

**CONFIRMED**

**MINUTES OF THE CORPORATE BOARD MEETING HELD ON 25 JANUARY 2024  
0930, 1B DYNE ROAD**

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The Institute  
of Contemporary  
Music Performance

## **PRESENT**

### **CORPORATE BOARD MEMBERS**

Chair (David Baker, DB)  
Senior Non-Executive Director (Martin Day, MD)  
Non-Executive Director (Ann Mroz, AM)  
Executive Director and Principal (Tony Harris, TH)  
Chief Executive (Paul Kirkham, PK)  
Finance Director (Jenny Marzano, JM)  
Business Development Director (Pete Whittard, PW)  
Executive Director (Steffan Davies, SD)

### **IN ATTENDANCE**

Academic Registrar, Corporate Board Servicing Officer (Stef Jones, SJ)

### **IN ATTENDANCE [PART OF THE MEETING ONLY]**

Student President (Gus Mena-Granchelli, GMG)  
Facilities and Sustainability Officer (Ryan Phillips, RP)  
Student Engagement Officer (Karl Mak, KM)

### **APOLOGIES**

Marketing Director (Joanne King, JK)

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### *GMG, RP and KM joined the meeting*

#### **1. Session with the Student Presidents**

- 1.1. The Chair welcomed the Student President (GMG), Facilities and Sustainability Officer (RP) and Student Engagement Officer (KM) to the meeting and introduced the session.
- 1.2. It was noted the elections for the vacant Student Vice-President are ongoing. Election results are expected week commencing 4<sup>th</sup> February.
- 1.3. The Student Officers reported that conversations with the National Union of Students (NUS) are ongoing. A meeting will be set up with the Student Officers, NUS and Principal and an update will be provided at the next meeting.
- 1.4. It was agreed that Student Union discussions will be a standing item on the agenda going forward. It was noted that the Board fully support the Student Officers with the progression of this discussion.

#### **Action: Servicing Officer to add Student Union as a standing item on the agenda.**

- 1.5. The Student Officers reported that a number of issues raised by students relate to the facilities. The Student Officers are working closely with the Head of Facilities to respond to feedback.
- 1.6. The Student Officers informed the Board that they are proposing a Student Assembly as an open forum available to all students.

- 1.7. The Student Officers discussed the new booking system, Siso. Feedback from students is that this is the right system however implementation has been a challenge. They would welcome more promotion and awareness.

**Action: Principal to coordinate the messaging and guidance to students on the new booking system, Siso.**

- 1.8. The Student Officers discussed the Queen's Park café. It was reported that there is some dissatisfaction around the lack of food provision. The Board noted the challenges with replacing the service and were assured that the Executive Committee are exploring solutions.

**Action: Update on the café to be provided at the next Board meeting.**

- 1.9. The Student Officers noted that initiatives such as the breakfast club are appreciated and valued by students. Student President to be introduced to the Access and Participation Manager to further explore initiatives for students.
- 1.10. Opportunities for working across programmes was discussed. It was reported that this is included in the NSS action plan and Programme Leaders were exploring collaboration activities for level 6 students.
- 1.11. The Students Officers were thanked for their attendance and participation.

*GMG, RP and KM left the meeting*

## **2. Welcomes, apologies, quoracy and declarations of interest**

- 2.1. The Chair welcomed members of the Board to the meeting.
- 2.2. Apologies were received from JK.
- 2.3. No conflicts of interests were noted.
- 2.4. The Board noted it was quorate to proceed.

## **3. Previous Minutes and matters arising**

- 3.1. The minutes of the meeting held on 19 October 2023 were received and **approved**.
- 3.2. The redacted minutes of the meeting held on 19 October 2023 were received and **approved**.

**DECISION: The minutes were approved as a correct record of the meeting on 19 October 2023.**

**DECISION: The redacted version of the minutes was approved for publication.**

### **3.3. NED and student meeting**

- 3.3.1. The Board received the notes from the NED and student meeting that followed the Board on 19 October 2023.

