

BOARD OF GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC AND DRAMA

Monday, 4 February 2013

Minutes of the meeting of the Board of Governors of the Guildhall School of Music and Drama held at Guildhall on Monday, 4 February 2013 at 11.30am

Present

Members:

Alderman David Graves (Chairman)	Professor Barry Ife
Deputy John Bennett (Deputy Chairman)	Kathryn McDowell
Deputy John Barker	Deputy Wendy Mead
Sir Andrew Burns	Ann Pembroke
John Chapman	Deputy Richard Regan
Christina Coker	Jeremy Simons
Neil Constable	Alderman Fiona Woolf
Deputy Stella Currie	

In Attendance

Tom Hoffman
Deputy Catherine McGuinness
Nicy Roberts
Peter Young

Officers:

Rakesh Hira	- Town Clerk's Department
Mathew Lawrence	- Town Clerk's Department
Niki Cornwell	- Chamberlain's Department
Sandeep Dwesar	- Guildhall School of Music & Drama
Clive Russell	- Guildhall School of Music & Drama
Jonathan Vaughan	- Guildhall School of Music & Drama
Michael Dick	- Guildhall School of Music & Drama
Gareth Higgins	- Guildhall School of Music & Drama

The Chairman welcomed Gareth Higgins, elected Non-Teaching Governor, to the meeting who would start his term from April 2013.

1. APOLOGIES

Apologies were received from Pamela Lidiard.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE 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 member of the CYM Monitoring Group, editor of the CYM newsletter UPBEAT, and organiser of the LSSO Alumni database (this was a standing declaration).

Sir Andrew Burns declared that he was Chairman of the Hestercombe Gardens Trust (this was a standing declaration).

3. **PUBLIC MINUTES**

The public minutes of the meeting held on 19 November 2012 were approved as a correct record.

4. ***PUBLIC MINUTES OF THE FINANCE & RESOURCES COMMITTEE**

4.1 ***12 November 2012**

The public minutes of the Finance & Resources Committee held on 12 November 2012 were received.

4.2 ***16 January 2013**

The public minutes of the Finance & Resources Committee held on 16 January 2013 were received.

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

The public minutes of the Audit & Risk Management Committee held on 18 January 2013 were received.

6. **TERMS OF REFERENCE**

In accordance with the Order of the Court of Common Council, of 6 December 2012, the Board reviewed and approved their Terms of Reference prior to its submission to the Court at its meeting in April 2013.

It was agreed that the Terms of Reference of the Sub Committees be submitted to the May Board meeting.

It was also noted that the expansion, if any, of the Terms of Reference of the Board would be considered by the Governance & Effectiveness Sub Committee in due course.

RESOLVED – That the Terms of Reference be submitted to the Court of Common Council in April 2013 for approval and the Terms of Reference of the Sub Committees be submitted to the May Board meeting.

7. **PRINCIPAL'S GENERAL REPORT**

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

- Awards and Prizes
- Student profiles 2012/13 and 2013 admissions
- Funding and the strategic plan
- Milton Court
- Partnerships
- CYM regional centres
- Enterprise summary
- Recent Alumni Successes

The Principal reported that there had been a 6% increase in undergraduate applications and a 2% increase in postgraduate applications and that overseas recruitment was progressing well. The Director of Music highlighted that auditions in both music and acting were held in New York and from the 44 applicants 22/24 received offers. In Hong Kong, where auditions were held for the first time, of the 17 applicants 8 candidates received offers.

A discussion took place and reference was made to the list of alumni showing recent graduates who were now successful in the fields of acting, technical theatre, music and film/TV composers.

In response to a question by a Governor, the Principal explained that scholarships/bursaries had increased year on year with currently 40% of students being in receipt of a scholarship and that the focus remained on attracting applicants. It was noted that where applicants had declined an offer, the School was very concerned to identify where the applicant had ultimately gone.

A fuller report on how the fundraising system worked would be submitted to the May Board meeting.

