

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

**Wednesday, 4 March 2020**

Minutes of the meeting of the Audit and Risk Management Committee of the Board of Governors of the Guildhall School of Music & Drama held in Committee Room 2 - 2nd Floor West Wing, Guildhall on Wednesday, 4 March 2020 at 1.45pm

**Present**

**Members:**

Marianne Fredericks (Chairman)	John Chapman
Randall Anderson (Deputy Chairman)	Ann Holmes

**Officers:**

Lynne Williams	-	Principal, Guildhall School of Music and Drama
Sandeep Dwesar	-	Chief Operating & Financial Officer, Guildhall School of Music and Drama
Sheree Miller	-	Deputy Head of Audience Experience & Operations, Guildhall School of Music and Drama
Cornell Farrell	-	Guildhall School of Music and Drama
Matthew Lock	-	Head of Internal Audit
Graeme Hood	-	Chamberlain's Department
Greg Moore	-	Town Clerk's Department
Rhiannon Leary	-	Town Clerk's Department

Jeremy Newton, Guildhall School of Music and Drama, participated in this meeting via remote connection.

**1. APOLOGIES**

There were no apologies for absence.

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

There were no declarations.

**3. PUBLIC MINUTES**

The public minutes of the meeting held on 13 November 2019 were approved.

**4. OUTSTANDING ACTIONS**

The Committee received a report of the Town Clerk on the public actions of the previous meeting.

In response to a query from the Committee regarding the red risks identified under the GDPR issue (item 3), the Chamberlain informed members that this issue was being investigated on a school-wide basis, with a self-assessment underway. Any points arising would be included in the list of Outstanding Actions at the next meeting.

**RESOLVED** - that the report be noted.

**5. INTERNAL AUDIT ANNUAL REPORT**

The Committee received a report from the Head of Audit and Risk Management which provided members with an update in respect of Internal Audit activity related to the Guildhall School. Progress on the Audit Plan delivery was reported, with action taken to address live high priority (red and amber) recommendations.

The Head of Audit and Risk Management provided the Committee with an update on the implementation of the recommendations listed within the report and a summary of the Internal Audit work delivered. Following questions from the Committee in relation to Appendix 1, p13, paragraph 4 regarding the budget surplus, officers explained that finalised student numbers were not available at the time that the Budget Report had been produced; as a consequence there had been a significant alteration to the budget position once the final numbers were made available. The Chairman requested that the school auditors make this position clearer in future and the Head of Audit and Risk Management agreed to include the full indications in future reports.

Replying to a query from a member of the Committee as to why there was no timescale for implementation for item 1, p17, the Head of Audit and Risk Management explained that this would need to be referred back to the School for action. In response the Chairman advised that there would need to be evidence of the implementation, or revised timescales for it, presented at the next meeting. Furthermore, the Chairman emphasised the importance of the School avoiding frequent target revision and instead assigning realistic target timescales for completion of all action points.

**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**

*'Coronavirus'* – Covid-19

The Principal outlined recent actions taken following confirmation that a part-time tutor at GSMD had tested positive for the virus. Public Health England had been contacted and remained in close liaison with the School. A group of 18 students who had been in contact with the tutor had been contacted and provided with advice and support. The School had been closed, initially for 14 days to undertake deep cleansing and to prevent panic; however, again

following consultation with Public Health England, it was now likely that the School would re-open earlier than initially anticipated. The Principal advised that all staff had responded in a way which had ensured the best possible outcomes, under the circumstances.

**The meeting ended at 3.49 pm**

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Chairman

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