

**BOARD OF GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC AND  
DRAMA  
Monday, 19 November 2012**

Minutes of the meeting of the Board of Governors of the Guildhall School of Music and Drama held at Guildhall, EC2 on Monday, 19 November 2012 at 1.45 pm

**Present**

**Members:**

Alderman David Graves (Chairman)  
Deputy John Bennett (Deputy Chairman)  
Deputy John Barker  
Sir Andrew Burns  
John Chapman  
Christina Coker  
Neil Constable  
Daisy Evans  
Professor Barry Ife  
Pamela Lidiard  
Kathryn McDowell  
Deputy Wendy Mead  
Ann Pembroke  
Jeremy Simons  
Alderman Fiona Woolf

**In attendance:**

Deputy Catherine McGuinness

**Officers:**

Rakesh Hira	- Town Clerk's Department
Mat Lawrence	- Town Clerk's Department
Nicky Johnson	- Corporate HR
Sir Nicholas Kenyon	- Managing Director Barbican Centre
Sandeep Dwesar	- Barbican Centre
Peter Martin	- Barbican Centre
Niki Cornwell	- Barbican Centre
Sean Gregory	- Barbican Centre
Helena Gaunt	- Guildhall School of Music & Drama
Clive Russell	- Guildhall School of Music & Drama
Christian Burgess	- Guildhall School of Music & Drama
Jonathan Vaughan	- Guildhall School of Music & Drama
Deborah MacCallum	- Guildhall School of Music & Drama
Andrew Almond	- Guildhall School of Music & Drama
Gillian Hooper	- QAA Observer

The Chairman welcomed Gillian Hooper to the meeting.

The Chairman informed the Committee that the Committee Dinner would be held on 28 January 2013.

The Chairman pointed out that there was one vacancy on the Audit & Risk Management Sub Committee, two vacancies on the Finance & Resources Committee, two vacancies on the Reference Sub Committee and one vacancy for a Co-opted Governor on the Nominations Sub Committee.

1. **APOLOGIES**

Apologies were received from Deputy Stella Currie, Daniel Evans, Paul Hughes, Katharine Lewis and Deputy Richard Regan.

2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

Alderman David Graves declared his personal interest as his daughter is at the Junior Guildhall (this was a standing declaration).

Deputy Catherine McGuinness declared her personal interest as a Trustee of the Guildhall School Development Fund, Vice Chair of Governors of the City Academy - Hackney, and a parent of a current student of the Guildhall School (this was a standing declaration).

Nicy Roberts declared her personal interest as a Chairman of the Friends of the Centre for Young Musicians and because her daughter played in the LSSO (part of Centre for Young Musicians) (this was a standing declaration).

Sir Andrew Burns declared that he was Chairman of the Hestercombe Gardens Trust.

3. **MINUTES**

The public minutes and summary of the meeting held on 17 September 2012 were approved as a correct record, subject to the addition of Deputy Catherine McGuinness as being present and in attendance.

4. **\* MINUTES OF THE GOVERNANCE AND EFFECTIVENESS COMMITTEE**

The public minutes and summary of the Governance and Effectiveness Committee held on 24 October 2012 were received.

5. **\* MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE**

The public minutes and summary of the Audit & Risk Management Committee held on 1 November 2012 were received.

6. **PRINCIPAL'S GENERAL REPORT**

A report of the Principal updated Governors on the following general issues:

- Recent prize winners
- Student recruitment
- HEFCE Update

- TDAP Update
- Milton Court Project Build Update
- Fundraising progress
- KPIs

The Principal explained that on Milton Court although there was currently a six week delay to the programme this would not substantially impact on the ability to open fully in September 2013. The fundraising progress had also been running well and the initial target of £13.5m had reduced to £4.5m.

In response to a question by a Governor the Principal explained that the decrease of applications for post-graduate study was a broad trend across the sector. It was noted that a high proportion of post-graduate students benefited from a bursary.

In relation to the naming rights it was reported that a report has been deferred to the next meeting which would allow a policy to be in place for major donations.

## **RECEIVED**

### **7. \* CRIMINAL RECORDS BUREAU CHECKS FOR MEMBERS**

A joint report of the Town Clerk and Director of HR explained that a report was presented to all affected Committees and Boards and the Policy and Resources Committee during late 2011 proposing, at the request of members, to introduce a Criminal Records Bureau (CRB) re-checking process for relevant members (every 4 years from the date of first election to a relevant Committee/Board). When the report was presented at the Court of Common Council in January 2012, officers were asked to consider the potential impact of the Protection of Freedoms Bill on the CRB checks process. The Bill was enacted in April 2012 and the Home Office has now issued guidance on the changes, enabling us to report back with a revised proposal.

This report has been approved by the Policy and Resources Committee, (October 2012) and it is now being presented to all affected committees for approval/comment before being resubmitted to the Court of Common Council.

The changes to the national disclosure regime brought about by the Protection of Freedoms Act, mean that checks and re-checks on members should now be carried out where they have relevant contact with children and vulnerable adults, and not simply by virtue of their membership of a previously relevant Board or Committee.

## **RESOLVED: -**

- (i) That the Board notes the fact that legislation now requires a CRB check to be carried out on any Member whose work with children or adults (through the City of London Corporation) meet the relevant criteria. Automatic checks for all members of previously relevant Committees and Boards would, therefore, cease.

- (ii) That an annual review and self-declaration process be introduced to ensure relevant Members who are eligible for checks are identified.
- (iii) That re-checking is introduced for members requiring this, but only at the point when the streamlined national process goes live. Updating checks will then be made every 4 years from the point at which a check was first required and disclosure checks repeated only where required.

