	The Environmental Sustainability Action Plan and Policy had been circulated, following discussion at the recent Finance and Resources Committee meeting.	
<b>B21/88</b>	<b>RESOLVED: That the Environmental Sustainability Action Plan and Policy be approved.</b>	
	<b><u>POLICIES</u></b>	
	<b>Complaints Policies and Procedures</b>	
<b>B21/89</b>	The Board had received a paper setting out the School's Complaints policies and procedures and noted the contents.	
<b>B21/90</b>	<b>RESOLVED: That the School's complaints policies and procedures be noted.</b>	
	<b>Whistleblowing Policy</b>	
<b>B21/91</b>	The updated Whistleblowing Policy had been circulated to the Board on the recommendation of the Audit Committee. It was noted there were no substantive amendments.	
<b>B21/92</b>	<b>RESOLVED: That the revised Whistleblowing Policy be approved.</b>	
	<b><u>GOVERNANCE MATTERS</u></b>	
	<b>Internal Audit Plan 2022-23</b>	
<b>B21/93</b>	The proposed internal audit provision and plan for 2022-23 had been circulated following discussion by the Audit Committee. It was proposed to retain KCG as internal auditors for an initial period following the School's independent registration with the OfS. The Audit Committee had considered the proposed plan of work for 2022-23, in the first instance, which had been circulated to the Board.	
<b>B21/94</b>	<b>RESOLVED:</b> <ol style="list-style-type: none"> <li>i. That KCG be appointed as internal auditors, for a 3-year period from August 2022.</li> <li>ii. That the internal audit plan for 2022-23 be approved.</li> </ol>	

	<b>Governance Framework</b>	
<b>B21/95</b>	The School's Governance Framework had been circulated and it was noted that it had been reviewed and recommended by the Nominations and Governance Committee.	
<b>B21/96</b>	<b>RESOLVED: That the Governance Framework be approved.</b>	
	<b>Policy on the recruitment and appointment of Governors</b>	
<b>B21/97</b>	The Policy on the recruitment and appointment of Governors had been circulated and it was noted that it had been reviewed and recommended by the Nominations and Governance Committee.	
<b>B21/98</b>	<b>RESOLVED: That the updated Policy on the recruitment and appointment of Governors be approved.</b>	
	<b>STRATEGIC RISKS</b>	
<b>B21/99</b>	The strategic risks had been circulated and the Board noted that the full risk register had been considered by the Audit Committee at its recent meeting.	
<b>B21/100</b>	<b>RESOLVED: That the Strategic risks be noted.</b>	
	<b>MANAGEMENT ACCOUNTS – QUARTER ENDED 30 APRIL 2022</b>	
<b>B21/101</b>	The Board received a copy of the management accounts to 30 April 2022 that had previously been submitted to the Finance and Resources Committee.	
<b>B21/102</b>	<b>RESOLVED: That the management accounts to 30 April 2022 be noted.</b>	
	<b>MINUTES</b>	
<b>B21/103</b>	The Board received and noted the following Committee minutes: <ul style="list-style-type: none"> <li>i. Finance and Resources Committee – 26 April 2022</li> <li>ii. Audit Committee – 22 March 2022</li> <li>iii. Nominations and Governance Committee -28 September 2021</li> </ul>	
	<b>ANY OTHER BUSINESS</b>	
<b>B21/104</b>	Governors were reminded to return their SWOT analyses in advance of the Away Day in September.  The Chair highlighted that there were three vacancies for independent governors and urged members to consider any contacts who may be suitable. In particular, there was a skills gap in relation to estates and property.  A question was asked about the student governor posts and it was noted that these would be advertised in the new academic year. The Vice-Principal agreed to encourage the Student Union President to apply.  Governors congratulated the CEO and Principal, and staff team on a successful year.	
<b>B21/105</b>	<b>RESOLVED:</b> <ul style="list-style-type: none"> <li>i. That governors should return their SWOT analyses in advance of the Away Day.</li> <li>ii. That governors give consideration to any contacts who may be suitable as potential governors.</li> <li>iii. That the Student Union President be encouraged to apply for a student governor position in the new academic year.</li> </ul>	

<b>B21/106</b>	<b><u>DATE OF NEXT MEETING</u></b> It was noted that the next meeting would be held on <b>25 October 2022 at 3pm</b> in the School. The Away Day would be held on the morning of Friday 30 <sup>th</sup> September 2022.	
	The meeting closed at 6.50pm	