### **3.4. Matters Arising**

- 3.4.1. Members received updates on actions from the previous meeting, as noted in the Matters Arising Report:

**Matters arising from the Corporate Board meeting on 19 October 2023**

<b>Point</b>	<b>Board</b>	<b>Action to be taken</b>	<b>Target date</b>	<b>Action by</b>	<b>Success indicators</b>	<b>Report to</b>	<b>Date completed</b>	<b>Status and Evaluation</b>
1.	CB04 22/23	Executive Committee to develop and present student accommodation proposal.	Oct 2023	PK	Proposal developed and presented	ExCo		<b>Ongoing.</b> For April 2024
2.	CB01 23/24	Principal to coordinate a meeting with the Student Officers to discuss previous work on establishing a Student Union.	Jan 2024	TH	Meeting scheduled	CB		<b>Ongoing.</b> Meeting to be arranged.
3.	CB01 23/24	Principal to raise with the Facilities team and provide an update.	Oct 2023	TH	Issues raised and update received	CB	Jan 24	<b>Complete.</b> Verbal update to be received in student meeting.
4.	CB01 23/24	Director of Marketing to coordinate a meeting between the events team, Student Engagement Officer and Student Vice-President to discuss the process for organising events.	Jan 2024	JK	Meeting scheduled	CB		<b>Ongoing.</b> Update to be received
5.	CB01 23/24	Director of Marketing to coordinate a meeting between the events team, marketing and Student Officers to discuss student communications.	Jan 2024	JK	Meeting scheduled	CB		<b>Ongoing.</b> Update to be received
6.	CB01 23/24	Principal to follow up on cross-programme collaboration as an agenda item on PCM and LTA.	Jan 2024	TH	Agenda items on PCM and LTA confirmed	CB	Jan 24	<b>Complete.</b> Included in NSS action plan.
7.	CB01 23/24	Servicing Officer to update timing of annual approval of accounts in the schedule of business.	Oct 2023	SJ	Schedule to be updated	CB	Oct 23	<b>Complete.</b> Schedule updated.
8.	CB01 23/24	Following the meeting between the NED's and Staff members, ExCo to	Jan 2024	PK	Feedback loop closed	ExCo	Jan 24	<b>Complete.</b> Following each meeting the notes and actions

		take forward and close the feedback loop to staff.						will be shared with ExCo. These will then return to the Board with progress update in the ExCo summary paper.
9.	CB01 23/24	NED's to contact the Principal to facilitate engagement in staff and student activities.	Jan 2024	TH	NED's contact Principal	CB	Jan 24	<b>Complete.</b> List of events forwarded, and observation of classes can be facilitated.



[Redacted]

7.2. The Marketing Presentation was made by the Chief Executive.

[Redacted]

7.3. The Finance Presentation was made by the Finance Director.

[Redacted]

8. Strategic Risk Report inc. Student Protection Plan

8.1. The Board reviewed the Company Risk Register and noted several amendments to the Strategic Risk Register. These amendments were actioned in real time into the spreadsheet.

[Redacted]

9. Institutional Health Data

9.1. The Board discussed the Data Dashboard Headline report, which provides a summary against key metrics.

[Redacted]

**Action:** Principal to prepare and present degree outcome trend data.

9.4. The Board received an update on the data dashboard road map.

## **10. OfS Compliance quarterly report**

- 10.1.1. The Board received and discussed the OfS Compliance report. The report noted the completed assessment against the OfS conditions of registration and the notes from the most recent meeting of the OfS Monitoring Group.
- 10.1.2. It was noted an assessment was undertaken against each condition of registration. The OfS Monitoring Group reviewed the submitted reports and recommended actions. The Board were drawn to areas of lesser confidence and the action plans to improve. The Board supported the recommendations.
- 10.1.3. It was also noted that AuCo reviewed several conditions and were assured that these conditions are met.

