

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

**Monday, 15 February 2021**

Minutes of the meeting streamed to You Tube  
<https://youtu.be/qiB6LNntI8E> at 1.45 pm

## **Present**

### **Members:**

Graham Packham (Deputy Chairman)	Steven Gietzen
George Abrahams	Neil Greenwood
Munsur Ali	Dr Paula Haynes
Randall Anderson	Jeremy Mayhew
Deputy David Bradshaw	Andrew Mayer
Natasha Bucknor	Harry Plant
John Chapman	Andy Taylor
Professor Geoffrey Crossick	Lynne Williams
Professor Maria Delgado	
Marianne Fredericks	

## **In Attendance**

### **Officers:**

Jonathan Vaughan	- Guildhall School of Music and Drama
Katharine Lewis	- Guildhall School of Music and Drama
Andrew Lavender	- Guildhall School of Music and Drama
Ashleigh Hope	- Guildhall School of Music and Drama
Gilly Roche	- Guildhall School of Music and Drama
Orla O'Loughlin	- Guildhall School of Music and Drama
Amy Grimes	- Guildhall School of Music and Drama
Steve Eddy	- Guildhall School/Barbican Centre
Cornell Farrell	- Guildhall School/Barbican Centre
Jonathan Poyner	- Guildhall School/Barbican Centre
Sandeep Dwesar	- Guildhall School/Barbican Centre
Hannah Bibbins	- Guildhall School/Barbican Centre
Sean Gregory	- Guildhall School/Barbican Centre
Nikki Cornwell	- Guildhall School/Chamberlains
Graeme Hood	- Guildhall School
Julie Mayer	- Town Clerks
John Cater	- Town Clerks

## **1. APOLOGIES**

Apologies were received from the Chairman, Vivienne Littlechild and The Rt Hon. the Lord Mayor Alderman William Russell. The Deputy Chairman, Graham Packham, took the Chair.

Before commencing the business on the agenda, the Deputy Chairman welcomed new Member, Andrew Mayer and thanked long-serving Member, John Chapman, who would be standing down in April this year, having completed three terms.

The Deputy Chairman also advised of a change to the running order so that item 20 (the Medium-Term Financial Plan) could be taken directly after item 17 (Business Recovery Plan) as they interrelate.

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

There were no declarations.

**3. PUBLIC MINUTES**

RESOLVED, That – the public minutes and non-public summary of the meeting held on 23<sup>rd</sup> November 2020 be approved as a correct record.

**4. PUBLIC MINUTES OF RECENT COMMITTEE MEETINGS**

RESOLVED, That – the public minutes and non-public summaries of the following meetings be received:

4.1 Finance and Resources Committee - 19th January 2021

4.2 Audit and Risk Management Committee - 22nd January 2021

**5. ANNUAL REVIEW OF THE BOARD'S TERMS OF REFERENCE**

The Board received a report of the Town Clerk in respect of the Annual Review of its Terms of Reference. The Deputy Chairman suggested, and the Board agreed, that it would be prudent to delay a review of the Board's Terms of Reference until the full implications arising from the Lisvane Review were known, and that the Governance and Effectiveness Committee should consider them prior to agreement by the full Board.

RESOLVED, that:

1. The Terms of Reference of the Board (as set out at Appendix 1 to the report) be approved for submission to the Annual Meeting of the Court of Common Council in April 2021; and

2. The frequency of the Board's meetings, currently 4 times a year, to remain unchanged.

**6. GENERAL REPORT OF THE PRINCIPAL**

The Board received the Principal's General Report which provided updates on the sector and the school, quality of learning and teaching environment, awards and prizes, together with a higher education student number snapshot for 2020/21.

RESOLVED, that – the report be noted.

**7. ANNUAL FINANCIAL STATEMENTS**

The Board considered a report of the Principal in respect of the Annual Report and Financial Statements for the Office for Students (OfS), which form part of the ongoing conditions of registration as a higher education provider. The Board noted that this report had been thoroughly scrutinised by the Finance and Resources and Audit and Risk Management Committees. An error was highlighted in respect of the name of the Student Union Representative, which would be corrected before submission.

RESOLVED, that - the Annual Report & Financial Statements be formally approved and the Chairman of the Board and the Principal of the School be authorised to sign the report and accounts and the updated assurance engagement letter from the independent accountants, on behalf of the Board, prior to submission of the Financial Statements to the OfS by 28<sup>th</sup> February 2021.

**8. PROPOSAL TO CHANGE REPORTING DATE TO THE OFFICE FOR STUDENTS**

The Board considered a report of the Principal in respect of a proposal to change the reporting date to the Office for Students, which had been approved by the Finance and Resources Committee. The Board noted that, whilst it had been a requirement of HEFCE for the accounts be produced with a 31st July year-end date, this was no longer the case for the OfS. Furthermore, changing the submission date to 31st March would align with the City Corporation's year-end, resulting in a more efficient use of officer time.