#### 8. **ANNUAL REPORT OF THE TEACHING AND LEARNING BOARD**

A report of the Principal set out the activities of the Board during the last academic year including its consideration of the assessment outcomes and External Examiner comments from the most recent assessment cycles 2011/12, and two equality-strand analyses of the data for the 2011 admissions cycle and the 2010/11 assessment cycle.

The Assistant Principal (Research & Academic Development) presented this item explaining that there were strong outcomes in degree classifications and in the NSS Survey. A discussion took place on the “you said: we did” campaign. It was noted that the campaign would aim to increase student engagement and that the participation in the NSS Survey had increased.

In relation to student disciplinary cases it was noted that these had amounted to 1% of the student population and were not a major area of concern.

#### **RECEIVED**

#### 9. **ANNUAL REPORT OF THE RESEARCH COMMITTEE**

A report of the Principal provided a comprehensive overview of the work of the Guildhall School Research & Knowledge Exchange Committee for the academic year 2011-12. The Committee met on a termly basis during the 2011-12 academic year and the report addressed the following key areas:

- Overview of key milestones and highlights
- Research Excellence Framework
- Research Environment
- Doctoral programmes
- Research Ethics
- Policies
- Partnerships
- Funding

The Assistant Principal (Research & Academic Development) presented this item explaining that research was a growing area of activity and a number of important milestones had been achieved in the year e.g. the launch of the School’s full doctoral programme. It was noted that discussions were underway to look at research activity in the drama and technical theatre areas, and that research made an important contribution to the distinctiveness of the School. In particular the Managing Director of the Barbican Centre drew attention to the

opportunities to research professional practice within the context of activity at the Barbican Centre.

## **RECEIVED**

### **10. HEFCE ANNUAL ACCOUNTABILITY RETURN REPORTS**

#### **10.1 Annual Accountability Return Overview**

A report of the Chief Operating and Financial Officer was considered which explained that as part of the School's statutory requirements to the Higher Education Funding Council (HEFCE) the School was required to submit a series of annual accountability returns which demonstrated accountability for the public funds that were distributed to them.

## **RECEIVED**

#### **10.2 Annual Assurance Return**

A report of the Chief Operating and Financial Officer was considered which confirmed that the School had met its obligations to HEFCE under the Financial Memorandum (HEFCE 2010/19) and had complied with its duties as a charity and thus enabling HEFCE to fulfil its responsibility as principal regulator.

The Chairman pointed out that the question asking whether there have been any changes of senior officer in the period that had not been notified to HEFCE, including the Chairs of the governing body and audit committee and the heads of finance and internal audit should be answered with a 'no' as it was currently set as 'yes'.

## **RECEIVED**

#### **10.3 Audited Financial Statements**

A report of the Chief Operating and Financial Officer relative to the audited financial statements for the year ending 31 July 2012 was considered.

**RESOLVED** – That the Board approve the audited financial statements for the year ending 31 July 2012.

#### **10.4 Internal Audit Internal Control Assessment for the Academic Year 2011/12**

A report of the Chamberlain which had been prepared in accordance with the HEFCE Code of Practice for Accountability and Audit was considered. It provided details of the internal audit work undertaken at the School during the academic year ending 31 July 2012 with the intention of providing an opinion on

the adequacy and effectiveness of risk management, control and governance, economy, efficiency and effectiveness.

## RECEIVED

### 11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

### 12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no urgent items.

### 13. **EXCLUSION OF THE PUBLIC**

**RESOLVED:** That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

<b>Item Nos.</b>	<b>Exempt Paragraphs</b>
14 - 23	3
24 - 25	-
26	1 & 3

### 14. **NON PUBLIC MINUTES**

The non-public minutes and summary of the meeting held on 17 September 2012 were approved.

### 15. \* **NON PUBLIC MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE**

The non-public minutes and summary of the Audit & Risk Management Committee held on 1 November 2012 were received.

### 16. **HEFCE ANNUAL ACCOUNTABILITY RETURN REPORTS**

#### 16.1 **Completed Financial Results and Forecast Tables**

A report of the Chief Operating and Financial Officer was considered and agreed.

#### 16.2 **HEFCE Accounts Direction for 2012/13**

A report of the Principal was received.

#### 16.3 **Financial Commentary**

A report of the Chief Operating and Financial Officer was considered and agreed.

#### 16.4 **Audit Committee Annual Report**

A report of the Chief Operating and Financial Officer was considered and agreed.

**16.5 Economy, Efficiency and Effectiveness**

A report of the Chief Operating and Financial Officer was received.

**17. ENTERPRISE UPDATE**

A presentation was provided by the Senior Business Development Manager.

**18. SCHOOL STRATEGIC PLAN**

A report of the Principal was received.

**19. CYM AND THE STRATEGIC PLAN**

A report of the Principal was considered and agreed.

**20. GUILDHALL SCHOOL BUDGET REPORT - 2013/14**

A report of the Chief Operating and Financial Officer was received.

**21. FINANCE REVIEW**

A report of the Chief Operating and Financial Officer was received.

**22. RISK REGISTER**

A report of the Head of Estates and Facilities Management was received.

**23. CONSOLIDATED OUTCOME REPORT FOR TEACHING & LEARNING PHASE, REFURBISHMENT OF REMAINING LIFTS AND THEATRE LIFTS**

A report of the Principal was received.

**24. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

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

**Director of Student and Corporate Affairs**

As this was the last meeting which Deborah MacCallum would attend, as she was leaving her post at the School, the Chairman thanked her for her hard work and contribution to the School.

**26. STAFFING ISSUES**

The Principal gave an oral update on staffing issues.

**The meeting ended at 4.32 pm**

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Chairman

**Contact Officer: Rakesh Hira**

**tel. no.: 020 7332 1408**

**rakesh.hira@cityoflondon.gov.uk**