



# Board of Directors

Minutes of the meeting held on 16<sup>th</sup> March 2022

Point Blank Music School - Zoom

### **In attendance**

Jules Brookes – Director, Head of Provider, Chair  
Andrew Gower – Non-Executive Director  
Keith Harris - Non-Executive Director  
Peter Black – Non-Executive Finance Director  
Rob Cowan – Director, CEO  
Mulika Sannie – Non-Executive Director

### **Apologies**

Anwar Hamad – General Manager, Clerk

### **Matters arising and adoption of previous meeting minutes**

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

### **Items for report and discussion**

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#### **Head of Provider's report including premises update**

- i The CEO provided an update on the new premises to the effect that the School is currently awaiting an update on the planning application from Hackney Council. The School is hopeful the process will be completed shortly. It was noted that building costs have increased due to various global economic factors (e.g. Covid-19, Brexit) and it is likely the expansion for Point Blank London will need to be re-costed.
- ii The CEO noted that the decrease in online students is predominately due to the US online students now being taught and accounted for in Point Blank Los Angeles. The remainder of the decrease could be explained by the lifting of lockdown restrictions.

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- iii A Non-Executive Director noted the comment that many students studying at the London School are not attending their classes in person. The Head of Provider provided more information on the latest strategy to encourage students to attend face to face which includes the removal of online learning unless students have an extenuating circumstance preventing them from attending in person.

The Head of Provider provided an update and noted that the School is focussing on being classified as a world leading specialist provider by the Office for Students in the form of a submission similar to TEF. It was noted by the Head of Provider that many improvements in quality have been made and will continue over the coming years.

The Head of Provider highlighted the new Music Production and Vocal Performance degree and there has been a large amount of interest in this course. The School is very excited about the interdisciplinary collaborative opportunities the course will bring for the whole student body.

### Review Academic Board Report

- i A Non-Executive Director noted that the Academic Board should reference the policies they are working within. **If there are any processes that are being amended, these need to be formally approved and reflected in revised policies.**
- ii A Non-Executive Director requested further information on the retention strategy in lieu of a Student Retention Officer being recruited. The Board look forward to seeing the results of the BAME student consultation in April. A Non-Executive Director offered their assistance and network to aid in this area.
- iii The new Assessment Design Policy was approved.

### Review the report from the Executive Committee

- i The Head of Provider noted that the student number targets listed are Higher Education students and do not include professional students.
- ii The CEO provided an update on the Summer Schools. This is a major marketing focus for the School which has three months to get the programme underway.

### Adopt the Management accounts for the quarter ended 31/12/2021

- i The management accounts were adopted.

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### Adoption of revised budget for 2022

- i The budget for 2022 was adopted.

### Recommendations resulting from the Audit and Value Committee Meeting

- i The Head of Provider and General Manager are to provide a report on cyber security.
- ii Updates to the Risk Register which are noted in the Audit and Value for Money Committee minutes.
- iii Implement an exit interview process to identify any trends as to why staff are leaving.

### Dividends

- i Dividends to the holding company were approved for payment as per the budget.

### A.O.B.

- i No other business was raised.

### Actions Table

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No.	Action	Deadline	Assigned to
1	Discuss policy updates with the Head of Education and Curriculum to ensure formal approval of policy changes.	Before next Academic Board	General Manager



Jules Brookes, Director, Head of Provider, Chair