

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

**Wednesday, 2 September 2020**

Minutes of the meeting streamed live to You Tube

**Present**

**Members:**

Marianne Fredericks (Chairman)  
Randall Anderson (Deputy Chairman)  
Christopher Costigan (Co-optee)  
Michael Herington (Co-optee)

**In Attendance**

Vivienne Littlechild  
Graham Packham

**Officers:**

Lynne Williams	- Principal, Guildhall School of Music and Drama
Graeme Hood	- Guildhall School of Music and Drama/ - Barbican Centre
Matthew Lock	- Head of Audit and Risk Management, Chamberlain's Department
James Gibson	- IT Support, Chamberlain's Department
Julie Mayer	- Town Clerks
John Cater	- Town Clerks
Leanne Murphy	- Town Clerks

**1. APOLOGIES**

Apologies were received from John Chapman.

Before commencing the business on the agenda, the Chairman welcomed new Co-opted Members; Christopher Costigan and Michael Herington to the Committee and thanked City of London Corporation Member, Ann Holmes, who had recently stepped down.

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

There were no declarations.

**3. PUBLIC MINUTES**

RESOLVED, that – the public minutes and non-public summary of the meeting held on 4<sup>th</sup> March 2020 be approved.

In response to a question, Matthew Lock confirmed that his job title was 'Head of Audit and Risk Management' and this would be used going forward to ensure consistency.

**4. COMMITTEE'S TERMS OF REFERENCE**

The Committee received its Terms of Reference ahead of their formal approval by the Board on 21<sup>st</sup> September 2020. The Town Clerk advised that all of the Board's sub committees had a quorum of 3 members.

One of the new Co-opted Members advised that the Committee of University Chairs had recently issued guidance on Audit Committees. It was noted that the current terms of reference were very comprehensive and, as they had recently been subject to a review, it was likely that they might just need a minor adjustment. There was a further suggestion that this adjustment might make explicit reference to the remit of the Committee in relation to Academic risks. The Secretary & Dean of Students agreed to look at this and the Town Clerk had circulated the Office for Student Guidance pre the Summer recess. The Chairman suggested that the Audit and Risk Committee and its new Chairman, to be appointed by the Board on 21<sup>st</sup> September 2020, should consider any further revisions to the Terms of Reference. The Town Clerk further advised that amendments could be considered by the Board in-year, and not just at the first meeting of the Municipal Year.

**5. UPDATE ON HIGHER EDUCATION STATISTICS AGENCY (HESA) DATA FUTURES**

The Committee received a report of the Principal in respect of the change in scope and timeframe of the UK Government's HESA Data Futures project. Governors noted that the changing technical specification had been particularly challenging. Officers confirmed that there were no issues with previous returns, which were always submitted on time.

RESOLVED, that – the report be noted,

**6. UPDATE ON ONGOING CONDITIONS OF REGISTRATION WITH THE OFFICE FOR STUDENTS**

The Committee received a report of the Principal in respect of the ongoing conditions of registration with the Office for Students (OfS). Governors noted that, arising from the Covid-19 crisis, the OfS had introduced a new, temporary ongoing condition, and was proposing another permanent condition of registration, which was currently out for consultation. The report provided an update on development and assurance in respect of compliance with the new temporary condition.

RESOLVED, that – the report be noted.

**7. INTERNAL AUDIT UPDATE REPORT**

The Committee received a report of the Head of Audit and Risk Management and noted that delivery of Internal Audit work had been impacted by the Coronavirus pandemic and, as a result of the the organisation's immediate response, no Internal Audit work has been finalised since the last report to the

Committee in March 2020. Governors noted that it had not been possible to complete the Internationalisation Internal Audit review, which remained a priority. The Head of Audit and Risk Management had worked productively with the School, amending the Audit Plan in accordance with recent events and priorities for the remainder of the year and confirmed that the plan would still be delivered before the end of the financial year.

RESOLVED, that – the report be noted.

**8. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE AUDIT & RISK MANAGEMENT COMMITTEE**

There were no questions.

**9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no urgent items.

**10. 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 following 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 as follows:-

<b>Item</b>	<b>Paragraph</b>
<b>12</b>	<b>3</b>

**11. NON-PUBLIC MINUTES**

RESOLVED, that – the non-public minutes the meeting held on 4th March 2020 be approved.

**12. GUILDHALL SCHOOL OF MUSIC AND DRAMA RISK REGISTER**

Governors received and discussed a report of the Principal.

RESOLVED, that – the report be noted.

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

There were no questions.

**14. 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 3.45 pm**

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Chairman

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