

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

Tuesday, 16 April 2019

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 Tuesday, 16 April 2019 at 1.45 pm

Present

Members:

Marianne Fredericks (Chairman)	Randall Anderson
Graham Packham (Deputy Chairman)	John Chapman

Officers:

Katharine Lewis	- Guildhall School of Music and Drama
Graeme Hood	- Guildhall School of Music and Drama
Martin Newton	- Town Clerk's Department
Cirla Peall	- Chamberlain's Department
Jonathon Poyner	- Barbican Centre
Pat Stothard	- Head of Internal Audit and Risk Management
Sarah Wall	- Chamberlain's Department

1. 'IN CAMERA' SESSION

Before commencement of the public part of the meeting, the Committee held its usual 'in camera' session attended by the internal audit officers and the Town Clerk's representative.

2. APOLOGIES

Apologies for absence were received from Neil Constable.

Apologies were also received from the Chairman and Deputy Chairman of the GSMD Board of Governors.

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

There were no declarations.

4. PUBLIC MINUTES

RESOLVED – That the public minutes of the meeting held on 12 February 2019 be approved.

5. PUBLIC OUTSTANDING ACTIONS

Members considered the Town Clerk's outstanding actions report.

The Head of Internal Audit and Risk Management confirmed that he was unaware of any progress in completion of the catering contract.

6. **INTERNAL AUDIT UPDATE**

The Head of Internal Audit and Risk Management provided his update report. In summary, Members noted that:-

- The School's management response to the draft report on student affairs (support) was expected later in the week and the Board would be updated on outcomes, post report finalisation.
- Further audit areas were being discussed with the School on the academic programme development. Work on a 'walk-through' area was currently underway with further samples required to provide assurances.
- Terms of reference for the budget-setting and financial management audit for quarter 1 2019/20 were being set.
- The information previously requested by Internal Audit would be provided by the School in respect of the extended follow-up on the accommodation strategy at the earliest opportunity.
- A revised target date for recommendation implementation was in place for the contractual KPI monitoring with evidence to be provided by the end of April 2019.
- Outstanding actions had now been completed on the management of external health and safety inspection reports.
- The talent management strategy implementation should be 'signed off' at the senior management team meeting on 22 May.
- A plan was in place to implement the management of school returns provisions by the revised target date of December 2019.
- A revised target date of N/A should be entered into the review of service provision update to reflect usual autumn annual reporting timescales.
- On 2019/20 strategy, it was noted that it was considered too early for a data futures audit taking account of national time scales for first return submission. It was agreed that the audit would be rescheduled for 2020/21.

- The Deputy Chairman repeated his previous request for 'more granularity' in the high-level audit plan that took account of major events and impact on key staff to help prevent 'back-end loading'. The Head of Internal Audit and Risk Management undertook to discuss this issue with the School and provide this information at the next meeting, including clarity of individuals responsible for audits.

RECEIVED.

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

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

9. 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.

10. NON PUBLIC MINUTES

RESOLVED – That the non-public minutes of the meeting held on 12 February 2019 be approved.

11. NON PUBLIC OUTSTANDING ACTIONS

The Committee noted the Town Clerk's report on non-public outstanding actions.

12. FAILURE IN HOST SCHOOL PARTNERSHIPS

The Director of Guildhall Young Artists and Safeguarding reported on the risk associated with failure in host school partnerships.

13. RISK REGISTER

The Chairman accepted for consideration the late report of the Principal on the School Risk Register.

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

There were no questions.

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

The Chairman accepted for consideration the late report of the Senior Librarian updating on strengths and weaknesses around risk relating to lack of development of IT/digital pedagogy and infrastructure to support it.

Two further urgent items were raised by Committee members.

The meeting ended at 3.40 pm

Chairman

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