

Board of Directors Minutes

Meeting held on 13th December 2023 at 2pm
Teams online

Attended:

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

MINUTES

Item

Section 1: Welcome

1.1. Welcome and apologies

1.1.1. The Chair welcomed members to the meeting.

1.2. Confirmation of minutes from the previous meeting

1.2.1. The committee **confirmed** the minutes from the previous meeting.

1.3. Actions update

1.3.1. The committee reviewed the Master Actions table and noted all actions were complete.

Section 2: Standing Items (*to note unless starred*)

2.1. Head of Provider's Report

2.1.1. The Head of Provider noted that the accounts for Q3 showed a positive financial performance, despite the usual seasonal loss in this quarter due to lower student numbers during the summer term.

2.1.2. The Head of Provider focused his update on student numbers and recruitment for the HE provision.

2.1.3. Higher education student recruitment for October 2023 was lower than projected, partly due to reduced staff resources, the delay in the new facility opening and market factors in general as recruitment across the whole HE sector has declined. The School is exploring the possibility of enrolling

some students from a local provider that has activated its student protection plan.

- 2.1.4. The new facility is expected to open in April 2024, which should help increase student numbers and enhance the student experience. The School is also rebranding and launching a new website at the same time.
- 2.1.5. The Board also discussed Professional student numbers particularly for the Online School, which have slowly declined since the pandemic. The Board discussed the professional provision rebrand, which is an exciting opportunity to re-vitalise the professional offering. The School needs to ensure professional students feel part of the community and are catered for. A Non-Executive Director commented that the new branding signifies a new era for the School and its students.
- 2.1.6. The analysis of deferred income over the next year indicates that the School is still in a good financial position, but this will need to be monitored closely.
- 2.1.7. The School is launching two new courses in October 2024: Songwriting and MUSE. The latter is a unique course that integrates music production, business, and entrepreneurship. The School will launch a new marketing campaign to promote these courses.
- 2.1.8. The School is also investigating the potential of AI in various aspects of its provision, such as assessment, curriculum, operational efficiency, opportunities, and risks. An AI working group has been established to explore this area.
- 2.1.9. A Non-Executive Director asked how the new courses are embracing AI. The Head of Provider explained the AI working group's role and the areas they are investigating.

2.2. Premises expansion update

- 2.2.1. The CEO provided an update on the expansion project, which is nearing completion. There have been some challenges and delays with the project. The original opening date was September 2023, but the latest timeline is April 2024, with some residual risk of further delays.
- 2.2.2. The existing Penn Street facility will remain in place to accommodate the growth in student numbers and offer more flexibility

2.3. Adopt the Management accounts for the quarter ended 31/09/2023

- 2.3.1. The management accounts were adopted.

2.4. Review report from Academic Board

2.4.1. The Academic Board report highlighted the appointment of a student officer for education, who will represent the student voice and liaise with the academic staff and the Student Union.

2.4.2. The report also highlighted the approval of several module change requests.

2.5. Review report from Executive Committee

2.5.1. The report highlighted a proposal for new company wide KPIs and how these would be monitored across the Governance structure. A Non-Executive Director agreed with the proposal for the KPIs and suggested that the Board should discuss one KPI in depth at each meeting.

Section 3: Items to Decide

3.1. Approve Shareholders' quarterly dividends

3.1.1. The Board unanimously approved the proposed Shareholders' quarterly dividends.

3.2. Academic staff development framework

3.1.1. The Board reviewed and discussed the latest academic staff development framework. A Non-Executive Director noted that the framework should refer to the professional standards framework.

3.2.1. The staff development framework was approved.

3.3. Approve 2024 forecast

3.3.1. The forecast for 2024 was approved.

3.4. DAPS update

3.4.1. The Head of Provider provided an update on the DAPS application. All the policies and procedures to enable Point Blank to operate without a validating partner have been developed and implemented. We are however still collating evidence to illustrate all the elements.

3.4.2. The Head of Provider presented two options for the submission of the self assessment document (SAD): either to submit the document as soon as possible and continue to collate the evidence of the updated policies and

procedures whilst waiting for the OfS response or to wait until all evidence has been gathered before submission.

- 3.4.3. The Board discussed the pros and cons of each option and voted to go with the former option, with a caveat that the SAD would state the current position and the expected timeline of the project.

4.1. Discuss any recommendations from Audit and Value for Money Committee

- 4.1.1. The Head of Provider to investigate if there are any additional costs relating to the DAP application.

Section 5: Items to Note

5.1. Students numbers report

- 5.1.1. There was no further discussion regarding student numbers.

Section 6: Close

6.1. Vote on Shareholders' dividends

- 6.1.1. The Board approved the issue of Shareholders' dividends.

6.2. Confirmation of next meeting date

- 6.2.1. The next Board of Directors meeting will be taking place on 21st March at 4pm.

6.3. AOB

- 6.3.1. There was no other business.

Key Contacts

Chair: Jules Brookes
Jules@pointblankmusicscschool.com
Clerk: Anwar Hamad
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Actions Table

Action No.	Minute Ref.	Action	Deadline	Responsible Parties
1	2.5.1	Board to discuss one KPI in depth at each meeting	Ongoing	General Manager
2	3.1.1	Academic Staff Development framework should refer to the professional standards framework.	ASAP	General Manager