

Record of the Proceedings of the Meeting of the Governing Body of Rose Bruford College of Theatre & Performance held on Thursday 6 July 2023 at the College

Present:

Jennifer Sims (Chair)
Professor Mary Oliver
Sud Basu
Chris Chappell
Vivien Goodwin
Caroline Jenkins (Staff Governor)
Dr Brian Lobel (Staff Governor)
Hassan Mahamdallie
Mike Whittaker

In attendance:

Joseph Lowe – Director of Finance and Operations
Angela Taylor – Academic Registrar
Jim Benson – Secretary

The meeting commenced with a presentation from Stephen Farrier on developments with the College's postgraduate and research work.

2023/53 Welcome

53.1 The Chair welcomed everyone and reminded all members and attendees of the need to keep all matters and papers relating to the meeting confidential.

2023/54 Apologies

These were received from Anni Domingo, Sarah Howard, Janet Smith, Professor Steven Spier and Bronwyn Teasdale.

2023/55 Conflict of Interest Declarations

The Secretary had a standing declaration due to his appointment at the University of East London.

2023/56 Confirmation of the Minutes of the Meeting held on 4 May 2023

56.1 The Minutes of the Meeting held on 4 May 2023 were confirmed as an accurate record but with one matter clarified on 45.1 where 'estimate' should be replaced with 'assess' in relation to the College's Compliance with the OfS Conditions of Registration.

56.2 The Secretary agreed to incorporate these amendments.

2023/57 Confirmation of the Minutes of the Extraordinary Meeting held on 24 May 2023

57.1 The Minutes of the Meeting held on 24 May 2023 were confirmed as an accurate record.

2023/58 Matters arising from the minutes of the Meeting held on 4 May 2023

-It was confirmed that the criteria for accepting donations had been clarified in the revised Financial Regulations.

-The Director of Finance and Operations agreed to provide regular updates to the Board during the summer on the financial position as affected by changing student numbers, via the Secretary.

-The Acting Principal stated that no conclusion had been reached as yet on deducting strike pay.

-The Academic Registrar stated that a new security firm had been employed for the Symposium and the event passed off without incident.

-The Secretary confirmed he was collecting the declarations of interest which would be presented to the next meeting of the Governance Committee. He added that the annual fit and proper persons tests had been conducted on the new members including Janet Smith, Sud Basu, Chris Chappell, Vivien Goodwin and Mike Whittaker as well as Hassan Mahamdallie with no issues of concern to report.

-The Chair confirmed that she would conduct the appraisals of governors who had served more than a year on the Board by October 2023 and would herself be appraised by Hassan Mahamdallie.

-It was confirmed that Thomas Wilson would cover the representative duties for Professor Lobel while he was on sabbatical but there would be no need to report the details to Companies House.

2023/59 Matters arising from the minutes of the Extraordinary Meeting held on 24 May 2023

There was nothing to report as all actions had been undertaken.

2023/60 Acting Principal's Report and Academic Report

60.1 The Acting Principal spoke to the paper and brought the following matters to the attention of the Board:

- i. Industry engagement had continued with the annual industry Face to Face event on campus by the graduating Technical Arts and Production students. Amongst

the guests were members of the Industry Advisory Board, Jenny Beavan, Head of the Royal Opera House Scenic Department Emma Trowbridge, Executive in Charge - Industrial Light and Magic, Sue Lyster and CEO of Cardiff Theatrical Service, Darren Joyce and the IKEA Oxford Street design project group.

ii. Following the decision to withdraw from the SODEXO agency contract, the TUPE process was successfully completed by the HR Team, with 12 staff from both Christopher Court and the Rose Café, now working for the College under Rose Bruford International contracts.

iii. The College had engaged Moorhouse Consulting to work with the senior leadership team to undertake an initial scoping exercise relating to how equality, diversity and inclusion is embedded and supported within the College. It is hoped that this can be followed up during 23/24 with a more detailed road map and action plan for the College. Interviews with key stakeholders was currently underway.

iv. The student experience team had undertaken some excellent work which had led to better engagement and an increase in activities.

v. The Academic Registrar was thanked for the academic report and the Board was asked to note the details on recruitment and the annual highlights.

vi. The Acting Principal concluded her report by thanking the Board for the opportunity of serving the college as its leader and looked forward to working with Professor Randall Whittaker.

60.2 The Board thanked the Acting Principal for her service over the course of the academic year and stated that it was important for her to have highlighted the many positive aspects of her tenure.

60.3 In response to a question the Acting Principal stated that there had been approximately a 30% increase in the take up of Student Services study support sessions. She agreed to provide a comparison with take up in these sessions on previous years.

