

## **Record of the Proceedings of the Meeting of the Governing Body of Rose Bruford College of Theatre & Performance held on Thursday 20 January 2022 at 15.00 online**

### **Present:**

Jennifer Sims (Chair)  
Clarie Middleton (Principal)  
Akshita Brahma (Student governor)  
Sylvia Darkwa Ohemeng  
Rogan Dixon  
Sarah Howard  
Caroline Jenkins (Staff governor)  
George Littlejohn (Vice-Chair)  
Dr Brian Lobel (Staff governor)  
Hassan Mahamdallie  
Don Massey  
Professor Mike Saks  
Professor Steven Spier

### **In attendance:**

Joseph Lowe – Director of Finance and Operations  
Professor Mary Oliver – Vice Principal  
Angela Taylor – Academic Registrar  
Jim Benson – Secretary

### **2021/32 Welcome**

The Chair welcomed everyone to the meeting.

### **2021/33 Apologies**

33.1 These were received from Rod Brown and Anni Domingo.

33.2 Dr Brian Lobel (Staff governor) was welcomed to his first meeting.

### **2021/34 Conflict of Interest Declarations**

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

34.2 Sarah Howard asked that it be noted that she no longer had a Conflict of Interests in respect of the Graeae Theatre Company as her association with them had now ended.

## **2021/35 Finance Report**

35.1 This item was moved up the agenda and it had been agreed to suspend the meeting to conclude the AGM after this matter had been considered.

35.6 The Board agreed that the AGM would have to confirm the arrangements for the submission of details to the OfS. It was agreed to use the meeting of F&GP due to be held on 8 February 2022 as a joint meeting of Audit Committee and F&GP to consider the statutory return including the Annual Report, Financial Statements, management letter and Audit Committee Annual Report. The Board would then be asked to approve recommendations from the Audit Committee and F&GP. The Director of Finance and Operations was asked to ensure that the final Budget for 2021/22 was ready for the meeting on 8 February 2022 and would be circulated in advance.

35.7 The Board thanked SLT for their efforts with this matter.

## **2021/36 Confirmation of minutes**

### **Minutes of the Meeting held on 25 November 2021**

The Board approved the minutes for publication.

## **2021/37 Matters arising from the minutes**

37.1 Chair's Action was noted by the Board and the appointment of Dr Brian Lobel to the Board was confirmed.

37.2 The Secretary confirmed he had provided the Principal with information on what was required in respect of the Health and Safety report with RAG ratings. The Principal stated that most actions emerged from the Fire Brigade Inspection confirming that most of these issues had now been addressed. She agreed to confirm this to the Board within the next two weeks.

37.3 The Board confirmed that it expected to be provided with an annual report on Health and Safety at its meeting on 30 June 2022.

37.4 The President of the Students' Union said it had not yet been possible to identify a further representative for the Board adding that she was now looking at representatives from the partner Colleges and postgraduate students.

37.5 The Academic Registrar confirmed that the process for Determining OfS Reportable Events would be finalised for the next meeting.

37.6 The Vice Principal confirmed there was nothing to report yet on the negotiations with the University of East London over PGR fees allocation.

37.7 The Academic Registrar confirmed that the Annual Prevent Report had been submitted to the OfS but a response was not expected for some months yet.

37.9 The Secretary confirmed that details regarding the call for evidence by the All-Party Parliamentary Group for Students into the return to campus had been attended to.

#### **2021/38 Principal's Report**

38.1 The Principal stated that the main concern outlined in her report related to student recruitment for 2022/23. The Principal confirmed that course organisation was all a part of the review being taken forward by the Vice Principal.

38.2 The Principal confirmed that an interim had been employed to assist with the bids for specialist funding. She added that there would be bids to the £5m funding available to world leading specialist institutions in 2021/22 which would increase to £53m in 2022/23. It was confirmed that the interim had made an excellent contribution to the wider work of the College and their appointment had been welcomed by senior academic staff.

#### **2021/39 Academic Report**

The Vice Principal invited questions on her paper. The Board asked whether delivery of the review work could be brought forward so the benefits would be realised sooner. The Vice Principal stated that this was being done where possible and she was mindful of the need to minimise the impact of low recruitment in certain areas. She asked the Board to be mindful of the fact that some cost saving measures, such as offering less production time, could have an impact on the reputation of the College.

#### **2021/40 Student Report**

40.1 The President of the Students' Union spoke to the paper and highlighted the reflective practice initiative which had been introduced and received well across the College. It was noted that this provided the opportunity for students to share problems and provide feedback. The Board commended this initiative.

40.2 An update on the funeral of the student who sadly died last time was given by the President of the Students' Union. It was noted that the family of the deceased had appreciated the support and attention paid by the staff and students of the College, particularly when attending the funeral. The outcome of the post-mortem would be known soon but would be followed by an inquest.

## **2021/41 Key points from minutes of committees**

### ***Remunerations Committee – 20 January 2022***

41.1 The Chair Of the Remunerations Committee spoke to the paper and asked the Board to approve the Committee's Annual Report for publication. This was agreed.

### ***Governance Committee – 22 November 2021***

41.2 The Chair advised the Board of the need to make 2-3 new Governor and committee appointments as set out in the paper. The approach was agreed by the Board.

41.3 The Chair confirmed that a potential Board member had been interviewed and it was hoped the appointment could be progressed by the next meeting.

## **2021/42 Annual report from the Audit Committee**

42.1 The Secretary spoke to the paper stating that the report required approval from the Board to submit to the OfS adding that this would also have to be agreed at the joint meeting of Audit Committee and F&GP due to be held on 8 February 2022.

42.2 It was noted that the report could not be completed until the audit opinion from the External Auditors had been provided.

## **2021/43 Risk Register Update**

43.1 The Principal confirmed it had agreed been agreed not to separate the first risk and leave as one financial and student number risk. She confirmed the risks were as stated in the annual financial reports.

43.2 The Board stated that there was a need to have a properly structured risk framework with ratings and mitigations. The Principal was asked to produce this for the Audit Committee meeting in June 2022.

## **Formal Business to Note**

### **2021/44 Office for Students Consultations**

44.1 The Board noted the report.

44.2 The Secretary stated that the OfS had just issued three consultations and advised the SLT to consider a response to these:

- i. Proposals for regulating student outcomes which set out proposed numerical thresholds which would be used in the OfS's assessment of providers' performance;

ii. the future of the Teaching Excellence Framework (TEF), including proposals for how the TEF would align with the regulation of quality through OfS conditions of registration;

iii. the way the OfS proposes to construct, present and interpret the data which would form part of the evidence base for regulating student outcomes and assessing the TEF.

44.3 The Principal confirmed that it was likely the College would respond to these through GuildHE.

**2021/45 Office for Students Communications**

45.1 The Board noted the report.

**2021/46 Any other business**

46.1 The Chair thanked SLT for their hard work under what must have been challenging circumstances and the to Board for their patience and understanding.

46.2 The Principal re-iterated the thanks to the Board for their positive feedback during this time.

**2021/47 Dates of future meetings**

The Chair asked the Board to note the dates of meetings for 2021/22.

Thursday 31 March 2022

Thursday 5 May 2022

Thursday 30 June 2022

**2021/48 Dates of future meetings in 2022/23**

The Chair asked the Board to note the dates of meetings for 2022/23 including the dates for Committee meetings:

Thursday 16 September 2022

Thursday 24 November 2022+AGM (to incorporate an away day to start at 10am)

Thursday 26 January 2023

Thursday 23 March 2023

Thursday 4 May 2023

Thursday 6 July 2023