



Board of Directors

Minutes of the meeting held on 2nd December 2020

Point Blank Music School - Zoom

In attendance

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

Apologies

None

Matters arising and adoption of previous meeting minutes

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

Items for report and discussion

Head of Provider report

The Head of Provider gave a summary of the management account reports and recapped on the summary provided in the Audit Committee. The Summer term is the quietest term and mainly consists of students studying practical courses. As a result of the pandemic and the blended delivery approach, practical students are less likely to study courses at the London school.

In terms of recruitment, the School's offer for online learning has proved successful in encouraging an increased level of student recruitment during Q3.

Other highlights of the quarter included Point Blank's successful application into the Approved (Fee Cap) category with the Office for Students (OfS) which would further introduce diversity into the student body and support an enhanced student experience. Point Blank is

Board of Directors 02/12/2020

currently making arrangements to allocate and regulate the spending of this funding. A proportion of this grant funding will be spent on Access and Participation activities targeted towards underrepresented groups and this will be in addition to the HFI spend.

In terms of recruitment, the School is currently recruiting for eight new members of staff to support Point Blank's next phase of strategic development. The School is currently recruiting for an Admissions Assistant and Student Services Assistant and these posts are in the final stages of the interview process.

Point Blank is currently looking for an Access and Participation / Widening Participation Manager. As an interim solution the School has hired an external consultant to help with this role until April.

Point Blank in the past has predominately focused on the London School however the pandemic has accelerated development of the Online School. As such, the School is considering creating an Online School department and is testing that option by recruiting an Online School Coordinator.

To help ensure the School maintains the quality of teaching as it grows, Point Blank is recruiting a Quality and Academic Support Officer.

Point Blank is also adding in a further control to its finance systems by recruiting a part time Credit Controller.

Point Blank is also looking for an Assessment Manager which is a new post. As Point Blank offers four intakes per year, it results in a very fast turnaround for marking, moderation and assessment boards every 12 weeks. Currently the system is operational but is starting to come under strain and this post will relieve the Head of Quality who is overseeing that area.

The Marketing team are recruiting a Web Content Manager. With the growth of the School and the reliance of the website and Virtual Learning Environment increasing, it has come to light that this is an area that requires more attention. The CEO and Head of Provider used to keep the website up to date but that is not part of their roles anymore and this new post will help ensure information on the website is updated efficiently.

The School is taking an active approach to developing new courses and is looking for a Vocal/Performance degree course developer to provide support and take the lead on the development of seven new modules.

In addition, Point Blank will be recruiting more lecturers and providing a training scheme to Programme Leaders and Module Leaders to help them develop further in their roles.

As an update to previous recruitment, the School has hired an additional Digital Developer, two new Programme Administrators and a Wellbeing Counsellor / Business Coach for Heads of Department and Managers.

Board of Directors 02/12/2020

Expansion Updates

The CEO provided an update on the Penn Street expansion and getting the planning approved has been delayed. The first delay is with regards to the land next to the entrance of the expansion which is currently owned by the Council. The Council offered a seven year lease for the land however the lease for the expansion is fifteen years. As a result the landlord is currently putting in an adverse possession claim for the land in question.

In addition, supplementary information to support the School's planning application has been submitted which fully addresses the requirements of the Council. The Council have since raised questions about the application and the answers have been submitted. Due to these delays, it is possible the new building will not be ready until January 2022. The School is putting in contingency plans if the building is not ready by September 2021.

The Head of Provider gave an update on how coronavirus has changed and evolved the physical plan for the new expansion. The original plan was designed with 60 members of staff in mind working from the office, which took up considerable room in the new expansion. As it is unlikely non-student facing staff will return to the office five days a week and will work from both the office and home on a rotational basis, the office size can be reduced and the space utilised to further enhance the student experience.

Review of Academic Board report

The Board reviewed the report and commented on the Programme Voice Group report regarding out of date VLE content. There are external resources that are available that may help with this issue such as Record of the Day. The School could also consider memberships to the BPI, AIM, Music Business World Wide, IMS Industry Insider and the MMF.

The Board also commented on the improvements made to Sound Design. As the Academic Board report is being circulated to a wider audience, it would be good to include information in the future on why such changes have been made.

The Board considered the item for approval regarding equipment for students from low income backgrounds. This has been provisionally approved pending more information on the number of students and what equipment they need. There would need to be a policy for this scheme and eligibility criteria established.

Review of EXCO report

The Board reviewed the report and commented on the KPIs. The General Manager explained that key areas of performance are routinely monitored and this monitoring is to be crystallised through the specification of the School's Key Performance Indicators ready for the next meeting of the Board.

Board of Directors 02/12/2020

Review of Audit and Value of Money Committee

The Board agreed to adopt the management accounts and annual budget for the next year. The annual budget will be subject to further change following updates to the grant funding and APP spend allocation.

The Board also approved that dividends from Q3 and Q4 from Point Blank Limited will be moved into Point Blank Holdings in line with budgets.

Any Other Business

- Returning Furlough Funds

Having received the accounts for the first nine months of the year and with the understanding that the School is financially stable following the uncertainty of Coronavirus, the Finance Director proposed that the funds received from the Government's Coronavirus Job Retention Scheme, relating to five furloughed employees, be returned. The Board were in favour of this decision.

Actions Table

No.	Action	Deadline	Assigned to
1	The School could consider memberships to the BPI, AIM, Music Business World Wide, IMS Industry Insider and the MMF.	Next BOD meeting	Ski Oakenfull
2	Include more information in the Academic Board reports on why changes in curriculum have been made.	Next BOD meeting	Ski Oakenfull
3	Provide more information on the equipment for low income household students scheme	Next BOD meeting	Karen Kingston



Jules Brookes, Head of Provider & Chair of the Meeting