



**Music Hub Board Minutes**  
**Wednesday 19 September 2018**  
**4.00pm – 6.00pm**

**CONFIDENTIAL**

**Present:**

Rob Smith (RS) - School Improvement Adviser (P.E, Sport & Health) (Chair)  
 Julie Dorr (JD) -School Improvement Adviser (Music) Music Hub Lead  
 Jenny Williams (JWI) – School Improvement Adviser (Secondary Music)  
 Julie MacNaughton (JMC) -Valley Gardens Middle school  
 Andy Slade (AS) – North Tyneside Peripatetic  
 John Walsh (JWA) – Percy Main Primary school  
 Douglas Gibson (DG) – NT Steel Pans  
 David Carnaffan (DC) - YMCA North Tyneside Music Studios  
 Julia Partington (JP) - Newcastle University lecturer  
 Alex Giles (AG) – Managing Director, Agile working

**Minutes:**

Felicity Briggs (FB) - Music Support Officer

**Apologies:**

Gavin Dudley (GD)-Backworth Brass Band  
 Beth Arnott Mellish (BAM) - Enjoymuzic Shop  
 Christine Chambers (CC) – Arts Council, observer  
 Selwyn Thompson (ST) – North East Church of England Academy, Ashington (observer only)

	<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 including new governors, DC and JP</li> <li>• RS introduced AG</li> </ul>	
<b>2.</b>	<b>Music Centre - developing a Community Interest Company</b>	
	<ul style="list-style-type: none"> <li>• JD explained to all how the music centre is fully grant supported and is not self-sustainable as it is tied to the grant</li> <li>• RS reminded all that governors decided the music centre would not feature paid provision and would be free for all, this is why the music centre is not self-sustainable</li> <li>• AG described two particular models that would work for the music centre: charitable status and community interest company (CIC) and explained what would be needed to run a CIC; AGM, financial management, board of governors</li> <li>• JD explained how ideally there would be a separate pot for the music centre which could generate income so the centre could</li> </ul>	

	<p>survive without the grant</p> <ul style="list-style-type: none"> <li>• RS highlighted how the music centre is a separate provision that the hub donates to and highlighted these discussions as a way to decide what provision can be made in preparation for 2020 where there is a possibility the grant may end</li> <li>• RS explained how a parental interest group made up of volunteers to run the CIC would avoid extra running costs of board members and financial management</li> <li>• AG explained that nominated members of the Hub governors would become directors and the CIC would need a hierarchy of leadership</li> <li>• DC suggested becoming an under the radar company may be a viable option for the music centre. The music centre's lump sum from the music hub would not be moved into a separate pot but the pot would start from nothing and events income / donations would be put into the empty pot.</li> <li>• JD explained that Arts Council would greatly support the music centre becoming self-sustainable</li> <li>• RS highlighted the need for a smaller group of governors to gather for sub meeting to discuss CIC options which they can bring back to next governors meeting</li> <li>• RS highlighted the need to carry out a parental skills audit to find out if any parents have bookkeeping experience, finance management experience, board member experience etc.</li> <li>• AG asked all to complete CIC questionnaire by October half term deadline in order to gather opinions from the group</li> </ul>	<p><b>FB</b> to organise sub meeting between AG, DC and JD  <b>FB</b> to create letter for parents to find out interest in CIC board members  <b>FB</b> to send questionnaire electronically to all governors</p>
<b>3.</b>	<b>Apologies</b>	
	<ul style="list-style-type: none"> <li>• Apologies received</li> </ul>	
<b>4.</b>	<b>Minutes of last meeting and matters arising</b>	
	<ul style="list-style-type: none"> <li>• All agreed minutes as a true and accurate record</li> <li>• JD spoke of website development</li> <li>• Advice still needed on indemnity, feedback still needs clarification.</li> <li>• JD informed board of peripatetic tutor training day and upcoming tutor clinics that have been created as a response to discussions held in the last meeting</li> <li>• JD provided feedback regarding tutors being inspected by OFSTED after queries were raised in the last meeting, JD reported that if tutors are delivering in school while OFSTED are carrying out an inspection, OFSTED can ask to observe their teaching and the evaluation from that tutor's provision can have an impact in the schools' report</li> </ul>	<p><b>JD</b> to collate website feedback  <b>CC</b> to follow up with <b>KP</b>.</p>
<b>5.</b>	<b>New Governors</b>	
	<ul style="list-style-type: none"> <li>• JD welcomed new governors and asked board for their suggestions for representatives: Headteacher representative, peripatetic representative and music centre representative</li> </ul>	<p><b>FB/JD</b> to invite potential representatives to join board of governors</p>

