

BOARD OF GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC AND DRAMA

Monday, 23 September 2019

Note of the **inquorate** meeting of the Board of Governors of the Guildhall School of Music and Drama held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 23 September 2019 at 1.45 pm

Present

Governors:

Vivienne Littlechild (Chairman)	Dave Muncey
Randall Anderson	Ann Holmes
Deputy David Bradshaw	Jeremy Mayhew
John Chapman	Alderman William Russell
Marianne Fredericks	Andy Taylor
Shreela Ghosh	Lynne Williams
Steven Gietzen	

In Attendance:

Nicy Roberts

Officers:

Alison Mears	- Director of Guildhall Young Artists and Safeguarding (Guildhall School)
Katharine Lewis	- Secretary & Dean of Students (Guildhall School)
Sean Gregory	- Director of Learning & Engagement (Guildhall School and Barbican Centre)
Jonathon Poyner	- Director of Operations and Buildings (Guildhall School and Barbican Centre)
Catherine Lithgow	- Operations and Buildings (Guildhall School and Barbican Centre)
Niki Cornwell	- Chamberlain's Department
Graeme Hood	- Chamberlain's Department
Greg Moore	- Town Clerk's Department
Alistair MacLellan	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Graham Packham, Professor Maria Delgado and Professor Geoff Crossick.

The Chairman took the opportunity to welcome Steven Gietzen and Dave Muncey to their first Board meeting, as well as to inform Governors that Jeremy Newton (Vice Principal & Director of Advancement) was currently off work due to a fall but was expected to return to work soon. The Board placed on record its best wishes for his recovery.

The Town Clerk noted that a quorum had not been achieved. Governors agreed to discuss items on the agenda, with a note of points made to be submitted to the next formal meeting of the Board for information. Any items requiring decision would be submitted to the next Board meeting or dealt with using urgency procedures.

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

There were no declarations.

3. **PUBLIC MINUTES**

Governors noted that the public minutes and non-public summary of the meeting held on 13 May 2019 would be submitted to the next meeting for approval.

4. *** PUBLIC MINUTES OF COMMITTEE MEETINGS**

The draft public minutes and non-public summaries of the following meetings were noted:

- Governance and Effectiveness Committee – 3 July 2019
- Audit and Risk Management Committee – 11 July 2019

5. **+ MEETINGS OF THE BOARD OF GOVERNORS AND COMMITTEES IN 2019 AND TERMS OF REFERENCE OF COMMITTEES**

Governors considered a report of the Town Clerk which set out forthcoming meeting dates and also proposed amendments to the terms of reference of two of the Board's Committees.

During discussion, Governors noted the requirement within the School's Instrument and Articles of Government to advertise vacancies for co-opted Board Members (paragraph 4). It was suggested that the wording within the relevant section of the Remuneration and Nominations Committee's terms of reference should be tightened to provide consistency, as they currently made reference only to "considering" advertising.

6. **+ ELECTION OF ADMINISTRATIVE (NON-TEACHING) MEMBER OF STAFF AND REAPPOINTMENT OF CO-OPTED NON-CITY OF LONDON CORPORATION GOVERNOR TO THE BOARD**

Governors considered a report of the Town Clerk regarding the election of an administrative (non-teaching) member of staff as a Governor, as well as the reappointment of a co-opted non-City of London Corporation Governor to the Board.

Governors noted the election to the Board of Steven Gietzen as administrative (non-teaching) Governor for a term of three years, renewable twice, effective from June 2018.

Governors were also supportive of the proposed reappointment of Professor Geoff Crossick to the Board for a second term of three years, requesting the Town Clerk to consider ratifying the reappointment formally using urgency procedures.

7. PUBLIC OUTSTANDING ACTIONS

Governors noted a report of the Town Clerk regarding public outstanding actions.

8. PRINCIPAL'S PUBLIC REPORT

Governors considered the Principal's Public Report.

The Principal advised Governors that Ben Sumner had tendered his resignation and would be taking up a role at the Hong Kong Academy for Performing Arts. Recruitment for a successor would begin during the week commencing 30 September 2019.

The Director of Guildhall Young Artists took the opportunity to highlight the performance of Leia Zhu with the Mariinsky Orchestra at the Concert Hall in St Petersburg, as well as the performance of the Junior Guildhall Brass Band with students from Brass Academy Alicante at the 8th International Brass Festival.