RECEIVED

8. **STUDENTS' UNION CONSTITUTION**

A report of the Students' Union President concerning the Students' Union (SU) constitution was considered. The SU constitution was last reviewed by the Board in November 2011 and since then discussions had taken place within the Students' Union over the appropriate Cabinet Executive Committee positions within the Union.

The proposed changes had the support of the SU Parliament and the Senior Management Team.

Governors discussed whether membership of the SU should be on the basis of "opt in" or "opt out" and it was noted that the current "opt out" arrangements were consistent with other similar institutions.

RESOLVED – That the Board approves the amendments of the report for implementation for the forthcoming round of elections in May/June.

9. GUILDHALL SCHOOL CARBON REDUCTION STRATEGY

A report of the Director of Strategic Projects setting out the second revision of the Guildhall School Carbon Reduction Strategy was considered. The report included:

- an update on progress achieved so far, showing that scope 1 and 2 direct greenhouse gas emissions had reduced by a further 3.95%, to 31.56% below the 2005 baseline, thus achieving the first interim milestone of a 31% reduction by 2011/12;
- the results of the second student travel survey, incorporating a revision to the methodology of calculating air transport emissions and;
- a continuation of the reduction target of 8% by 2020 for indirect greenhouse gas emissions arising from transport, and of 30% for those arising from water and waste.

The Director of Strategic Projects reported that the Higher Education Funding Council for England (HEFCE) required Carbon Reduction Strategies and their revisions to be approved by the HE institution's governing body. He pointed out that in 2010/11 the School achieved a further reduction of 3.95% to 1,401.352 tonnes and had therefore reached the first milestone.

RESOLVED – That the revised Carbon Reduction Strategy be approved.

10. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

Milton Court

In response to a question it was noted that the official opening of Milton Court would take place on 26 September 2013 with the concert starting at 7:00pm.

Key Performance Indicators (KPI's)

In response to a question it was noted that work would take place to look at Key Performance Indicators and how the School compared with other conservatoires.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

12. **EXCLUSION OF THE PUBLIC**
MOTION: 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.

13. **NON PUBLIC MINUTES**
The non-public minutes of the meeting held on 19 November 2012 were approved as a correct record.

14. **NON PUBLIC MINUTES OF THE FINANCE & RESOURCES COMMITTEE**
 - 14.1 **12 November 2012**
The non-public minutes of the Finance & Resources Committee held on 12 November 2012 were received.

 - 14.2 **16 January 2013**
The non-public minutes of the Finance & Resources Committee held on 16 January 2013 were received.

15. **RESOLUTION OF THE RESOURCE ALLOCATION SUB COMMITTEE**
A resolution from the Resource Allocation Sub Committee, held on 13 December 2012, in relation to the Guildhall School Strategic Plan 2010-2015 was received.

16. **NON PUBLIC MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE**
The non-public minutes of the Audit & Risk Management Committee held on 18 January 2013 were received.

17. **FUNDRAISING STRATEGY FOR MILTON COURT: NAMING RIGHTS**
A joint report of the Principal and Town Clerk was considered and agreed.

18. **ANNUAL TRANSPARENT APPROACH TO COSTING (TRAC) RETURN REPORTING FOR ACADEMIC YEAR 2011/12**
A report of the Principal was considered and agreed.

19. **MONITORING RETURNS: ACCESS AGREEMENT 2011, WIDENING PARTICIPATION STRATEGIC ASSESSMENT 2009-2012 & NATIONAL SCHOLARSHIP PROGRAMME 2012/13**
A report of the Principal was received.

20. **GUILDHALL SCHOOL OF MUSIC & DRAMA RISK REGISTER**
A report of the Head of Estates & Facilities Management was received.

21. **FINANCE REVIEW**
A report of the Chief Operating & Financial Officer was received.

22. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

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

There were no urgent items.

24. GOVERNOR'S ONLY MINUTES

The confidential Governors Only minutes of the meeting held on 19 November 2012 were agreed.

The meeting ended at 1.14pm

Chairman

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