

**BOARD OF GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC AND
DRAMA**

Monday, 17 November 2014

Minutes of the meeting of the Board of Governors of the Guildhall School of Music and Drama held at the Guildhall EC2 at 1.45 pm

Present

Members:

Alderman David Graves (Chairman)	Gareth Higgins
Deputy John Bennett (Deputy Chairman)	Professor Barry Ife
Deputy John Barker	Ann Pembroke
Sir Andrew Burns	Roberts
Christina Coker	Jeremy Simons
Neil Constable	Angela Starling
Marianne Fredericks	Alex Tostdevine
Lucy Frew	

Officers:

Saimah Tahir	Town Clerk's Department
Peter Lisley	Town Clerk's Department
Lorraine Brook	Town Clerk's Department
James Goodsell	Town Clerk's Department
Niki Cornwell	Chamberlain's Department
Alexandra Bentley	City Surveyor's Department
Sandeep Dwesar	Guildhall School

1. APOLOGIES

Apologies were received from Alderman William Russell, Michael Hoffman, Paul Hughes, Jeremy Mayhew and Kathryn McDowell

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

Nicy Roberts declared a personal interest as Chairman of the Friends of the Centre for Young Musicians and because her daughter played in the LSSO (part of the Centre for Young Musicians).

3. PUBLIC MINUTES

The public minutes of the meeting held on 22nd September 2014, were approved as a correct record.

4. PUBLIC MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE

The public minutes of the Audit & Risk Management Committee held on 3rd November 2014, were received.

5. **PUBLIC MINUTES OF THE FINANCE & RESOURCES COMMITTEE**
The public minutes of the Finance & Resources Committee held on 4th November 2014, were received.

6. **PUBLIC MINUTES OF THE GOVERNANCE & EFFECTIVENESS BOARD**
Members were advised that the public minutes of the Governance & Effectiveness Board would be submitted to the next meeting of the Board of Governors.

7. **PRINCIPAL'S GENERAL REPORT**
The Board received a verbal report by the Principal.

The Principal explained that the School continued to look at ways to make savings and were looking at the spaces they occupied to consider the rationale for retaining them.

RECEIVED.

8. **TEACHING & LEARNING BOARD - ANNUAL REPORT 2014/15**
The Board received a report of the Principal which set out the activities of the Board during the last academic year.

A discussion took place on the quality of courses and satisfaction levels of pupils. In response to a Member's question, Officers explained that the decrease in student satisfaction corresponded with Students requested value for money from there course.

RECEIVED.

9. **RESEARCH, KNOWLEDGE EXCHANGE AND ENTERPRISE STRATEGY (R & KE) REPORT**
The Board considered a report of the Vice Principal and Director of Academic Affairs on the Research and Knowledge Exchange Strategy 2014-18. The Strategy sought to build on the previous work undertaken in this area, setting out an ambitious agenda for developing this area of activity in the School.

RESOLVED – That the report be agreed.

10. **HEFCE ANNUAL ACCOUNTABILITY RETURN 2014**

10.1 **Annual Assurance Return**

A report of the Chief Operating and Financial Officer was considered which confirmed that the School had met its obligations to the Higher Education Funding Council for England (HEFCE) under the Financial Memorandum thus enabling HEFCE to fulfil its responsibility as principal regulator.

RESOLVED – That the contents of the report be noted.

10.2 **Accounts Direction for 2014/15**

A report of the Principal outlined the Accounts Direction for 2014 – 2015 relating to the financial accounts for the year ended 31 July. HEFCE and its auditors rely on the statements to satisfy themselves that public funds were being used for the purpose for which they were provided.

RESOLVED – That the contents of the report be noted.

10.3 **Internal Audit Update Report**

A report of the Head of Internal Audit regarding the School's internal audit work which is in accordance with the HEFCE Code of Practice for Accountability and Audit. The Board were asked to approve the report.

RESOLVED – That the report be approved.

11. **CITY OF LONDON CULTURE STRATEGY REPORT 2015/19**

Members were advised that the report had been withdrawn by the Town Clerk.

NOTED.

12. **STUDENT EXPERIENCE PRESENTATION**

The Student Union President gave a presentation to the Board regarding the student experience. Governors were informed that students considered their relationship with staff fulfilling and were content with the new development at Milton Court.

The Board were informed that the Student Union was changing its interests focus by forming new societies based on interest within the School and was looking to promote itself through mobile applications and the internet. The result of a travel survey revealed most students lived in zone 1-3.

Student accommodation remained a big concern especially since the School was expanding. In response to the concern regarding the availability of student accommodation, officers informed the Board that this was being explored.

The Chairman thanked the Student Union President for the update.

RESOLVED – That the report be noted.

13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was none.

15. **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
16- 26	3

16. **NON PUBLIC MINUTES**

The non-public minutes of the meeting held on 22nd September 2014, were approved as a correct record.

17. **NON PUBLIC MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE**

The non-public minutes of the Audit & Risk Management Committee held on 3rd November 2014, were received.

18. **NON PUBLIC MINUTES OF THE FINANCE & RESOURCES COMMITTEE**

The non-public minutes of the Finance & Resources Committee held on 4th November 2014, were received.

19. **NON PUBLIC MINUTES OF THE GOVERNANCE & EFFECTIVENESS BOARD**

Members were informed that the non-public minutes of the Governance & Effectiveness Board would be submitted to the next meeting.

20. **HEFCE ANNUAL ACCOUNTABILITY RETURN 2014**

20.1 **Audited Financial Statements**

A report of the Chief Operating & Financial Officer was considered regarding the reports and Financial Statements for the year ended 31 July 2014.

RESOLVED – That the audited financial statements be approved.

20.2 **Audit Committee Annual Report**

A report of the Chief Operating & Financial Officer was received regarding the Audit and Risk Sub-Committee's Annual report for the year ending 31 July 2014.

RESOLVED – That the report be approved.

20.3 **Economy, Effectiveness and Efficiency Report**

A report of the Chief Operating & Financial Officer was considered regarding the Audit Committee's review of Economy, Effectiveness and Efficiency in the School.

RESOLVED – That the report be approved subject to the inclusion of the Museum of London.

21. **GUILDHALL SCHOOL BUDGET REPORT - 2015/16**

The Board received a report of the Principal regarding the budget shortfall.

RESOLVED – That the savings proposal be approved.

22. **SCHOOL FINANCE REVIEW**

The Board received a report of the Chief Operating and Financial Officer, regarding the School Finance Review.

RESOLVED – That the report be noted.

23. **SERVICE BASED REVIEW PROPOSALS - GUILDHALL SCHOOL OF MUSIC AND DRAMA**

The Board considered a report of the Principal detailing the Service Based Review proposals.

RESOLVED- That the report be agreed.

24. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

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

There was one item of urgent business regarding Guildhall School Enterprise Update on the 5 year plan.

RESOLVED – That the report be approved.

26. **POST TDAP REPORT**

The Board considered a report of the Principal regarding the proposed amendments to the School's Instruments and Articles of Government and to the Terms of Reference.

RESOLVED – That the report be approved subject to approval by the Policy and Resources Committee.

RESOLVED: With two hours having elapsed since the start of the meeting, in accordance with Standing Order No. 40 the Board agreed at this point to extend the meeting by up to thirty minutes.

The meeting closed at 4.30 pm

Chairman

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