The Principal also informed Governors that the recent UK Government policy change in respect of postgraduate study visas would make the School more attractive to potential students. She took the opportunity to place on record her thanks to the Remembrancer for his work in support of the School's position.

9. SAFEGUARDING POLICY

Governors considered a report of the Director of Guildhall Young Artists and Safeguarding which presented a revised and updated Safeguarding Policy for approval.

Governors welcomed the revised policy and thanked the Director for the significant volume of work undertaken to produce it. The Director was encouraged to ensure that the policy was on display and visible throughout the School, with the Town Clerk asked to ensure that any safeguarding training opportunities that might arise were highlighted to all Governors.

Governors requested that the Town Clerk consider approving the policy using urgency procedures.

10. CARBON REDUCTION

a) Guildhall School Carbon Reduction KPI

Governors considered a report of the Director of Operations and Buildings which provided an update on progress to date in respect of the Guildhall School's Carbon Reduction Key Performance Indicators (KPI).

The Director of Operations and Buildings noted that the School had worked hard to deal with legacy issues affecting its ability to reduce carbon effectively.

A Governor noted that the School would be appointing student 'green champions' for each production and would be undertaking a 'green audit' of productions

The Principal reminded Governors that any efforts to reduce carbon would always need to be such that the School's teaching and learning environment was in no way negatively affected, as the latter would clearly need to take priority.

b) Guildhall School Carbon Reduction Strategy

Governors considered a report of the Director of Operations and Buildings presenting a revised Guildhall School Carbon Reduction Strategy. It was noted that the Strategy would be replaced with a new and more concise document post-2020.

Governors requested that the Town Clerk consider approving the strategy using urgency procedure, subject to paragraph 89 of the report (Space Management) being confirmed as being up-to-date and references to HEFCE being altered to reflect the new arrangements with the Office for Students (OfS).

11. UPDATE ON BARBICAN GUILDHALL CREATIVE ALLIANCE

Governors considered an update report of the Director of Learning & Engagement regarding the Barbican Guildhall Creative Alliance.

The Director of Learning & Engagement spoke to introduce the report, during which he noted that future iterations of the paper would include more elements of self-review and assessments of initiatives.

Governor welcomed the report and the evidence of positive joint-working between the School and the Barbican Centre. During discussion, it was suggested that the names of responsible officers should be indicated alongside each objective, rather than initials, to assist Governors in identifying who key contacts were. It was also agreed that it would be helpful to issue an update on the relevant areas to the Governor 'champions' appointed at the joint Away Day in July.

12. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

14. EXCLUSION OF THE PUBLIC

RESOLVED – That under Section 100(A) 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 Part I of Schedule 12A of the Local Government Act.

15. **NON-PUBLIC MINUTES**

Governors noted that the non-public minutes of the meeting held on 13 May 2019 would be submitted to the next meeting for approval.

16. *** NON-PUBLIC MINUTES OF COMMITTEE MEETINGS**

The draft non-public minutes of the following meetings were noted:

- Governance and Effectiveness Committee – 3 July 2019
- Audit and Risk Management Committee – 11 July 2019

17. **CHAIRMANSHIP OF AUDIT & RISK MANAGEMENT COMMITTEE**

Governors considered a report of the Principal regarding the Chairmanship of the Audit and Risk Management Committee.

18. **PRINCIPAL'S NON-PUBLIC REPORT AND BREXIT UPDATE**

Governors considered the Principal's Non-Public Report.

19. **NON-PUBLIC ANNUAL SAFEGUARDING REPORT**

Governors considered the Annual Safeguarding report of the Director of Guildhall Young Artists and Safeguarding.

20. **NOMINATION FOR CO-OPTED BOARD GOVERNOR**

Governors considered a report of the Principal regarding the nomination of a co-opted Governor of the Board.

21. *** SCHOOL'S RISK REGISTER**

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

22. *** PERIOD 4 FINANCIAL YEAR DASHBOARD**

Governors received a report of the Principal regarding the Guildhall School Management Information 'Dashboard' 2019/20 – July 2019 (Period 4).

23. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

24. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was one item of other business.

24.1 **SITS Software Maintenance and Managed Service and Support Agreement**

Governors considered a report of the Principal regarding a SITS Software Maintenance and Managed Service and Support Agreement.

The meeting ended at 3.33 pm

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk