

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

Wednesday, 18 September 2013

Minutes of the meeting of the Board of Governors of the Guildhall School of Music
and Drama held at Committee Room - 2nd Floor West Wing, Guildhall on
Wednesday, 18 September 2013 at 1.45pm

Present

Members:

Alderman David Graves (Chairman)	Gareth Higgins
Deputy John Bennett (Deputy Chairman)	Paul Hughes
Deputy John Barker	Professor Barry Ife
Sir Andrew Burns	Pamela Lidiard
Deputy John Chapman	Jeremy Mayhew
Christina Coker	Kathryn McDowell
Neil Constable	Ann Pembroke
Ieuan Davies	Jeremy Simons
Daniel Evans	Angela Starling
Marianne Fredericks	

In Attendance

George Gillon (Chief Commoner)
Deputy Catherine McGuinness
Nicy Roberts

Officers:

Daniel Hooper	- Town Clerk's Department
Matthew Pitt	- Town Clerk's Department
Duncan Barker	- Guildhall School of Music and Drama
Christian Burgess	- Guildhall School of Music & Drama
Sandeep Dwesar	- Guildhall School of Music & Drama
Helena Gaunt	-

1. APOLOGIES

Apologies were received from John Scott.

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

Deputy Catherine McGuinness declared a non-pecuniary interest as her daughter was studying at the School.

Deputy Catherine McGuinness and Deputy John Chapman declared non-pecuniary interests as Members of the Worshipful Company of Musicians.

Sir Andrew Burns declared a non-pecuniary interest as Chairman of the Hestercombe Gardens Trust.

3. **PUBLIC MINUTES**

The public minutes and non-public summary of meeting held on 13 May 2013 were approved.

4. ***PUBLIC MINUTES OF THE FINANCE & RESOURCES COMMITTEE**

The public minutes and non-public summary of the Finance and Resources Committee meetings held on 30 April and 5 September 2013 were noted.

5. ***PUBLIC MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE**

The public minutes and non-public summary of the Audit and Risk Management Committee held on 1 July 2013 were noted.

6. ***PUBLIC MINUTES OF THE REMUNERATION COMMITTEE**

The public minutes and non-public summary of the Remuneration Committee held on 8 July 2013 were noted.

7. **ELECTION OF A GOVERNOR TO SERVE ON THE FINANCE AND RESOURCES COMMITTEE**

The Chairman noted that there was a vacancy to be filled on the Finance and Resources Committee of the Board of Governors and therefore sought expressions of interest from the Board.

Jeremy Mayhew being the only Governor indicating his willingness to serve was therefore elected to serve on the Finance and Resources Committee for the remainder of the corporate year.

RESOVLED – That Jeremy Mayhew be appointed to the serve on the Finance and Resources Committee of the Board of Governors of the Guildhall School of Music and Drama.

8. **PRINCIPAL'S GENERAL REPORT**

The Board received a report of the Principal updating the Board on the following areas:-

Quality Assurance Agency (QAA) Report

The Principal tabled the executive summary of the QAA report regarding the application by the School for the grant of degree awarding powers, which had arrived on the morning of the Board meeting. He advised that the language used to describe the School was very positive and that the School's application (which would be considered later in the Autumn) was well-positioned and cautious optimism was appropriate regarding a positive outcome before the Privy Council, the decision-making body.

Milton Court

The Principal advised that snagging was underway on the project with a total of 6098 issues having already been reduced down to 734. He expected the majority of those outstanding matters to be resolved prior to the official opening on 26 September.

Some Members expressed concern that there had been no arrangements put in place to compensate the School if the project was delayed.

National Student Survey

The Principal reported that the most recent results of the National Student Survey were less impressive than in earlier years. The view expressed in the Principal's report, that it was essential to identify the reasons for the fall in student satisfaction, were endorsed by the Chairman.

Recruitment

The principal reported that the School had been a little over-optimistic in hoping it could fill places on the new Orchestral Artistry course in 13/14 but reported that four vacancies in the music department were now filled. Overall student recruitment was on target except for postgraduate music, nearly all being vacancies in the Orchestral Artistry course.

9. CHILDREN AND YOUNG PEOPLE SAFEGUARDING POLICY

The Board considered a joint report of the Principal and the Town Clerk seeking approval to a revised Safeguarding Policy for the School.

The Board agreed a proposal put forward by the Chairman that Christina Coker and Marianne Fredericks be appointed as lead governors on safeguarding and vulnerable adults.

In response to a Member's question the Principal responded that vulnerable adults were discussed as part of the policy but in the interests of expediting the children's policy it was agreed that an adult policy would follow.

In response to another question, the Principal confirmed the School needed to adopt a proactive approach to educating students and current staff on safeguarding issues.

The Chairman reported that all governors would receive training, with lead governors receiving additional training on a date to be arranged near the end of October 2013.

RESOLVED – That,

- a) the Child Safeguarding Policy be approved; and
- b) Christina Coker and Marianne Fredericks be appointed lead governors for Child Safeguarding and Vulnerable Adults.

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

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

12. **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
12-14, 16-22	3
15	2
25	7
26	1&4

13. **NON PUBLIC MINUTES**
The non-public minutes of the meeting held on 13 May 2013 were approved.
14. ***NON PUBLIC MINUTES OF THE FINANCE & RESOURCES COMMITTEE**
The non-public minutes of the Finance and Resources Committee meetings held on 30 April and 5 September 2013 were noted.
15. ***NON PUBLIC MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE**
The non-public minutes of the Audit and Risk Management Committee meeting held on 1 July 2013 were noted.
16. ***NON PUBLIC MINUTES OF THE REMUNERATION COMMITTEE**
The non-public minutes of the Remuneration Committee meeting held on 8 July 2013 were noted.
17. **FEE SCHEDULE FOR 2014/15**
The Board approved a report of the Principal.
18. **GUILDHALL SCHOOL ENTERPRISE BUSINESS PLAN AND UPDATE ON ACTIVITY TO DATE**
The Board approved a report of the Assistant Principal.
19. **2014 ACCESS AGREEMENT**
The Board received a report of the Principal.
20. **TEACHING AND LEARNING STRATEGY**
The board received a report of the Assistant Principal.
21. **DEVELOPMENT OFFICE ANNUAL REPORT 2012/13**

The Board received a report of the Head of Development.

22. DEVELOPMENT REVIEW REPORT AND RECOMMENDATIONS

The Board approved a report of the Head of Development.

23. FINANCE REVIEW JULY 2013 PERIOD 4, 2013/14 FINANCIAL YEAR

The Board received a report of the Chief Operating and Financial Office.

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 urgent item relating to a Tenancy at Will agreement.

Governors Only

26. OPERATION PERILLA

The Board received a verbal update of the Principal.

27. SENIOR STAFF ROLES

The Board received a verbal update of the Principal.

The meeting ended at 3.24pm

Chairman

**Contact Officer: Rakesh Hira
tel. no.: 020 7332 1408
rakesh.hira@cityoflondon.gov.uk**