

CONFIRMED v REDACTED

**MINUTES OF THE CORPORATE BOARD MEETING HELD ON 28 APRIL 2022
AT 09:30 AT 1B DYNE ROAD**



The Institute
of Contemporary
Music Performance

PRESENT

CORPORATE BOARD MEMBERS

Chair (DB)
Senior Non-Executive Director (MD)
Executive Director and Dean of Academic Studies (TH)
Chief Executive (PK)
Finance Director (JM)
Business Development Director (PW)
Marketing Director (JK)

IN ATTENDANCE [via Teams]

Deputy Registrar, Corporate Board Secretary (SJ)

IN ATTENDANCE [PART OF THE MEETING ONLY]

Registrar/COO (HAR)

APOLOGIES

Non-Executive Director (AD)
Non-Executive Director (RS)

1. Welcomes, apologies, quoracy and declarations of interest

- 1.1. The Chair welcomed everyone to the meeting.
- 1.2. Apologies were noted as above.
- 1.3. Two specific conflicts of interested were noted:
 - 1.3.1. The Chair (DB) has been appointed as a Non-Executive Director of the London School of Fashion
 - 1.3.2. MD has resigned from a previous post and is now Chair of Danes Educational Trust.
- 1.4. The Board noted it was quorate to proceed.

2. Previous Minutes and matters arising

- 2.1. The minutes of the meeting held Thursday 27 January 2021 were confirmed as a true and accurate record of the meeting.

DECISION: The minutes were approved as a correct record of the meeting on 27 January 2022.

DECISION: Following discussion, the redacted version of the minutes was approved for publication.

2.2. Matters Arising

- 2.2.1. Members received an update on actions from the previous meeting.

Matters arising from Corporate Board meeting on 27 January 2022

Point	Action to be taken	Target date	Action by	Success indicators	Report to	Date completed	Status and Evaluation
1. CB1 2020/21	A suite of financial performance policies will be presented to Audit Committee and a draft vfm report will be presented to the Corporate Board.	April 2021 April 2022	JM	Vfm report presented	Chair		Ongoing. It was noted that the financial framework has been completed. The outstanding value for money report will be received in January 2023.
2. CB3 2020/21	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
3. Away Day June 2021	A digitised asset list will be compiled and reconciled, with maintenance and depreciation included in the operational plan, within the next year.	April 2022	JM/PW /HaR	List in place	CB	April 22	Complete. Action operationalised and sitting with the Executive.
4. Away Day June 2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5. CB1 2021/22	PK to clarify with the Deputy Registrar whether members of Corporate Board sub-committees should be co-opted in the first instance pending formal approval or whether this could be left to the discretion of the sub-committee Chair.	Jan 2022	PK	Process clarified	Chair	April 22	Complete. Delegated responsibility for changes to membership to the subcommittee Chair. Formally reported via the committee effectiveness report.

6. CB1 2021/22	How to connect ICMP provision with value-added employment outcomes? Case studies and analysis required.	Apr 2022	PK/TH	Case studies built	Chair	April 22	Complete. Item included on the agenda.
7. CB1 2021/22	Present update against high level Dashboard at January 2022 meeting	Jan 2022	PW/TH /HAR	Dashboard progress presented	Chair	April 22	Complete. Item included on the agenda.
8. CB2 2021/22	Board Secretary to raise Student Officer MHFA training with Student Engagement Officer and HR.	April 2022	SJ	Student Officer training arranged	CB	April 22	Complete. Training needs raised and induction schedule in development.
9. CB2 2021/22	Board Secretary to update the Schedule of Business: <ul style="list-style-type: none"> • move NSS action plan to items for information. • move SED and QIP to items for information. • move Report on registration condition E4 and F3 to items for information. 	Jan 2022	SJ	Schedule of Business updated	CB	Jan 22	Complete. Schedule of Business updated.
10. CB2 2021/22	Dean to arrange programme monitoring data to be presented via the dashboard.	April 2022	TH	Dashboard presented	CB	April 22	Complete. Item included on the agenda.
11. CB2 2021/22	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[Redacted text block]

7. Strategic Risk Report inc. Student Protection Plan

7.1. The Board discussed the Strategic Risk Report and noted several amendments to the Strategic Risk Register.

HaR was welcomed to the meeting

8. Institutional Health Data

8.1. The Chair welcomed Registrar and COO to the meeting. The Board noted the report and received a verbal update on the institutional position against the OfS key metrics.

[Large redacted text block]

9. World Leading Small and Specialist Funding Bid

9.1. The Board received a verbal update from the Registrar and COO on the WLSS bid. It was noted that the bid has been submitted and the outcome is expected in June.

9.2. The Board formally thanked all involved in preparing and submitting the bid.

10. Capital Funding Bid

10.1. The Board received a verbal update from the Registrar and COO. It was noted that the OfS are satisfied with how the money was spent and a monitoring return on the impact of the bid will need to be completed in due course.

