



Board of Governors of the Guildhall School of Music and Drama

Date: MONDAY, 12 MAY 2014

Time: 1.45 pm

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

ITEM 10

(PUBLIC MINUTES OF THE NOMINATIONS COMMITTEE)

**John Barradell
Town Clerk and Chief Executive**

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**NOMINATIONS COMMITTEE OF THE BOARD OF GOVERNORS OF THE
GUILDHALL SCHOOL OF MUSIC & DRAMA
Friday, 2 May 2014**

Minutes of the meeting of the Nominations Committee of the Board of Governors of the Guildhall School of Music & Drama held at Committee Room 1 - 2nd Floor West Wing, Guildhall on Friday, 2 May 2014 at 1.45 pm

Present

Members:

Alderman David Graves (Chairman)
Christina Coker
Marianne Fredericks
Paul Hughes
Pamela Lidiard
John Scott
Jeremy Simons

Officers:

Rakesh Hira	- Town Clerk's Department
Peter Lisley (for item 10 only)	- Assistant Town Clerk
Professor Helena Gaunt	- Assistant Principal

1. APOLOGIES

Apologies were received from Deputy John Bennett, Sir Andrew Burns and Barry Ife.

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

Paul Hughes declared a non-pecuniary interest in relation to item 9 as this related to his re-appointment as a co-opted Governor and item 10 as this related to a recommendation for him to be awarded an Honorary Fellowship.

Christina Coker declared a non-pecuniary interest in relation to item 9 as this related to her re-appointment as a co-opted Governor.

3. PUBLIC MINUTES

The public minutes of the meeting held on 2 May 2013 were approved as a correct record.

4. SKILLS AND EFFECTIVENESS REVIEW 2014

A report of the Town Clerk informed Governors that the Skills Working Party had recently undertaken a skills and effectiveness review. The review had asked all Governors of the Board to comment on various aspects around the work of the Board and the management of meetings with regard to best practice and guidance from the Higher Education Funding Council for England (HEFCE) and the Leadership Foundation. It explored Governors' understanding

of the Board's role, the input into and quality of meetings, the governance and clerking support received by the Board, and Governors views on communication from the School. It went on to assess personal skills and attributes including specialist and technical areas relating to the School.

The non-attributable results of the effectiveness survey demonstrated that overall Governors were satisfied with the administration of the Board and that the role of the Board was understood. The results showed that Governors felt reports to the Board contained relevant information but could be more concise in nature, the length of Board meetings could be shorter and that a separate Governor's online portal could be made available to provide Governors with access to relevant material i.e. the Strategic Plan and other key documents.

The results of the skills audit demonstrated that the Board was strong in areas of governance, strategic management and business planning and that Governors had an interest and knowledge of the arts. There was, however, a lack of identified skills with regard to fundraising.

The review also highlighted that the Board was comprised of a number of Governors who had specific and relevant skills and knowledge to carry out their role, such as Governors who sat on other educational governing bodies and some with qualifications in Education, Music, Stage Management and Theatre, which all served to strengthen the governance of the School.

The Chairman explained that following the Skills Working Party meeting a number of actions were agreed for recommendation to the Board which were set out at Appendix C of the report.

A lengthy discussion took place with reference being made to the following points:-

- The main areas where there was a gap of skills related to both fundraising and specialist experience in the Higher Education sector.
- When future appointments were considered people with a background in the Higher Education sector would be looked at to include people who may have retired from another conservatoire.
- The two new Governors to the Board would be invited to complete the skills and effectiveness survey.
- A working document would be produced to demonstrate the skills each Governor had, along with the expiry date of the Governor's term.
- In terms of training opportunities for Governors it was noted that this would take place at Board meetings with an agenda item in the form of a presentation looking at various aspects of the School's operations.,.

- In relation to the recent Safeguarding training it was pointed out that an extension to the completion date would be appropriate as the process for completing the relevant training was unclear.
- In response to a question by a Governor, the Assistant Principal undertook to investigate whether students should on occasion be invited to give a presentation at Board meetings to provide insight into the student experience and offer any general feedback they may have.
- An Away Day would be arranged for late October/early November, offsite, for Governors. It was emphasised that the format of the Away Day should not replicate a Board meeting and should perhaps include a facilitator with the content of the session being carefully devised.
- Paragraph 1, on page 47, would be amended to remove 'public relations' as a skills gap. The third paragraph on page 3 would be amended to show that a lack of identified skills from the skills audit related to fundraising and Higher Education sector specialists.
- Paragraph 13 under Appendix C would be amended to include reference to a review of issues relating to public and non-public items on the agenda and the sequencing of both public and non-public items with a view to using time as efficiently as possible.
- In relation to the timing of meetings it was felt that there would be little merit in scheduling an additional Board meeting each year and that the current Board meetings should continue to allow Governors the time to engage in debate on agenda items to ensure that Governors' skills are deployed to the School's best advantage.

RESOLVED – That Governors note the contents of the report.

5. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE 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:-

Item	Paragraph
8-10	1
11-12	-

8. **NON PUBLIC MINUTES**

The non-public minutes of the meeting held on 2 May 2013 were approved as a correct record.

9. **PROPOSALS FOR THE RE-APPOINTMENT OF FIVE NON-CITY GOVERNORS AND THE APPOINTMENT OF A NEW NON-CITY GOVERNOR**

A report of the Principal was considered and agreed.

10. **RECOMMENDATION FOR FELLOWSHIPS AND HONORARY FELLOWSHIPS, 2014**

A report of the Principal was considered and agreed.

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

There were no questions.

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

There were no urgent items.

The meeting ended at 3.09 pm

Chairman

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