6.	<b>Annual Feedback Letter</b>	
	<ul style="list-style-type: none"> <li>• JD shared with the board the 2017 annual feedback letter from the Arts Council and highlighted specifically the areas to improve section of the letter.</li> <li>• JD spoke of needing to reflect in the data return when schools top up their instrumental tutors working hours</li> <li>• JD highlighted the Journal Culture Awards success where NTMEH was shortlisted to the final three in their Arts Council category for their Snappy Opera Project in partnership with Mahogany Opera, JD informed the board that NTMEH hopes to carry out a similar project in 2019</li> <li>• RS highlighted to the board how in order for the governors to continue progression and success, their needs to be change. RS spoke of need for someone to take over the role of Chair of governors for NTMEH</li> <li>• JD asked if anyone would consider becoming the Chair of the board</li> <li>• RS highlighted to the board that the governors' job is to challenge and question what the board is doing and how to improve and progress, and that the governors should dictate the agenda</li> </ul>	<p><b>All Governors</b> to inform JD if considering becoming Chair of Governors</p> <p><b>All Governors</b> to email JD/FB if they have any items to be added to the agenda for the next meeting</p>
7.	<b>Budget Update</b>	
	<ul style="list-style-type: none"> <li>• JD highlighted the date the management account was taken from and explained tutors invoice payments had not yet been withdrawn at that time</li> <li>• JD informed board of change to instrument storage as NTMEH will now share storage with MPN (Newcastle Music Hub) which will incur no extra charge as outdoor storage will no longer need to be rented</li> <li>• JD explained instrument audit in schools needs to be redone</li> <li>• JD informed board of recent music hub mini bus breakdown and that cost has not yet been added to the management account</li> <li>• RS informed board that the mini bus should be used more frequently by the hub as it can't be hired or receive income from it</li> <li>• DG explained there is a permit that can be bought which means you can charge people for using the bus in order to cover the running costs</li> <li>• JD highlighted trip to High Borrans was a huge success and already booked for 2019</li> </ul>	<p><b>JD</b> to look into Section 19 permit for the mini bus</p>
8.	<b>Hub lead, secondary and music centre reports</b>	
	<ul style="list-style-type: none"> <li>• JD highlighted Hub success in 2018 so far including partnership with the Y Studio, Mouths of the Tyne project, annual Note magazine, Arts Mark and Arts Award, Hub has become Arts Mark partner and Music Centre timing changes in response to parents feedback</li> </ul>	

	<ul style="list-style-type: none"> <li>• JWI provided board with Secondary update, spoke of CPD training, network meetings and joint training with other regional hubs</li> <li>• JWI spoke of lack of signups to GCSE Music in the authority and working to support continuation of KS4 Music in schools</li> <li>• JWI spoke of Symphony Orchestra project and trying to provide high quality opportunities for strong musicians</li> <li>• JWI informed board of Open Lab digital research projects ran and funded by Newcastle University as a Music Technology opportunity for pupils in our area</li> <li>• JD asked all governors if they have anything to contribute to the Note magazine to get in touch</li>   <li>• JMC suggested having the Note magazine on the website potentially time limited or archived in order to get more publicity and whether Hub merchandise could also be on the website</li> </ul>	<p><b>All Governors</b> to email FB if they have ideas/articles for the Note magazine</p> <p><b>FB</b> to look into getting the Note magazine and hub merchandise onto the hub website</p>
<b>9.</b>	<b>Any Identifiable Needs or Actions from Governors</b>	
	<ul style="list-style-type: none"> <li>• RS asked all to contribute agenda items for future meetings</li>   <li>• DC queried if there were any opportunities for talent development for post 16, JWI briefly explained TICE as a vocational opportunity and how there are more plans to partner up particularly with JP and Newcastle University to offer more</li> <li>• JD explained the Hub works in music education but does sign post to other music opportunities for a wider range of people including adults</li> </ul>	<p><b>All Governors</b> to email JD/FB if they have any items to be added to the agenda for any future meetings</p>
<b>10.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• No further business to be discussed</li> <li>• JD thanked all for coming</li> </ul>	
	<p><b>Next meeting date:</b></p> <ul style="list-style-type: none"> <li>• Wednesday 6<sup>th</sup> February 2019</li> </ul>	<p><b>FB</b> to distribute date and minutes</p>

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