10.2. The Board formally thanked all involved.

HaR left the meeting

11. Review Code of Governance and Strategy

11.1. The Board received the update against the Code of Governance and Strategy. The Board discussed continuous professional development for Board members. Members acknowledged recent activities and it was recommended that CPD is more formally recorded.

Action: Chief Executive to liaise with HR to capture CPD for Board members more formally.

11.2. The Board discussed the proposal to reform the existing RGPC sub-committee. The Board discussed appointing external membership outside of ICMP on the Remuneration Committee. This was welcomed by Board members.

11.4. The Board agreed with the split in principle and requested that the existing RGPC review the terms of reference and recommend membership.

Action: RGPC to draft revised terms of reference and recommend membership.

Action: Chair and Chief Executive to explore external representation.

12. Review of Board Composition

12.1. The Board noted that the RGPC are due to meet in May and will consider the Board composition and tenure. The RGPC will submit recommendations to Board in July.

Action: RGPC to consider board composition and tenure and submit recommendation in July.

13. Portfolio Development Group update

13.1. The Board received and noted the update on the Portfolio Development Group activity.

14. Board Member CV update

14.1. Board members were requested to update and confirm their website biographies. This will be coordinated by HR.

Action: HR to liaise with Corporate and Academic Board members to update website biographies.

15. Awayday Agenda

15.1. The Board received and noted the draft agenda for the awayday. The Board agreed to not invite an external speaker to the event.

16. Value-added employment outcomes

16.1. The Board received and noted the paper. The paper provided a snapshot of recent student success stories. The Board agreed that a process and a template for capturing these success stories, with a particular focus on how the programme supported them, should be developed.

16.2. This action would be referred to ExCo for action and implementation.

Action: Dean to coordinate with the Careers and Industry Hub to build the case studies.

ITEMS FOR INFORMATION

17. Corporate Board Committee Effectiveness

- 17.1. The Board noted the committee effectiveness report. The reports will be reviewed by RGPC and a paper presented to Board in July.

18. Subcommittee Business

- 18.1. The Board received and noted the Executive Committee report, minutes and committee effectiveness report
- 18.2. The Board received and noted the Academic Board report, minutes and committee effectiveness report
- 18.3. The Board received and noted the Audit Committee report, minutes and committee effectiveness report
- 18.4. The Board received and noted the RGPC committee effectiveness report

19. Health, Safety & Security Quarterly report

- 19.1. The Board received and noted the Health, Safety and Security reports.

20. Quality Assurance and Enhancement report

- 20.1. The Board received and noted the Quality Assurance and Enhancement report.

21. Safeguarding and Prevent quarterly monitoring report

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

22. DAPs Transition Group update report

- 22.1. The Board received and noted the ongoing actions from the DAPs transition working group.

23. Report on OfS Registration Conditions

- 23.1. **Report on the revised conditions for Quality and Standards [B1, B2, B4, B5]**
 - 23.1.1. The Board received and noted the report on the revised conditions. The Board noted that the GAP analysis has been undertaken confirming compliance with the revised conditions of registration and will be received by ExCo and AcBo.
- 23.2. **Report on registration condition E4: Notification of changes to the OfS register**
 - 23.2.1. The Board received and noted the report on registration condition E4.
- 23.3. **Report on registration condition F3: Provision of information to the OfS**
 - 23.3.1. The Board received and noted the report on registration condition F3.
- 23.4. **Report on registration condition C3: Student Protection Plan**
 - 23.4.1. The Board received and noted the report on registration condition C3.

24. Fit and Proper test declarations

- 24.1. There are no declarations to note.

25. Equality and Diversity review

- 25.1. The Board noted the report on EDI activity.

26. External Governance Review

- 26.1. The Board noted the update on the external governance review.

RESERVED BUSINESS

SJ left the meeting

[REDACTED]

SJ returned to the meeting

29. Date of next meeting

- 29.1. The Corporate Board away day will take place on Thursday 23 June 2022.
- 29.2. The next meeting of the Corporate Board is scheduled for Thursday 14 July 2022.

The meeting concluded at 13:10

Matters arising from Corporate Board meeting on 28 April 2022

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2. CB3 2020/21	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
3. CB2 2021/22	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
4. CB3 2021/22	Chief Executive to liaise with HR to capture CPD for Board members more formally.	July 2022	PK	CPD formally captured	CB		New Action
5. CB3 2021/22	RGPC to draft revised terms of reference and recommend membership.	July 2022	MD, PW	Revised TOR and recommended membership presented	RGPC		New Action

6. CB3 2021/22	Chair and Chief Executive to explore external representation.	July 2022	PK	External representation explored	CB		New Action
7. CB3 2021/22	RGPC to consider board composition and tenure and submit recommendation in July.	July 2022	MD, PW	Recommendation submitted	RGPC		New Action
8. CB3 2021/22	HR to liaise with Corporate and Academic Board members to update website biographies.	July 2022	PK	Website updated	CB		New Action
9. CB3 2021/22	Dean to coordinate with the Careers and Industry Hub to build the case studies of student success stories.	Sept 2022	TH	Case study template and process developed and implemented.	ExCo	April 22	Complete. Action passed to ExCo Servicing Officer

