

BOARD OF GOVERNORS

Meeting	Board of Governors	
Date	7 February 2019	
Time	16.45 to 17.46	
Venue	The Roundhouse, Chalk Farm Road, London NW1	
Present	Governors	
	Althea Efunshile	Chair
	Bryan Raven	Vice Chair
	Sue Dare	Interim Principal (P/CEO)
	Marcus Davey	
	Alex Fowles	
	Jamie Jefferson	
	Catherine Large	
	Ros Parker	
	Fern Potter	
	In attendance	
	Felix Adenaike	Interim Vice Principal Finance (VP:F) <i>From 18.35</i>
	Elaine Kelt	Vice Principal Curriculum and Quality (VPCQ_
	Melissa Drayson	Head of Governance (HoG)
Apologies	Claire Paul Catherine Large after 17.00	
Quorum (4)	The meeting was quorate throughout	

Some sections have been removed from the Minutes on the grounds of personal or commercial sensitivity.

Item	Lead
1. Preliminary Business	
1.1 Apologies for absence	
1.2 Declarations of interest	
	The following interests were declared relating to items on the agenda:
1.3 Urgent items of other business	
	There were no items of urgent other business
2. Minutes of the Board of Governors meeting on 19 December 18	

2.1 Approval of Minutes

Fern Potter's declaration of interest was changed to Director of Development at Birmingham Royal Ballet.

The Minutes, including confidential minutes, were then **approved** as an accurate record.

2.2 Matters arising and outstanding actions

Supporting paper by the Clerk

The Chair reported that Kim Bromley-Derry had stood down from the Board. He had sent a very positive letter of support for the National College, and had commended the work of governors and staff.

Action 2.2: The invitation to Ministers had been put on hold for the time being.

Action 3.4: Google Classroom was now in place. An open invitation was made for governors to test it out.

Action 3.5: To be covered under Item 5.2

3. Actions and decisions from the Away Day

Redacted on the grounds of commercial confidentiality

4. Apprenticeships Update

Presentation by the Vice Principal Curriculum and Quality (Slides saved in Dropbox for meeting)

Key issues from the presentation relating to apprenticeship recruitment were discussed. Governors concurred with the management review that targets were conservative and achievable

Management responded that contacting employers in the past two weeks had elicited eight new starts. There would be a cold calling campaign, along with an incentive scheme for assessors to introduce new business.

It was noted that, once enrolled, apprenticeship retention was high at 94%.

There was recognition of the challenges to employers of recruiting apprenticeships, especially in London where there was full employment and the cost of living made an apprenticeship an unaffordable option for many young people.

Governors sought more detail about the financial impact of the apprenticeship targets. It was noted that, with late apprenticeship starts, some income would be carried over to 2019-20.

Governors requested more detail of the plan, and to be given regular updates on progress with achieving the new targets.

ACTION: Regular updates on apprenticeship recruitment.

5. Committee reports

5.1 Employer Steering Group 24 January 2019

Minutes of the meeting

The meeting had had a good employer turnout, and had been teamed with an employer apprenticeship information event.

Key issues discussed had been:

- Communication with NCCI, including a new Employer Newsletter. Governors supported this move and asked to be included on the circulation
- The apprenticeship levy and scope for levy transfer between large and small employers.
- Industry skills gaps and training needs, and how NCCI might use feedback in curriculum development.

Governors noted that the feedback from employers as part of the Mock Ofsted had been positive.

5.2 Finance Committee 7 February 2019

Oral report by the FC Chair

The Committee had met prior to the Away Day. The main focus of discussion had been on income and apprenticeship numbers.

- Backstage Income was forecasted to break even but should do better in the light of increased bookings and repeat business. Opportunities for students to work with clients were still being developed. Level 4 students had taken part in a number of opportunities. The age of the building meant that a planned maintenance programme would need to be developed. A retendering exercise was underway, as the BSC had received a poor service from the current contractors.
- The Committee had discussed the point at which cutting costs might affect capacity to deliver.
- The Committee had requested a forecast budget to get a clear view of the impact of learner numbers on the financial position in the future year.

The Board was provided with assurance from the Committee about the security of cashflow to the year end.

6. Board Development plan

Supporting papers by the Clerk.

The Board endorsed the training and development plan.

10. Urgent Business notified in advance

There was none.

11. Dates and venues of future meetings

11 April 19 @ 15.00 @ Backstage Centre. Meet the Students/ Board Meeting
30 May @ 14.00 Strategy Session and Board meeting. Venue TBC
18 July @ 15.00@ Backstage Centre. Meet the Students/ Board Meeting.

Signed (Chair):

Dated: 7 February 2019