

<u>NORTHERN SCHOOL OF CONTEMPORARY DANCE</u>		
<u>BOARD OF GOVERNORS</u>		
Minutes of the meeting of the Board of Governors held at 5pm on 21 November 2023 via zoom		
Present:	Peter Moizer (Chair), Sharon Watson (Principal), Jawad Ahmad, Mark Baker, Theresa Beattie, Kate Buckham, Gary Clarke, David Jones, Vinny Leach, Amaury Lebrun, Ben Mitchell, Cathy Myles, Griselda Togobo.	
In attendance:	Vice-Principal and Director of Studies, Chief Operating Officer and Director of Finance, and Clerk to the Governors	
Apologies:	None	
		Action
<u>DECLARATIONS OF INTEREST</u>		
B23/01	There were no declarations of interest. The Chair welcomed Griselda Togobo to her first meeting.	
<u>APPOINTMENT OF TEACHING STAFF GOVERNOR</u>		
B23/02	Amaury Lebrun left the meeting while the Board considered his appointment. The Board approved the appointment of Amaury Lebrun as the teaching staff Governor for a 4-year term, with immediate effect. Amaury Lebrun returned to the meeting.	
<u>MINUTES OF THE LAST MEETING</u>		
B23/03	The minutes of the meeting held on 11 July 2023 were reviewed and approved as an accurate record.	
<u>MATTERS ARISING ON THE MINUTES</u>		
B23/04	The action log was received and the contents noted. It was agreed that proposals for the strategic plan monitoring reports would be presented to the February meeting of the Board. The Chief Operating Officer and Director of Finance reported that the cost activity analysis would be presented to the next meeting of the Finance and Resources Committee. Governors noted that the guidance from the OfS on student sexual harassment and misconduct was still to be published and the final policy was not therefore available yet.	VP COO & Director of Finance
<u>PRINCIPAL'S REPORT</u>		
B23/05	The Principal presented her report, which included <ul style="list-style-type: none"> • NPO update • Staffing update • Capital/estates update • EDI • Prevent/Safeguarding • Leeds 2023 • Learning & Participation Update/Centre for Advanced Training 	

	<ul style="list-style-type: none"> • Events and Projects update • Access and Participation • Student recruitment • Marketing and Communciations <p><i>CONFIDENTIAL MINUTE</i></p>	
B23/06	RESOLVED: that the Principal's report be noted.	
	<u>VICE-PRINCIPAL'S ACADEMIC REPORT</u>	
B23/07	<p>The Vice-Principal presented his academic report and highlighted the key points, including</p> <ul style="list-style-type: none"> • Transition funding and DAP • Data futures • Strategic Plan • TEF • Partnerships <p>In response to a question, it was confirmed that a framework was in place for partnerships.</p>	
B23/08	RESOLVED: That the Vice-Principal's Academic Report be noted.	
	<u>NATIONAL STUDENT SURVEY REPORT</u>	
B23/09	<p>Members received the National Student Survey report and noted that the School had been ranked top for dance and drama in the Guardian. In response to a question, it was confirmed that students were now feeling more settled and that had been confirmed in the survey responses.</p> <p>Governors congratulated the School on impressive results and a question was asked about how this was being promoted. It was confirmed that there was a partial embargo and only headlines could be shared, but it was agreed to ensure it was shared with local press and the community.</p>	Principal/VP
B23/10	RESOLVED: That the National Student Survey Report be noted and that the news be shared in local press.	Principal/VP
	<u>ANNUAL PROGRAMME MONITORING REVIEW</u>	
B23/11	The Board received the Annual Programme Monitoring Review which was formally approved.	
B23/12	RESOLVED: That the Annual Course Monitoring Report be received and approved.	
	<u>GOVERNANCE</u>	
B23/13	The Board had received a paper containing a number of recommendations in relation to governance which was presented by the Clerk to Governors. It was recognised that a review of the Instrument and Articles had been discussed for some years and it was pleasing to have completed that work.	
B23/14	<p>RESOLVED:</p> <ol style="list-style-type: none"> That the Board note the end of the term of Phil Sanger as teaching staff Governor and thanks be expressed to him for his work. That a pay award of 3% for all staff other than senior postholders, who were subject to a separate process, be approved with effect from 1 	

