

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

Wednesday, 11 September 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 - 2nd Floor West Wing, Guildhall on Wednesday, 11 September 2019 at 1.45 pm

Present

Members:

Marianne Fredericks (Chairman)	John Chapman
Randall Anderson	Ann Holmes

In Attendance

Vivienne Littlechild

Officers:

Lynne Williams	- Principal, Guildhall School of Music and Drama
Katharine Lewis	- Secretary & Dean of Students, Guildhall School of Music and Drama
Jonathon Poyner	- Director, Operations & Buildings, Guildhall School of Music and Drama and Barbican Centre
Niki Cornwell	- Chamberlain's Department
Graeme Hood	- Chamberlain's Department
Matt Lock	- Head of Internal Audit
Cirla Peall	- Internal Audit
Greg Moore	- Town Clerk's Department

1. APOLOGIES

There were no apologies.

The Chairman took the opportunity, on behalf of the Committee, to express her sincere gratitude to Neil Constable. Neil had served on the Board of Governors for many years, after which time he had continued to serve on the Audit & Risk Management Committee as an external Member until his recent resignation. She thanked him sincerely for his many contributions and dedication over the years and advised that she would be writing to him separately to thank him formally on the Committee's behalf.

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

There were no declarations.

3. ELECTION OF DEPUTY CHAIRMAN

The Chairman reminded Members that, following Graham Packham's election as Deputy Chairman of the Board of Governors and his departure from the

Audit & Risk Management Committee, this Committee now lacked a Deputy Chairman.

Accordingly, the Committee proceeded to elect a Deputy Chairman for the year ensuing. The Town Clerk read a list of Members eligible to stand and Randall Anderson, being the only Member expressing his willingness to serve, was duly elected as Deputy Chairman.

4. **PUBLIC MINUTES**

The public minutes of the meeting held on Tuesday 16 April 2019 were approved, subject to a correction to the Director of Operations & Buildings' job title.

5. **INTERNAL AUDIT UPDATE**

Governors received a report of the Head of Internal Audit and Risk Management providing an update on Internal Audit matters.

The Head of Internal Audit advised that the implementation of recommendations from previous audits was progressing well, with the School having undertaken significant activity since the last meeting. He was also pleased to report that there had been highly constructive dialogue with the School over the summer period which had enabled the collaborative agreement of a new audit plan and a timetable for forthcoming activity.

It was clarified that the Student Affairs annual report actions listed in the report should state October rather than September as the relevant target date, as the requisite information would not be available in time to facilitate September completion. In addition, it was agreed that the scheduled Data Futures audit would need to be removed from the 2020/21 audit schedule and a "to be confirmed" status ascribed to it, as there was not yet certainty from Government as to when this scheme would be introduced.

It was agreed that, in future, dates should be set out in the report instead of referring to quarters, as there was a difference between the School's year and the financial year, which could lead to confusion.

RESOLVED, that the report be noted.

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 was one item:

Co-option of External Members

The Chairman noted that the Committee's terms of reference granted the ability to co-opt Individuals with relevant skills directly onto the committee to assist it in fulfilling its duties. Following Neil Constable's resignation, she suggested that it would be beneficial to advertise with the intent to appoint at least two

individuals, with suitable expertise of audit and risk in the higher education, and the arts sector.

The committee unanimously agreed to the advertising for at least two individuals with relevant skills to be co-opted onto the Guildhall School of Music and Drama's Audit & Risk Management Committee. The Remuneration & Nominations Committee should be informed of the decision and involved in the process and that officers should liaise to produce suitable wording for an advert and identify publications in which to advertise, as well as to clarify the processes and timetable for recruitment.

8. **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.

9. **NON PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 16 April 2019, be approved.

10. **RISK REGISTER**

Governors received a report of the Principal regarding the Guildhall School of Music and Drama Risk Register.

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

There were no questions.

12. **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 3.00 pm

Chairman

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