

MINUTES OF BOARD MEETING: 11th June 2019**11am, Tuesday 11th June 2019****Northern Ireland Screen, 21 Alfred Street, Belfast**

Present: Rotha Johnston (Chairwoman), Ian Parsley, Adeline Dinsmore, Jennifer Johnston, Fiona MacMillan, Michael Kuhn, Greg Maguire

In attendance: Richard Williams (CEO), Linda Martin (Director of Finance and Corporate Services), Andrew Reid (Head of Production), Aine Walsh (Head of ILBF), Linda McGuinness (Financial Controller), Mary McVey (Marketing Manager), Marie Shivers (PA to CEO)

Apologies: Elaine Sperber, Bernard McCloskey (Head of Education)

No conflicts of interest were noted.

1.0 Minutes of the Board meeting of 12th March 2019

1.1 The March minutes were agreed and signed.

1.2 The Chairwoman noted the Safeguarding Screen Industry Personnel document is finalised and available on the website. It will be sent to all production companies in Northern Ireland. Five members of staff have undertaken welfare officer training.

1.3 Initial contact has been made with the new craft school in London. An update will be given at the next meeting.

1.4 All other action points were completed.

2.0 Chairwoman's Business

2.1 The Chairwoman congratulated Richard Williams on his recent honour; welcomed Linda Martin back and thanked Linda McGuinness for her work during Linda's absence.

2.2 The Chairwoman updated the Board on the timetable for new Board appointments noting that a full induction programme will take place in due course.

2.3 The Chairwoman summarised the issues raised in Board questionnaires and confirmed it was proposed to complete a strategic review in the autumn once the new Board members have settled in.

2.4 The Chairwoman updated the Board on the recent meeting to discuss studio infrastructure. Meetings will be sought with DfC and DoF Permanent Secretaries to address particular issues.

2.5 As the ILBF/USBF funding runs out in March 2020, it was suggested that the Chairwoman will seek a meeting with the Northern Ireland Office to set out the importance of a timely decision on these funds.

3.0 Chief Executive's Report

- 3.1 The CEO noted that Derry Girls, Line of Duty and Game of Thrones had been stand out shows for their channel during the quarter; that new starts are all settling in well; and noted the particularly high number of trainees. Michael Kuhn suggested a film along the lines of a NFTS film some years ago with before and afters. The CEO also noted the success of the PRONI/UTV Archive partnership.

Performance Indicator Report

- 3.2 The PI Report was presented with the CEO noting that everything is on track.

Investment Report

- 3.3 The Board acknowledged the volume and diversity of projects contained in this report were consistent with the delivery of ODS2.

4.0 Finance, Audit and Governance

Risk Register for Approval

- 4.1 The CEO noted that we we're still not where we wanted to be in terms of full integration of the Strategy, but work continues with the ScreenWorks project and the progress on the Belfast Film Centre, albeit this is relatively slow. A meeting with the DfC Permanent Secretary is planned and will explore a fully integrated strategy.

Audit and Risk Committee Update

- 4.2 The internal audit of the Screen Fund is complete with two minor points accepted and addressed. An update on the ILBF/USBF Audit will be brought to the next Audit and Risk Committee.
- 4.3 The outgoing Chair of the Committee thanked Linda McGuinness for stepping up in Linda Martin's absence and for the work of the Committee during her time as Chair.

Management Accounts to 31st May 2019

- 4.4 The Management Accounts were presented to the Board. The following significant variances were highlighted:

- Screen Fund cashflow was under budget due to project timing;
- VES was finalised in October 2018 with funds confirmed at £240k. Staff exits will be staggered between November 2018 and March 2020.

- 4.5 All allocations for funds have been confirmed by letters of offer.

Strategic Resources Committee Update

- 4.6 A number of issues were discussed at the last Committee meeting including the results of the recent staff survey. No major issues reported but a number of areas to look at further. Staff will be made aware of the findings of the survey and what actions will be taken.

- 4.7 The Chairwoman confirmed the Committee agreed to proposing a joint exercise with Tourism NI on the impact that Game of Thrones has had on the Northern Ireland economy, in terms of both production spend and screen tourism. The Board confirmed its agreement to such a report.
- 4.8 The Chairwoman noted that an induction programme will be developed for new Board members.

5.0 Committee Updates

Screen Education and Careers Working Group

- 5.1 Adeline updated the Board on the recent Working Group meeting noting that Lee Adams, the BFI's Director of Education, had attended the last meeting.
- 5.2 A baseline study into the development of digital education has been completed and may be launched in September. Subject to funding, a similar exercise at Post Primary may be undertaken. There has been a degree of drift in teacher training over the last few years which the Creative Learning Centres are doing a good job at tackling.

Investment Committee

- 5.3 Following on from Adeline's update above, Michael Kuhn suggested looking into collaboration with the music agency (Generator NI) as a further useful and practical way of connecting with disenfranchised young people.

Irish Language Broadcast Fund

- 5.4 The Committee is delighted to have a new Chair and will need to consider the appointment of an additional person onto the Committee. The 40th Celtic Media Festival was very successful with Lomax in Éirinn winning the Spirit of the Festival Award – a link to the film will be forwarded to the Board. The second year of the Canada Media Fund was launched at the Festival alongside the BAI.

Ulster-Scots Broadcast Fund

- 5.5 The Fund is working well and audience targets continue to be exceeded. The challenge remains continuing to produce high quality Ulster-Scots content. The Committee would like to develop further the partnerships with other broadcasters, including RTE, UTV and NVTv, while continuing its successful relationship with BBC.
- 5.6 The outgoing Chair noted that the USBF and the content it supports have evolved positively with the companies involved becoming more experienced in delivering Ulster-Scots content and attracting strong audiences. He looks forward to seeing how the platform is built upon in years to come.

Skills and Training

- 5.7 An update was provided.

6.0 Any Other Business

- 6.1 The Chairwoman thanked the 3 members of the Board whose terms end at the end of June. They were presented with gifts and thanked for their commitment to the Board over the period of their terms.
- 6.2 Francis Jones presented to the Board on Exhibition and Archive and, in particular, with partnership with PRONI and ITV in relation to the UTV archive.

9.0 Date of Next Meeting

- 9.1 The date of the next meeting has been changed from Tuesday 17th September and will now take place on **Tuesday 10th September at 11am.**

Point	Detail	Actioned by
1.3	Update the Board on contact with the new craft school in London	Bernard McCloskey
2.4	Seek meeting with DfC and DoF Permanent Secretaries	Marie Shivers
4.7	Undertake a joint exercise with Tourism NI on the impact that Game of Thrones has had on the Northern Ireland economy	Linda Martin
4.8	Develop an induction programme for new Board members	Linda Martin
5.5	Forward a link to Lomax in Éirinn to Board members	Marie Shivers
9.1	Send a reminder email closer to the time regarding the change of meeting date	Marie Shivers

Signed: _____

(Chairwoman)

Date: 10/9/2019