	<p>December 2023, on the recommendation of the Remuneration and Staffing Committee.</p> <p>iii. That the revised Instrument and Articles as circulated be approved and adopted with immediate effect.</p>	
	<u>ACCOUNTABILITY</u>	
	<u>Annual report of Compliance with the OfS Conditions of Registration</u>	
B23/15	The Board had received an annual report on compliance with the OfS Conditions of Registration and noted that this provided evidence that the School continued to comply with the ongoing conditions of registration.	
B23/16	RESOLVED: That the Annual Report on Compliance with the OfS Conditions of Registration be approved.	
	<u>Audit Committee report to the Board 2022-23</u>	
B23/17	The Board considered the Annual Audit Committee Report to the Board for 2022-23 and noted that the purpose of the report was to provide the Board with the committee's assurance that reliance could be placed on the School's internal control systems and the work undertaken to promote economy, efficiency and effectiveness. The Chair of the Audit Committee highlighted the key points.	
B23/18	RESOLVED: That the Audit Committee report to the Board 2022-23 be noted.	
	<u>Remuneration Committee Annual report to the Board 2022-23</u>	
B23/19	The Board received the Remuneration Committee annual report to the Board 2022-23 which was presented by the Chair of the Remuneration Committee.	
B23/20	RESOLVED: That the Remuneration Committee report to the Board 2022-23 be noted.	
	<u>FINANCIAL MATTERS</u>	
	<u>Financial Statements 2022-23</u>	
B23/21	<p>The following statutory year end items were considered by the Board:</p> <ul style="list-style-type: none"> • Financial statements for the year ended 31 July 2023. • Audit Closing Report and Management Letter. • Management Letter of Representation. <p>The Annual Accounts showed a positive operating position for the School, with an operational surplus for the year of £670k compared with £11K in the previous year and a closing reserves balance of £6,013K compared with £4,943K the previous year. There was a pension fund surplus of £400k but this did not affect the School's cash or operating position.</p> <p>The COO and Director of Finance reported that the management accounts to 31 October 2023 would be shared with Finance Committee members prior to submitting them to the auditors who would then sign off the financial statements.</p> <p>It was noted that the Auditors had identified two quantitative misstatements relating to the reclassification of restricted income and estimated VAT liability.</p>	
B23/22	<p>RESOLVED:</p> <ol style="list-style-type: none"> i. That the Financial Statements for 2022-23 be approved for signature by the Chair of the Board of Governors ii. That the Letter of Representation be approved for signing by the Chair on behalf of the Board of Governors 	

	iii. That the Audit Closing Report and Management Letter be noted.	
	<u>Budget and Five-year Financial plan 2023-28 and AFR 2021-28</u>	
B23/23	The COO and Director of Finance presented the updated budget and five year financial plan, and Annual Financial Return, which had been considered earlier by the Finance and Resources Committee. She highlighted that the budget and forecasts showed a stable financial position for the period under review, with healthy cash and reserves, therefore meeting the statutory test for going concern and the OfS conditions of registration.	
B23/24	RESOLVED: i. That the Budget and Five-year financial plan for 2023-28 be approved ii. That the Annual Financial Return for 2021-28 be approved for submission to the OfS	
	<u>POLICIES</u>	
	<u>Safeguarding Policy</u>	
B23/25	The updated Safeguarding Policy had been circulated and it was noted that it had been reviewed by both the Safeguarding Governor and the Safeguarding Committee. The Safeguarding Governor reported that there had been a recent Prevent assessment by the OfS and staff in the School had been thorough in their preparation.	
B23/26	RESOLVED: That the Safeguarding Policy be approved.	
	<u>Events and External Speakers Policy</u>	
B23/27	The updated Events and External Speakers Policy had been circulated and it was noted that the key change was the inclusion of the student union into the policy. The Vice-Principal was now the responsible person in terms of decisions with escalation to the Principal.	
B23/28	RESOLVED: That the Events and External Speakers Policy be approved.	
	<u>Prayer and Faith Related Facilities Policy</u>	
B23/29	The updated Prayer and Faith related Facilities Policy had been circulated and it was noted that small numbers of staff used the facilities provided.	
B23/30	RESOLVED: That the Prayer and Faith Related Facilities Policy be approved	
	<u>Menopause Policy</u>	
B23/31	The new Menopause Policy had been circulated and Governors commended the School on a comprehensive and sensitive policy.	
B23/32	RESOLVED: That the Menopause Policy be approved	
	<u>STRATEGIC RISKS</u>	
B23/33	The strategic risks had been circulated and the contents were noted.	
B23/34	RESOLVED: That the Strategic risks be noted.	
	<u>MANAGEMENT ACCOUNTS – QUARTER ENDED 31 JULY 2023</u>	
B23/35	The Board received a copy of the management accounts to 31 July 2023 that had previously been scrutinised by the Finance and Resources Committee.	
B23/36	RESOLVED: That the management accounts to 31 July 2023 be noted.	
	<u>COMPLIANCE</u>	

B23/37	The Board received copies of the Health and Safety Annual Monitoring Report 2022—23 and the Safeguarding Annual report 2022-23, along with the HR Data report 2022-23.	
B23/38	RESOLVED: <ul style="list-style-type: none"> i. That the Health and Safety Annual Monitoring Report 2022-23 be noted ii. That the Safeguarding Annual Report 2022-23 be noted. iii. That the HR Data Report 2022-23 be noted. 	
	<u>MINUTES</u>	
B23/39	The Board received and noted the following Committee minutes: <ul style="list-style-type: none"> i. Finance and Resources Committee – 27 June 2023 ii. Audit committee – 13 June 2023 iii. Remuneration and Staffing Committee – 14 March 2023 iv. Academic Board – 25 April 2023 and 18 July 2023 	
B23/40	<u>DATE OF NEXT MEETING</u> It was noted that the next meeting would be held on Tuesday 6 February at 5pm. The Chair sent his apologies for that meeting and it was agreed that the Vice-Chair would Chair the meeting.	
	The meeting closed at 6pm	