

MetFilm School

Board Meeting Minutes

CONFIDENTIAL

Date:	29/06/2023
Time	15:00– 18:00
Location	Garden Studios

Attendees	
Gavin Roberts	Investor Director
Jonny Persey	Director
David Howell	Chief Executive Officer
Alice Hynes	Senior Independent Director
Sally Joynson	Independent Director
Sandra Bekvalac	Servicing Officer
John Woodward	Chair
Thomas Høegh	Investor Director
Liyun Yi	Finance Director (In Attendance)

Apologies	
Christine Cordon	Company Secretary

1. Chairperson's opening

1.1 John Woodward was appointed chairperson of the meeting and chaired the meeting throughout. The Chairperson noted that a quorum was present and declared the meeting open.

2. Chair's Actions

2.2 Members were asked to note the following Chair's Actions:

- Purchase of laptops – amount in budget but total price above delegated authority.

3. Minutes and Matters Arising

3.1 The minutes of the March 2023 meeting (the “**March 2023 Minutes**”) had been reviewed and were approved.

5.1 The CEO gave a brief verbal update on matters arising.

5.2 Two actions remained outstanding:

- CEO had intended to share with Board in due course a paper for in-year increase of CAS. The decision had since been taken to request an increase in line with the usual deadline with UKVI.
- An admissions strategy was still outstanding and would be shared with Board in due course. Additional data was still being reviewed.

4. Discussion Points

- a. Minutes of the MetFilm Executive Committee (Executive)
- b. Minutes of Academic Board
- c. MetFilm School Executive Update
- d. late paper: Strategic Paper
- e. Project Update
- f. Strategic Initiatives Paper
- g. Leeds Expansion Paper

- h. Berlin Business case
- i. Berlin update
- j. Berlin Growth Plan Paper 2024
- k. Sector Update
- l. OIAHE Annual Statement
- m. Board EDI Paper
- n. Access and Participation Statement annual review
- o. Freedom of Speech – New Legislation
- p. Letter from Felicity Buchan to Accountable Officer
- q. Approach to Governance Documents Publication
- r. Board Register of Interests
- s. Board Fit and proper Person Declaration
- t. Board Skills Audit paper
- u. Board Individual Evaluation of Effectiveness
- v. AOB