



## **Board of Governors of the Guildhall School of Music and Drama**

**Date:** MONDAY, 18 NOVEMBER 2013  
**Time:** 1.45 pm  
**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

5. **\*PUBLIC MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE**
6. **\*PUBLIC MINUTES OF THE FINANCE & RESOURCES COMMITTEE**

**John Barradell**  
**Town Clerk and Chief Executive**

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# Agenda Item 5

## AUDIT AND RISK MANAGEMENT COMMITTEE OF THE BOARD OF GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC & DRAMA

**Monday, 4 November 2013**

Minutes of the meeting of the Audit and Risk Management Committee of the Board of Governors of the Guildhall School of Music & Drama held at Committee Room, 2nd Floor, West Wing, Guildhall on Monday, 4 November 2013 at 1.45pm

### **Present**

#### **Members:**

Jeremy Simons (Chairman)

Christina Coker

Neil Constable (Deputy Chairman)

Angela Starling

#### **In Attendance**

Alderman David Graves

Deputy John Bennett

#### **Officers:**

Rakesh Hira

- Town Clerk's Department

Professor Barry Ife

- Principal, Guildhall School of Music and Drama

Sandeep Dwesar

- Guildhall School of Music & Drama

Michael Dick

- Guildhall School of Music & Drama

Suzanne Jones

- Chamberlain's Department

Jeremy Mullins

- Chamberlain's Department

Niki Cornwell

- Chamberlain's Department

### **1. APOLOGIES**

Apologies were received from Christina Coker.

### **2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

### **3. PUBLIC MINUTES**

The public minutes of the meeting held on 1 July 2013 were approved.

#### Matters Arising

#### **City of London Procurement Service (CLPS) – Purchase Orders**

It was noted that the CLPS was working with departments to look at their specific issues.

## **Audit & Risk Management Committee – Vacancy**

As one vacancy currently existed on this Committee it was noted that this would be raised at the next Board meeting.

### **4. INTERNAL AUDIT REPORT**

A report of the Chamberlain which had been prepared in accordance with the Higher Education Funding Council for England (HEFCE) Code of Practice for Accountability and Audit was considered. It provided Governors with details of the internal audit work undertaken at the School during the academic year ended 31<sup>st</sup> July 2013, with the intention of providing an opinion on the adequacy and effectiveness of risk management, control and governance, economy, efficiency and effectiveness.

The Audit Manager explained that there were no issues which were of significance and that internal audit were satisfied with the general environment. The 2013/14 plan included more projects than the previous financial year and all field work had been completed.

**RESOLVED** – That Governors note the contents of the report.

### **5. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE AUDIT & RISK MANAGEMENT COMMITTEE**

There were no questions.

### **6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no urgent items.

### **7. EXCLUSION OF THE PUBLIC**

**RESOLVED** – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act as follows:-

<b>Item</b>	<b>Paragraph</b>
<b>8</b>	<b>3</b>
<b>9, 9a, 9b, 9c &amp; 9d</b>	<b>3</b>
<b>10</b>	<b>3</b>
<b>11</b>	<b>3</b>
<b>12</b>	<b>3</b>
<b>13 &amp; 14</b>	<b>-</b>

### **8. NON PUBLIC MINUTES**

The non-public minutes of the meeting held on 1 July 2013 were approved.

9. **HEFCE ANNUAL ACCOUNTABILITY RETURN 2013**  
A report of the Chief Operating & Financial Officer was received.
  - 9.1 **HEFCE Accounts Direction for 2013/14**  
A report of the Chief Operating & Financial Officer was received.
  - 9.2 **Audited Financial Statements**  
A report of the Chief Operating & Financial Officer was received.
  - 9.3 **Audit & Risk Management Committee - Annual Report**  
A report of the Chief Operating & Financial Officer was received.
  - 9.4 **Economy, Efficiency & Effectiveness**  
A report of the Chief Operating & Financial Officer was received.
  
10. **MILTON COURT RISK REGISTER**  
A report of the Director of Strategic Projects was received.
  
11. **GUILDHALL SCHOOL OF MUSIC & DRAMA RISK REGISTER**  
A report of the Head of Estates & Facilities Management was received.
  
12. **FINANCE REVIEW**  
A report of the Chief Operating & Financial Officer was received.
  
13. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE AUDIT & RISK MANAGEMENT COMMITTEE**  
There were no questions.
  
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
Two items of urgent business were considered.

**The meeting ended at 3.11pm**

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Chairman

**Contact Officer: Rakesh Hira**  
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**rakesh.hira@cityoflondon.gov.uk**

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# Agenda Item 6

## FINANCE AND RESOURCES COMMITTEE OF THE BOARD OF GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC & DRAMA

Monday, 4 November 2013

Minutes of the meeting of the Finance and Resources Committee of the Board of Governors of the Guildhall School of Music & Drama held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 4 November 2013 at 11.30am

### Present

#### Members:

Alderman David Graves (Chairman) Deputy John Chapman  
Deputy John Bennett (Deputy Chairman) Marianne Fredericks

#### In Attendance

Jeremy Simons

#### Officers:

Rakesh Hira - Town Clerk's Department  
Professor Barry Ife - Principal, Guildhall School of Music and Drama  
Sandeep Dwesar - Guildhall School of Music & Drama  
Niki Cornwell - Chamberlain's Department

#### 1. APOLOGIES

Apologies were received from Sir Andrew Burns, Jeremy Mayhew and John Scott.

#### 2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

#### 3. PUBLIC MINUTES

The public minutes of the meeting held on 5 September 2013 were approved as a correct record.

#### 4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE FINANCE & RESOURCES COMMITTEE

There were no questions.

#### 5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

#### 6. EXCLUSION OF THE PUBLIC

**RESOLVED** – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as

defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act as follows:-

<b>Item</b>	<b>Paragraph</b>
<b>7</b>	<b>3</b>
<b>8, 8a, 8b, 8c &amp; 8d</b>	<b>3</b>
<b>9</b>	<b>3</b>
<b>10</b>	<b>3</b>
<b>11 &amp; 12</b>	<b>3</b>

7. **NON PUBLIC MINUTES**

The non-public minutes of the meeting held on 5 September 2013 were approved as a correct record.

8. **HEFCE ANNUAL ACCOUNTABILITY RETURN 2013**

A report of the Chief Operating & Financial Officer was received.

8.1 **HEFCE Accounts Direction for 2013/14**

A report of the Chief Operating & Financial Officer was received.

8.2 **Audited Financial Statements**

A report of the Chief Operating & Financial Officer was considered and agreed.

8.3 **Financial Results, Forecast Tables and Financial Commentary**

A report of the Chief Operating & Financial Officer was received.

8.4 **Economy, Efficiency & Effectiveness**

A report of the Chief Operating & Financial Officer was received.

9. **GUILDHALL SCHOOL BUDGET REPORT - 2014/15**

A report of the Chief Operating & Financial Officer was considered and agreed.

10. **FINANCE REVIEW**

A report of the Chief Operating & Financial Officer was received.

11. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE FINANCE & RESOURCES COMMITTEE**

There were no questions.



12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no urgent items.

**The meeting ended at 1.04pm**

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Chairman

**Contact Officer: Rakesh Hira  
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rakesh.hira@cityoflondon.gov.uk**

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