

<b>Committee:</b>	<b>Date:</b>
Board of Governors of Guildhall School of Music and Drama	17 <sup>th</sup> February 2020
<b>Subject:</b>	<b>Public</b>
Report of Urgent Action Taken Between Meetings	
<b>Report of:</b>	
Town Clerk	
<b>Report Author:</b>	<b>For Information</b>
Julie Mayer	

### **Summary**

In accordance with Standing Order 41, this report provides Members with the details of decisions taken by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Board and the Committee. The Board meeting scheduled for 25 November 2019 was inquorate and it was not possible for any decisions to be taken.

### **Recommendation**

That the contents of the report be noted.

### **Main Report**

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 Sub Committee. The Board meeting scheduled for 25 November 2019 was inquorate and it was not possible for any decisions to be taken. Governors agreed, however, that they should discuss items on the agenda for that day and that the Town Clerk consider approving a number of recommendations before the Board under urgency procedures, as set out below.

#### **REASON FOR URGENCY:**

The Board of Governors was not scheduled to meet again until 17 February 2020 and a number of the decisions on the agenda were time critical to ensure:

- a) compliance with OfS statutory requirements (Items 25 and 26);
- b) submission of budgets and business plans for FY 2020/21 (Items 11, 23, 24, 32 and 36a);
- c) academic assurances and strategies were in place and understood by staff, students and the OfS (Items 8b, 8c, 9 and 22);
- d) a waiver was approved in preparation for a project start date of 1 March 2020 (Item 33); and
- e) updated governance is in place for the co-option of Members of the Board when vacancies arise (Item 12).

***NB: Decisions taken in respect of Items 22-30 are set out in the Non-Public version of this report***

**Decisions on the Public Agenda for 25<sup>th</sup> November 2019 – Action Taken by the Town Clerk, in Consultation with the Chairman and Deputy Chairman:**

**Item 8b – Academic Assurances Working Group Report and Recommendation**

1. The Principal be authorised to sign off academic assurances on behalf of the Board, based on the evidence presented, should these be required by the Office for Students.
2. The Board of Governors should receive themed in-depth reports on academic matters on a regular basis.
3. The Academic Assurance Working Group reframe its future report to map the relevant ongoing conditions of registration.

**Item 8c – Programme closure of the BA in Performance and Creative Enterprise**

The BA in Performance & Creative Enterprise Programme be closed.

**Item 9 – Guildhall School International Strategy**

The two-phase approach of the Strategy be endorsed.

**Item 11 – Remuneration Annual Statement**

The Remuneration Annual Report set out in the main report be approved.

**Item 12 – Recruitment Strategy Document for Co-Opted Members of the Board and its Committees**

The strategy for immediate adoption and the advertising of co-opted member vacancies be approved.

**Julie Mayer**

Town Clerk's Department

T: 020 7332 1410

E: [julie.mayer@cityoflondon.gov.uk](mailto:julie.mayer@cityoflondon.gov.uk)