

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

**Tuesday, 3 July 2012**

**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 Guildhall, EC2 on Tuesday, 3 July 2012 at 2.45pm**

**Present**

**Members:**

Jeremy Simons (Chairman)  
Sheriff & Deputy Wendy Mead

**In Attendance**

Deputy John Bennett  
Alderman David Graves

**Officers:**

Rakesh Hira	- Town Clerk's Department
Professor Barry Ife	- Principal, Guildhall School of Music & Drama
Sandeep Dwesar	- Guildhall School of Music & Drama
David Williamson	- Consultant, Hanover Cube
Jeremy Mullins	- Chamberlain's Department
Peter Martin	- Chamberlain's Department
Paul Nagle	- Chamberlain's Department

**1. APOLOGIES**

Apologies were received from Neil Constable and Alderman Fiona Woolf.

**2. DECLARATIONS BY MEMBERS OF ANY PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ANY ITEMS ON THIS AGENDA**

Alderman David Graves declared his personal interest as his daughter is at the Junior Guildhall (this was a standing declaration).

**3. ELECTION OF DEPUTY CHAIRMAN**

Governors proceeded to elect a Deputy Chairman pursuant to Standing Order No. 30. Sheriff & Deputy Wendy Mead, being the only Governor who signified a willingness to serve, was duly declared Deputy Chairman for the ensuing year.

4. **PUBLIC MINUTES**

The public minutes and summary of the meeting held on 18 January 2012 were approved.

Matters Arising

**Training for Audit & Risk Management Committee Governors**

It was noted that a training session would take place on 17 September 2012 by a representative from HEFCE.

5. **INTERNAL AUDIT UPDATE**

A report of the Chamberlain which provided an update on the progress of the Internal Audit reviews undertaken within the Guildhall School since the last report made in January 2012 was considered. The report explained that an audit review was undertaken on ICT Strategy, Security and Operations which had been completed and the outcome of the review (part of planned work 2011/12) was generally favourable and resulted in five amber priority and twelve green priority recommendations, which were all agreed with management.

The Head of Audit & Risk Management explained that a small piece of work was being undertaken on the review of student enrolments which was currently at its draft stage.

A discussion took place on the number of planned days (20 in total) on the Professors' Contracts project and that 31 December 2012 may be too early as a planned completion date. It was noted that when this project started internal audit would review the amount of days required to complete this piece of work and that some days could be used on the Value for Money Initiatives project.

The Chief Operating & Financial Officer and Governors were grateful to the Head of Internal Audit & Risk Management, and his team, for the thoroughness and expertise on the work that they undertook.

**RECEIVED**

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

There were no questions.

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

There were no urgent items.

8. **EXCLUSION OF THE PUBLIC**

**RESOLVED:** That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

Item Nos.	Exempt Paragraphs
9 - 12	3

9. **NON PUBLIC MINUTES**

The non-public minutes and summary of the meeting held on 18 January 2012 were approved.

10. **MILTON COURT RISK REGISTER**

A report of the Director of Strategic Projects was received.

11. **GUILDHALL SCHOOL RISK REGISTER**

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

12. **FINANCE REVIEW**

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

13. **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 BOARD AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no urgent items.

**The meeting ended at 3.31pm**

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Chairman

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