2023/61 Student Report

61.1 The Board thanked Bronwyn Teasdale for their report and their contribution over the year. It was noted that the appointment of the Students' Union President and the other student representative on the Board was in progress.

61.2 In response to a question the Acting Principal confirmed that the issues reported in relation to working with the Events Co-ordinator were being addressed.

2023/62 Finance Report

62.1 The Chair stated that only the Management Accounts would be considered at this meeting as the Audit and F&GP Committees had requested some changes to the Budget for 2023/24.

2023/63 Key points from minutes of committees

Audit Committee – 12 June 2022 and the External Audit Strategy and Fees for year ending 31 July 2023

63.1 The report was noted and the Board approved the External Audit Strategy and Fees for year ending 31 July 2023

Finance and General Purpose Committee – 22 June 2023

63.2 The Chair of the Finance and General Purpose Committee spoke to the paper stating that the main business concerned reviewing budget for 2023/24. In response to a question he stated that the proposed CRM system would be considered as part of the review of the budget for 2023/24 and a decision would be made when the information requested on student recruitment and expenditure was provided by SLT.

Governance Committee-6 July 2023

63.3 The following matters were reported to the Board:

- i. It was agreed that no appointment of independent members to the Board would be made before the new Principal was in post;
- ii. that Thomas Wilson would stand in as the Academic Staff Representative while Professor Brian Lobel was on sabbatical;
- iii. a replacement for Caroline Jenkins was being sought;
- iv. to appoint Chris Chappell as Chair of the F&GP Committee;
- v. to appoint Janet Smith as Chair of the Audit Committee;
- vi. to appoint Sud Basu as Chair of the Governance Committee;
- vii. to appoint Anni Domingo, Mike Whittaker and Janet Smith to Remuneration Committee.

Joint meeting of the Audit and Finance and General Purpose Committees – 6 July 2023

63.4 This had been covered earlier in the meeting.

Strategic Discussion

2023/64 Update on the Risk Register

64.1 The Academic Registrar spoke to the paper and explained that the Risk Register had been reviewed by Audit Committee before being submitted to the Board. She brought the following matters to the Board's attention:

- i. Student Recruitment was the top risk;
- ii. the risks relating to IT had been revised by Audit Committee following the recommendations from an Internal Audit report;
- iii. the Notting Hill Academy had signed the partnership agreement;
- iv. the Risk Register format had changed following recommendations from an Internal Audit report.

64.2 The Academic Registrar agreed to review the inherent risk score relating to student numbers/recruitment.

64.3 In response to a question the Director of Finance and Operations confirmed that data risks were not specifically covered in the IT risks but were covered in the business continuity plans.

2023/65 Health and Safety Annual Report

65.1 The Acting Principal spoke to the paper stating the report reflected the new health and safety process that had been introduced in the Spring. She added that oversight of health and safety by SLT had increased as part of this process with responsibility for specific areas identified in the report. The Board approved the report and invited SLT to take the recommendations forward.

65.2 The Director of Finance and Operations advised that some of the recommendations were contingent on the budget being approved but some would be covered within the maintenance budget.

65.3 In response to a question the Acting Principal advised that demand for mental health first aid service within Student Services had used up all the spare capacity but further training was being arranged to meet this demand. She agreed to establish whether there was benchmark information available across the sector or what was provided by small specialist institutions.

Formal Business

2023/66 Office for Students Consultations including the Consultation on the Proposed Condition of Registration on Sexual Misconduct and Harassment

66.1 The report was noted by the Board and it was noted that the outcome to the OfS consultation on the proposed Condition of Registration on Sexual Misconduct and Harassment would be available by September 2023.

66.2 It was noted that the OfS would not be immediately regulating on the Higher Education (Freedom of Speech) Act but had appointed a Director of Free Speech.

2023/67 Office for Students Communications

The report was noted by the Board.

2023/68 Any other business

68.1 The Chair thanked the Board and SLT for their support and service over what had been a challenging academic year.

68.2 The Chair also thanked Professor Lobel for his support and looked forward to welcoming him back after his sabbatical and Professor Spier who had to stand down due to other commitments. She thanked Caroline Jenkins for all her work during her time as a staff governor and for the valuable contributions she had made to Board meetings. She thanked the Acting Principal for taking up the challenge of leading the College and for her hard work, resilience and loyalty.

2023/69 Dates of meetings in 2023/24

69.1 The Chair asked the Board to note the dates of meetings in 2023/24:

Thursday 12 October 2023

Thursday 23 November 2023

Thursday 25 January 2024

Thursday 21 March 2024

Thursday 9 May 2024

Thursday 4 July 2024

51.3 The Chair stated that she would consult the Board on moving to five meetings a year taking out the one scheduled for May.