



**Music Hub Board Minutes**  
**Wednesday 4 October 2017**  
**4.30pm – 6.00pm**

**CONFIDENTIAL**

**Present:**

Rob Smith (RS) - School Improvement Adviser (Sport & Culture) (Chair)  
 Julie Dorr (JD) -School Improvement Adviser (Music) Music Hub Lead  
 Beth Arnott Mellish (BAM) - Enjoy Music Shop  
 Julie MacNaughton (JMC) -Valley Gardens Middle school  
 Andy Slade (AS) – North Tyneside Peripatetic

**Minutes:**

Felicity Briggs (FB) - Music Support Officer

**Apologies:**

Gavin Dudley (GD)-Backworth Brass Band  
 Andi Anderson (AA) -Y Studio  
 John Walsh (JW) – Percy Main Primary school  
 Douglas Gibson (DG) – NT Steel Pans  
 Ian Colthart (IC) – Mr C Events  
 Kitty Porteous (KP) – Arts Council, observer  
 Selwyn Thompson (ST) – North East Church of England Academy, Ashington

	<b>Item</b>	<b>Actions</b>
<b>1.</b>	<b>Welcome and introductions</b>	
	<ul style="list-style-type: none"> <li>RS welcomed everyone to the meeting and introductions were made.</li> </ul>	
<b>2.</b>	<b>Apologies</b>	
	<ul style="list-style-type: none"> <li>Apologies received, new potential governors were discussed</li> </ul>	
<b>3.</b>	<b>Minutes of last meeting and matters arising</b>	
	<ul style="list-style-type: none"> <li>Agreed as a true record with the exception of Point 3, bullet point 2, amendment JMC.</li> <li>RS spoke of possibility of formal selection process and developing relationships with organisations and diversifying the current membership.</li> </ul>	<p><b>JD/RS</b> to discuss formal selection process to be distributed through the website and possibly social media</p> <p><b>JD</b> to organise meeting</p>
	<ul style="list-style-type: none"> <li>Budget meeting rescheduled to autumn term.</li> <li>JD informed board that Great North Exhibition bid was unsuccessful</li> </ul>	

	<ul style="list-style-type: none"> <li>BAM highlighted possible issue with distribution of minutes etc.</li> <li>Advice needed on indemnity, KP to seek advice and feedback still needs clarification.</li> </ul>	<b>JD/FB</b> to check circulation list <b>JD</b> to follow up with <b>KP</b> .
<b>4</b>	<b>Governance updated constitution for approval</b>	
	<ul style="list-style-type: none"> <li>All agreed constitution had been extensively reviewed at previous meeting.</li> <li>RS asked about renewals of IR35's to continue compliance</li> </ul>	<b>JD</b> to send final edited version to all governors to formally agree <b>FB</b> to annually contact tutors to check any change of circumstance
<b>5</b>	<b>Staffing Updates and Events Protocols</b>	
	<ul style="list-style-type: none"> <li>JD informed board of new staffing. Felicity Briggs appointed as new music designated admin 25 hours per week. Jenny Williams has taken up post as Secondary SIA for two days per week. This will enable the hub to continue to develop and build on its current provision.</li> <li>JD informed board of new Events Protocol. All agreed that this was a good way to ensure safeguarding procedures are followed for all Hub events and performances</li> <li>AS highlighted that some staff may not understand protocols and suggested staff meeting for all music centre staff. All agreed this would be a good idea.</li> </ul>	<b>JD</b> to circulate new events protocol  <b>JD</b> to organise staff meeting for Saturday Music Centre staff regarding safeguarding and responsibility at events
<b>6.</b>	<b>Budget update</b>	
	<ul style="list-style-type: none"> <li>JD distributed budget spreadsheet for 17-18, which estimates where funding will be used this financial year.</li> <li>Positives drawn: Income from schools is higher than expected, income from performances close to optimum</li> <li>JD/JMC/Jenny Williams to review budget for 17/18 and discuss allocation for 18/19</li> <li>JD started discussion on marketing/advertisement to increase numbers of children accessing the music centre</li> <li>All agreed that budget is healthy with no immediate concerns</li> <li>DfE data return in process</li> <li>JD explained guaranteed funding until 2020 but need to be aware that the amount could fluctuate in either direction</li> </ul>	<b>JD</b> to organise meeting  <b>FB</b> to research how many schools have the Music Hub website on their school websites
<b>7.</b>	<b>Contextual Statement and Business Plan</b>	
	<ul style="list-style-type: none"> <li>JD went through contextual statement and key priorities for 2017 – 2020, highlighted the possibility of changes to the National Plan in 2020</li> <li>WCET was discussed by all and continuation of wider opportunities provision was highlighted as an issue</li> <li>JD informed group of plans to audit current provision and adapt to take this into account</li> <li>JD discussed the importance of the Youth Voice, work with</li> </ul>	<b>JD</b> to meet and evaluate

	the youth participation team on their annual festival event brought mixed results	event with youth participation team
<b>8.</b>	<b>New for 2017/18</b>	
	<ul style="list-style-type: none"> <li>• JD explained new partnership with YMCA to develop new music technology hub. All agreed this was an exciting new initiative</li> <li>• JMC discussed possibility of using this space as Associated Board centre</li> <li>• AS agreed this would be an excellent idea</li> <li>• JMC suggested idea of using YMCA for recordings of GCSE/BTEC/A Level</li> <li>• JD explained new courses to be run at the YMCA Music Studio in conjunction with Apple trainer Laura Dickinson</li> </ul>	<b>All Present</b> to look into the procedure for becoming a centre
<b>9.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• RS informed board of IC's resignation from the board</li> <li>• RS informed board of JW change in circumstances to be discussed with JW</li> <li>• Board discussed ST problems with attending meetings due to school commitments. Proposed that ST attends as a guest to suit his work patterns.</li> <li>• BAM thanked JD and the hub for their contribution to 10<sup>th</sup> Anniversary celebrations and handed in £190 donation to the hub.</li> <li>• JD thanked BAM and other board members for their continued hard work and support in the development of the music hub</li> </ul>	
	<b>Next meeting date:</b> <ul style="list-style-type: none"> <li>• 21/02/18 at the Langdale Centre 4pm-5:45pm</li> </ul>	<b>FB</b> to distribute date and minutes

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