RESOLVED, that - The School be authorised to cease producing financial statements for the Office for Students, with a 31 July year-end, instead producing the accounts with a 31 March year-end, in common with the City Corporation's own accounting date.

**9. ANNUAL FINANCIAL RETURN TO THE OFFICE FOR STUDENTS**

The Board received a report of the Principal in respect of the Annual Financial Return to the Office for Students. The Board noted that was a requirement of the OfS for the return documents to be approved by a committee of the Governing Board prior to submission by 31 January 2021. Accordingly, the documents were approved by the Finance & Resources Committee and further endorsed by the Audit & Risk Committee, in January 2021, and had been successfully uploaded to the Office for Students in accordance with the deadline.

RESOLVED, that – the report be noted.

10. **ANNUAL REPORT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE**  
 The Board considered the Annual Report of the Audit and Risk Management Committee, which was required as part of the Annual Financial Return to the OfS. The Board noted that the immediate past Chairman had signed off the report and two Members of the Committee, who were also Members last year, had affirmed its content. The previous Chairman was thanked for her service to the Audit and Risk Management Committee.

RESOLVED, that – the Annual Report of the Audit and Risk Management Committee be approved for submission to the Office for Students.

11. **PREVENT: ANNUAL MONITORING REPORT FOR 2019/20 TO THE OFFICE FOR STUDENTS (OFS)**

The Board received a report of the Principal in respect of the annual report to the Office for Students on the number of Prevent cases in a given year. The return information was attached to the report and confirmed that the School was fulfilling its statutory obligation regarding the Prevent Duty. The officer advised that OfS feedback was expected in March and the next report to the Board would provide an update.

RESOLVED, that – the report be noted.

12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
 There were no questions.

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
 There were no items.

14. **EXCLUSION OF THE PUBLIC**  
**RESOLVED** – That under Section 100(A) 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 Part I of Schedule 12A of the Local Government Act as follows:-

Item	Paragraph

15. **NON-PUBLIC MINUTES**  
 RESOLVED, That – the non-public minutes of the meeting held on 23rd November 2020 be approved as a correct record.

16. **NON-PUBLIC MINUTES OF RECENT COMMITTEE MEETINGS**  
 RESOLVED, That – the non-public minutes of the following meetings be received:

- 16.1 Finance and Resources Committee - 19th January 2021
- 16.2 Audit and Risk Management Committee - 22nd January 2021

17. **BUSINESS RECOVERY PLAN**  
The Board considered and approved a report of the Principal.
18. **GENERAL REPORT OF THE PRINCIPAL (NON-PUBLIC)**  
The Board received a report of the Principal.
19. **ACCESS AND PARTICIPATION MONITORING 2019/20**  
The Board considered and approved a report of the Principal.
20. **MEDIUM TERM FINANCIAL PLAN 2021-25**  
The Board received a report of the Principal.
21. **AGED DEBT REPORT FOR THE GUILDHALL SCHOOL OF MUSIC & DRAMA AS AT 31 JANUARY 2021**  
The Board considered and approved a report of the Principal.
22. **BARBICAN CENTRE & GUILDHALL SCHOOL CONFINED AND DANGEROUS SPACES GATEWAY 2 (PROJECT PROPOSAL)**  
The Board considered and approved a joint report of the City Surveyor, the Managing Director of the Barbican Centre Board and the Principal, Guildhall School of Music and Drama.
23. **WORKS TO THE ROOF OF THE SILK STREET BUILDING (PHASE 2) GATEWAY 6 - OUTCOME REPORT - REQUEST FOR A DELEGATED AUTHORITY**  
The Board considered and approved a joint report of the City Surveyor, the Managing Director of the Barbican Centre Board and the Principal, Guildhall School of Music and Drama.
24. **SAFEGUARDING UPDATE**  
The Board received a report of the Principal.
25. **ANNUAL TRANSPARENT APPROACH TO COSTING (TRAC) RETURN FOR THE GUILDHALL SCHOOL OF MUSIC & DRAMA**  
The Board received a report of the Principal.
26. **REPORT OF ACTION TAKEN**  
The Board received a report of the Town Clerk in respect of the following decisions, taken under urgency, since the last meeting of the Board:
  - **Business Recovery Plan – outline strategy**
  - **Guildhall School of Music and Drama Budget 2021/2022**
27. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were no questions.
28. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items.

29. **GUILDHALL SCHOOL OF MUSIC AND DRAMA - STAFFING**

The Board considered and approved a confidential report of the Principal.

**The meeting ended at 3.45pm**

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Chairman

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