



**FINANCE COMMITTEE
MINUTES OF THE MEETING HELD ON 22ND FEBRUARY 2018 @10.00
FOR GENERAL RELEASE**

Present: Chris Mayo, Managing Director
Alan Doyle, Member
Tony Tyrrell [Proxy for Renee Tyrrell, Director]
Paul McKibbin, Accountant
Ben Norris, General Manager

In attendance:

1. **WELCOME BY THE CHAIR AND APOLOGIES FOR ABSENCE**
None.
2. **DECLARATIONS OF INTEREST**
3. **MINUTES OF PREVIOUS MEETINGS**
 - a. Confirmation of the minutes of the previous meeting (**doc1-FC0218**) – the minutes were confirmed to be accurate and approved.

ITEMS FOR CONSIDERATION, DISCUSSION AND/OR RESOLUTION:

4. **ITEMS CARRIED FORWARD FROM THE PREVIOUS MEETING**
N/A

5. ITEMS RAISED BY THE MANAGING DIRECTOR:

- a. Procurement: budget considerations for summer 2018 were discussed, which involved a detailed discussion of the costs associated with applying for and supporting the awarding of DAPs, as well as the timing and involvement of the Board of Governors in the process. The group discussed the creation of a Student Protection Plan for the OfS and how this might affect the budget. The group explored the budgets for each School and the potential need for additional VFX PCs.

[Action: the Managing Director to speak to Heads of Schools to ascertain broad requirements for AY2018/19; Board of Directors to determine budget in advance of next meeting of the committee].

6. ITEMS RAISED BY THE GENERAL MANAGER:

- a. Proposal to develop and validate new programme at Level 7: MA Sound & Music Production – The group discussed fees and costs and determined that the proposal should proceed.

[Action: The General Manager to inform Management Committee of the decision to proceed; the Accountant to explore the funding model]

[REDACTED]



ITEMS FOR INFORMATION ONLY:

7. AOB

- a. Raised by the General Manager on behalf of the Industry Coordinator: The group was asked to approve a small budget to cover the travel and/or accommodation expenses of the new Industry Advisory Group, which will meet annually. The group agreed that this was important and that the Industry Coordinator should proceed as planned, and that any reasonable travel/accommodation costs would be approved, but to use discretion when agreeing such things on a case by case basis.

[Action: The General Manager to inform the Industry Coordinator of this decision]

8. ITEMS FOR FUTURE DISCUSSION

- a. Fee levels for returning students in AY19/20

9. DATE OF NEXT MEETING

The next meeting will take place on 6TH July 2018 @14.30