## **11. Proposed plan for NED engagement with staff and students**

- 11.1.1. The Board welcomed the proposed approach for NED engagement with staff and students.
- 11.1.2. The Board recommended that engagement with the AcBo externals should also be explored.
- 11.1.3. The Board noted some incorrect dates and requested for the information to be updated and re-circulated.

**ACTION:** Servicing Officer to update the NED engagement plan and re-circulate.

## **12. Report of Board appraisals**

- 12.1.1. The Board noted and discussed the report on Board appraisals.
- 12.1.2. The Board discussed the action table and recommended that the actions are reviewed and updated, with a number being deleted.

**ACTION:** Chief Executive to review and update the board appraisals action table

## **13. ADE Integration Team update**

- 13.1.1. The item was considered under *reserved business*.

## **ITEMS FOR INFORMATION**

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### **14. Subcommittee Business**

- 14.1. The Board received and noted the Executive Committee report and minutes.
- 14.2. The Board received and noted the Academic Board report and minutes.
- 14.3. The Board received and noted the Remuneration, Nomination and General Purposes report and minutes. The Board noted that on the 7<sup>th</sup> September, the committee approved the NED remuneration proposal.

### **15. Safeguarding and Prevent quarterly monitoring report**

- 15.1. The Board received and noted the Safeguarding and Prevent monitoring report.

### **16. Access and Participation Plan 2024**

- 16.1. The Board received and noted the 2024 Access and Participation Plan.

### **17. Quarterly Quality Report**

- 17.1. The Board received and noted the annual Self-Evaluation Document and Quality Improvement Plan
- 17.2. The Board received and noted the ICMP-UEL Close of Partnership Event report.

**18. DAPs Transition Group update**

- 18.1. There was no update received. The Board agreed that this item should be removed from the schedule of business.

**19. Portfolio Development Group update**

- 19.1. The Board received and noted the Portfolio Development report.

**20. Annual Student Casework Report**

- 20.1. The Board received and noted the annual student casework report for 2022-23.

**21. NSS Action Plan**

- 21.1. The Board received and noted the NSS Action Plan.

**ANY OTHER BUSINESS**

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22. There were no items of any other business.

*SJ left the meeting*

**23. Reserved Business**

- 23.1. The Board discussed a matter of reserved business and approved the minutes of the meeting held on December 6<sup>th</sup> 2023.

**24. Date of next meeting**

- 24.1. The date of the next meeting is Thursday, 25 April 2024 at Queen's Park.

25. The Chair thanked Members of the Board and closed the meeting.

*The meeting concluded at 12:50*



**Matters arising from the Corporate Board meeting on 25 January 2024**

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4.	CB01 23/24	Director of Marketing to coordinate a meeting between the events team, marketing and Student Officers to discuss student communications.	Jan 2024	JK	Meeting scheduled	CB		<b>Ongoing</b>
5.	CB02 23/24	Servicing Officer to add Student Union as a standing item on the agenda.	April 2024	SJ	Item added to agenda	CB		<b>New Action</b>
6.	CB02 23/24	Principal to coordinate the messaging and guidance to students on the new booking system, Siso.	Feb 2024	TH	Messaging and guidance communicated	ExCo		<b>New Action</b>
7.	CB02 23/24	Update on the café to be provided at the next Board meeting.	April 2024	PK	Update provided	CB		<b>New Action</b>
8.	CB02 23/24	Principal to prepare and present degree outcome trend data.	April 2024	TH	Data presented	TH		<b>New Action</b>

9.	CB02 23/24	Servicing Officer to update the NED engagement plan and re-circulate.	Feb 2024	SJ	Plan updated and circulated	SJ		<b>New Action</b>
10.	CB02 23/24	Chief Executive to review and update the board appraisals action table	April 2024	PK	Action table reviewed and updated	PK		<b>New Action</b>

