

**SKILLS WORKING PARTY OF THE BOARD OF GOVERNORS OF THE
GUILDHALL SCHOOL OF MUSIC AND DRAMA**

Friday, 14 February 2014

Minutes of the meeting of the Skills Working Party of the Board of Governors of the Guildhall School of Music and Drama held at the Guildhall EC2 at 2.30pm

Present

Members:

Alderman David Graves (Chairman)
Sir Andrew Burns
Christina Coker

Helena Gaunt
Professor Barry Ife
Peter Lisley

Officers:

Rakesh Hira

- Town Clerk's Department

1. APOLOGIES

Apologies were received from Deputy John Bennett.

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

There were no declarations.

3. SKILLS AND EFFECTIVENESS REVIEW 2014

A report of the Town Clerk was considered. The report sought approval to undertake a skills and effectiveness review of governance and performance arrangements of the Board of Governors of the Guildhall School of Music & Drama. The Skills Working Party would oversee the process, note the findings and report any subsequent recommendations to the Board.

The Town Clerk reported that the proposed skills and effectiveness review looked at various aspects around the work of the Board and the management of meetings, taking into consideration best practice and guidance from the Higher Education Funding Council for England (HEFCE) and the Leadership Foundation.

A discussion took place and reference was made to the following points:-

- The proposed survey had been further enhanced since the previous skills and effectiveness review which had taken place in 2008, and had recently been adopted by the Barbican Centre Board.
- The Principal would further explore the implications of the School potentially being awarded Taught Degree Awarding Powers and the impact this may

have on the rigour required of the Board in relation to the HEI experience available within the Board.

- The composition of the Board included music, drama, under 18 provision and higher education representatives. It was noted that a representative with a fundraising background would prove to be extremely beneficial and was an area which required higher priority.
- The Principal highlighted that some Governors appointed by the Court of Common Council had served on other educational governing bodies and had experience and expertise to serve on the Board.
- It was noted that the specific skills required by potential Governors to serve on the Board could be made clearer and that they had relevant experience and expertise when expressions of interest were sought from the Court of Common Council.
- The Principal would undertake a piece of work to look at what the composition of an 'ideal' Board should look like taking into account the various skill sets required.
- It was noted that work would take place by the School to look at a separate website for Governors to access the Strategic Plan, induction/training material and other useful information.
- The Principal would explore whether an appraisal system for Governors would be an area which should be pursued and whether other institutions carried out this activity.

The following amendments to the survey were suggested:-

- Number 10 had been repeated twice and should therefore be amended.
- A rating system for responding to questions would be used for questions rather than closed 'yes/no' questions.
- A question relating to whether a Governor of the Board was a member of a Sub Committee, Governors would be asked to confirm membership of any Sub Committees and if there are none, to ask why that was the case.
- A question relating to whether Governor's used the School's website, whether they found it useful or if it could be improved would be included.
- The skills section would be amended to include 'Research' and 'Safeguarding'. 'Student Matters' would be amended to 'Student Wellbeing'.

RESOLVED – That Governors:

- Approve the undertaking of a skills and effectiveness review of the Guildhall School's governance and performance arrangements;
- Agree that the skills survey be circulated to Governors subject to the above comments/amendments;
- Request that the Principal undertake a piece of work to look at what the composition of an 'ideal' Board should look like, taking into account the various skill sets required; and
- Note that the Working Party meet in April 2014 to examine and evaluate the results of the review and make any recommendations to the Board.

4. QUESTIONS ON THE MATTERS RELATING TO THE WORK OF THE WORKING PARTY

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

The meeting closed at 3.50pm

Chairman

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