

Committee:	Date:
Board of Governors of Guildhall School of Music and Drama	25 November 2019
Subject:	Public
Report of Urgent Action Taken Between Meetings	
Report of:	For Information
Town Clerk	

Summary

In accordance with Standing Order 41, this report provides Members with the details of a decision taken by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Board and the Committee.

Recommendation

That the contents of the report be noted.

Main Report

Background

1. Standing Order 41(a) provides a mechanism for decisions to be taken between scheduled meetings, where in the opinion of the Town Clerk, it is urgently necessary for a decision to be made. The decisions are taken in consultation with the Chairman and Deputy Chairman of the Board.

Urgent Actions Taken

2. The Board meeting scheduled for 23 September 2019 was inquorate and it was, therefore, not possible for any decisions to be taken by the Board that day. Governors agreed, however, that they should discuss items on the agenda and that a note of the meeting, drafted by the Town Clerk, be submitted to the next scheduled meeting of the Board.
3. Governors also requested that the Town Clerk consider approving a number of recommendations before the Board under urgency procedures, as set out below, in view of their importance or time sensitive nature.
4. Approval was consequently provided for the following matters (*please refer to relevant Board papers from the 23 September 2019 meeting for further detail on relevant items*):
 - **Item 5 – Meetings of the Board of Governors and Committees in 2019 and Terms of Reference of Committees**
 - Approval was granted in respect of the proposed amendments to the terms of reference of the Governance and Effectiveness Committee

and the Remuneration and Nominations Committee, as set out in the appendix to the report, subject to the requirement for the Remuneration and Nominations Committee to advertise vacancies publicly being made explicit (in line with the Board's Instrument and Articles of Government).

- **Item 6 – Election of Administrative (Non-Teaching) Member of Staff and Reappointment of Co-Opted Non-City of London Corporation Governor to the Board**
 - Approval was granted for the reappointment of Professor Geoff Crossick to the Board of Governors for a second term of three years.
- **Item 9 – Safeguarding Policy**
 - A revised Safeguarding Policy was approved.
- **Item 10(b) – Guildhall School Carbon Reduction Strategy**
 - A revised Carbon Reduction Strategy was approved, subject to references to HEFCE being altered to OfS.
- **Item 17 – Chairmanship of the Audit & Risk Management Committee**
 - The proposed amendments to the Audit & Risk Management Committee's terms of reference were approved, subject to paragraph 3 being amended to '*The Chairman of the Audit and Risk Management Committee will normally be a co-opted Governor of the Board of Governors*'.
- **Item 20 – Nomination for Co-opted Board Governor**
 - Approval was granted for the appointment of Natasha Bucknor to the Board of Governors, for a term of three years.
 - Approval was granted for public advertisement as the method of recruitment for a further Co-opted Governor, and as the preferred method employed for all future Co-opted Governor appointments.
- **Item 24(a) – SITS Software Maintenance and Managed Service and Support Agreement**
 - Approval was granted for the use of a Sole Supplier waiver pursuant to rule 15 of the Procurement Code, and for the award of a contract for SITS Software Maintenance and Managed Service Agreement and Support.

Reason for Urgency

5. The Board of Governors was not scheduled to meet again until 25 November 2019. As a number of the decisions were time critical, either to ensure best practice in respect of safeguarding or governance at the School, urgency provisions were considered appropriate.

Conclusion

6. In accordance with Standing Order 41, Members are asked to note the decisions taken by the Town Clerk in consultation with the Chairman and Deputy Chairman.

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