

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

Wednesday, 14 November 2018

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 Committee Room 2 - 2nd Floor West Wing, Guildhall on Wednesday, 14 November 2018 at 10.30 am

Present

Members:

Marianne Fredericks (Chairman)	John Chapman
Graham Packham (Deputy Chairman)	Christina Coker O.B.E.
Randall Anderson	

In Attendance

Vivienne Littlechild

Officers:

Sandeep Dwesar	- Barbican Centre
Graeme Hood	- GSMD
Katharine Lewis	- GSMD
Jeremy Newton	- GSMD
Martin Newton	- Town Clerk's Department
Jonathon Poynor	- Barbican Centre
Pat Stothard	- Head of Audit and Risk Management
Sarah Wall	- GSMD

1. "IN CAMERA" SESSION

Before the commencement of formal proceedings, the Committee held its usual "in camera" session attended only by the Head of Audit and Risk Management, the representative from the external auditor (Moore Stephens), and the Town Clerk's representative.

2. CHRISTINA COKER

The Chairman, on behalf of Members, paid tribute to Christina Coker who was attending her final meeting of the Committee at the end of a 3 period (nine year) spell as a governor. The Chairman drew attention to Christina Coker's dedicated and invaluable past work with the Board and its committees, commented that during her tenure as Chairman of the Committee the number of risks on the register had fallen from 50 to 16, and said that she would be missed by all at the School. The Committee endorsed these comments and Christina Coker thanked Members for their kind words.

3. APOLOGIES

Apologies were received from Neil Constable and Deputy John Bennett.

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

There were no declarations.

5. **PUBLIC MINUTES**

RESOLVED – That the public minutes of the meeting held on 9 October 2018 be approved, subject to the inclusion of apologies for absence from Vivienne Littlechild and a new paragraph commencing in the first bullet point on page 2 beginning 'A Governor commented.....'.

On matters arising, the following matters were raised:-

- On item 6 relating to the catering contract, the Chairman informed Members that it was accepted by the Chairman of the CoL Audit and Risk Management Committee that, as the delay was down to the Police not signing the contract, it was unfair that the School were penalised with a risk that it had no control over.
- The Committee noted that a further update on the status of the MoU on GYA would be provided.
- In respect of accommodation, a report would be made to the Board in February 2019, and it was noted that at its next meeting on 19 November 2018 the Board would be asked to approve the establishment of a Capital Projects Strategic Working Group.

6. **OUTSTANDING ACTIONS**

The Town Clerk reported on outstanding actions.

The following matters were raised:-

- Members noted that the E-Learning Technologist would commence duties in January 2019 and would assist with development of IT pedagogy to help ensure the School were 'in the right place'.
- The Committee was informed that the report back on the risk register would be in April 2019.
- With reference to the comment earlier from the Chairman, A Member suggested that the catering contract action be relegated to the bottom of the risk register list with a reference that the outstanding work was awaiting action by others.

RECEIVED.

7. **INTERNAL AUDIT UPDATE AND ANNUAL REPORT**

The Committee had before it the report of the Head of Audit and Risk Management on the internal audit annual report and opinion for the year ended 31 July 2018.

The following matters were raised:-

- The Head of Audit and Risk Management confirmed the moderate assurance opinion in view of audits undertaken during the year in question and the hope that this assurance would be able to change. He said that there were no outstanding recommendations; that target dates required updating; and that there was a requirement to know that the audit recommendations were being implemented. He confirmed that the catering contract continued to show as a limited assurance, not withstanding views made earlier in the meeting, as the contract remained unsigned.
- It was noted that the member and officers' declarations risk was corporate, not just linked to the School, although the Office for Students would be likely to look at an overall identified risk of this kind. The Town Clerk confirmed that 1 or 2 co-opted Board members declaration forms were outstanding but that this was likely to be more recent appointees that may not have received forms to complete and return.
- The Head of Audit and Risk Management confirmed that any previously identified issues not forming part of the current report indicated that implementation of outstanding matters had now taken place.
- The Director of Operations and Buildings said that on the asset management strategy he was working with the City Surveyor aligned with the CoL's estates strategy.
- Members were informed that with regard to data quality – resilience, the School would be submitting a Business Plan for increased resource and support in this expanding area.

RECEIVED.

8. SCHEDULE FOR RISK DEEP DIVE REVIEW

The Committee had before it the paper of the Acting Head of Finance and Business Administration on the schedule for risk deep dive review.

RESOLVED – That the future schedule for risk deep dive review set out in the report be approved, subject to the inclusion of major disaster and IT data recovery for the July 2019 meeting.

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

There were no questions.

10. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

11. **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 remaining 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.
12. **NON PUBLIC MINUTES**
RESOLVED – That the non-public minutes of the meeting held on 9 October 2018 be approved.
13. **RISK REGISTER**
The Committee considered the Principal's report on the risk register.
14. **DATA FUTURES**
Members had before them the report of the Principal on data futures.
15. **BREXIT MITIGATION STRATEGY - MUSIC DEPARTMENT**
The Committee considered the report of the Vice Principal and Director of Music on a Brexit mitigation strategy for the Music Department.
16. **STANDING ORDER 40**
The Committee agreed to continue its consideration of business after the usual 2 hour period for meetings.
17. **AUDIT AND RISK MANAGEMENT COMMITTEE ANNUAL REPORT**
With the agreement of the Chairman, Members considered the late revised paper on the Committee Annual Report.
18. **ANNUAL ACCOUNTABILITY RETURN**
The Committee had before them the report of the Acting Head of Finance and Business Administration on the annual accountability return.
19. **ACCOUNTS DIRECTION**
The Committee considered the report of the Principal on the accounts direction.
20. **AUDITED FINANCIAL STATEMENTS**
The Committee considered the report of the Chief Operating and Financial Officer on the audited financial statements.
21. **FINANCIAL COMMENTARY**
The Acting Head of Finance and Business Administration reported on the financial commentary.
22. **FINANCE REVIEW**
With the agreement of the Chairman, the Principal provided a late report on the School management information 'dashboard' 2018/19 – September 2018.
23. **SCHOOL BUDGET REPORT 2019/2020**
Members had before them the Principal's report on the school budget 2019/20.

24. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE AUDIT & RISK MANAGEMENT COMMITTEE

There were no questions.

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

There were no urgent items.

The meeting ended at 1.21 pm

Chairman

**Contact Officer: Martin Newton
tel. no.: 020 7332 3154
martin.newton@cityoflondon.gov.uk**