

BOARD OF GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC AND DRAMA

Monday, 19 September 2016

Minutes of the meeting of the Board of Governors of the Guildhall School of Music and Drama held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 19 September 2016 at 1.45 pm

Present

Members:

Deputy John Bennett (Chairman)	Jo Hensel
Vivienne Littlechild (Deputy Chairman)	Gareth Higgins
Deputy John Barker	Michael Hoffman
Sir Andrew Burns	Professor Barry Ife
Deputy John Chapman	Jeremy Simons
Christina Coker	Thomas Steer
Professor Geoffrey Crossick	
Marianne Fredericks	

In Attendance

Nicy Roberts
Martin Moore

Officers:

Gemma Stokley	- Town Clerk's Department
Sandeep Dwesar	- Chief Operating and Financial Officer
Sarah Wall	- Chamberlain's Department
Alan Bennetts	- Comptroller and City Solicitor's Department
Michael Bradley	- City Surveyor's Department
Nia Morgan	- City Surveyor's Department
Hannah Bibbins	- Senior Project Manager, Guildhall School of Music and Drama
Pat Dixon	- Community & Children's Services Department
Duncan Barker	- Head of Development, Guildhall School of Music and Drama
Katharine Lewis	- Academic Registrar & Director of the Student Experience, Guildhall School of Music and Drama
Alison Mears	- Safeguarding Lead, Guildhall School of Music and Drama
Jonathan Vaughan	- Director of Music, Guildhall School of Music and Drama
Christian Burgess	- Director of Drama, Guildhall School of Music and Drama
Sean Gregory	- Director of Creative Learning, Guildhall School of Music and Drama and the Barbican Centre
Helena Gaunt	- Assistant Principal (Research and Academic Development), Guildhall School of Music and Drama

Chairman's Introduction

The Chairman opened the meeting by welcoming two new Members of the Board to their first meeting – Professor Geoffrey Crossick, a newly appointed Co-opted Governor and Thomas Steer, the newly elected Guildhall School Student representative and President of the Student Union.

The Chairman went on to record his thanks to Lucy Frew who had written to him to indicate that she would soon be standing down from the Board and from the Court of Common Council. The Chairman wished to thank Ms Frew for her service on the Board to date. He reported that it was anticipated that the Common Council vacancy on the Board would now be advertised and appointed to before the end of the calendar year.

Inquorate Meeting

The Chairman highlighted that, as there were only six Common Council Governors present, the meeting was inquorate and therefore unable to take any formal decisions today.

1. APOLOGIES

Apologies for absence were received from Stuart Fraser, Lucy Frew, Alderman David Graves, Jeremy Mayhew and Alderman William Russell.

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

There were no declarations.

3. PUBLIC MINUTES

As a consequence of the meeting being inquorate, the public minutes of the meeting held on 9 May 2016 were considered but their approval as a correct record was deferred to the next Board meeting.

MATTERS ARISING

Appointment of Sub Committees – Audit & Risk Management Committee (page 3) – The Chairman reported that, as per the proposal put to the last Board meeting, the Audit & Risk Management Committee formally considered and approved the appointment of Neil Constable as a co-opted member of this body at their July 2016 meeting.

With regard to those Sub Committees that Lucy Frew had been appointed to in May 2016 (Audit & Risk Management and Governance & Effectiveness) the Chairman urged Governors to contact the Town Clerk if they were interested in filling these vacancies following Ms Frew's decision to step down from the Board.

4. PUBLIC MINUTES OF THE NOMINATIONS COMMITTEE

The public minutes of the Nominations Committee meeting held on 14 July 2016 were received.

RECEIVED.

5. **PUBLIC MINUTES OF THE REFERENCE SUB COMMITTEE**

The public minutes of the Reference Sub Committee meeting held on 15 July 2016 were received.

MATTERS ARISING

Remit (page 12) – The Town Clerk reported that, at the July Reference Sub Committee meeting there had been some discussion around whether this body was the most appropriate to consider the HEFCE five year financial forecasts ahead of their necessary submission by the end of July each year. It was suggested that, in future, it would be more appropriate for this task to be delegated to the Board's Finance & Resources Committee.

The Board were in agreement with this proposal and it was suggested that, going forward, the Finance & Resources Committee would be scheduled to meet in early July each year with this meeting replacing the usual April meeting.

RECEIVED.

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

The public minutes of the Audit and Risk Management meeting held on 28 July 2016 were received.

RECEIVED.

7. **OUTSTANDING ISSUES REPORT**

The Board received a report of the Town Clerk detailing Outstanding Issues.

The Chairman reported that the two issues remaining on the log would be addressed by the City Surveyor in the non-public session.

Awards and Prizes

Governors noted, with pleasure, the successes of young composers from both Junior Guildhall and the Hestercombe CYM.

Alumni Successes

A Governor referred to the recent BBC programme 'All Together Now' reporting that several Guildhall School students had featured in the opera round.

RMA Conference

The Principal reported that this event had been a great success.

Stella Currie legacy

The Principal noted, with great thanks, Stella Currie's total legacy gift to the School. He added that legacy forms could be obtained from the Development Office.

In addition to those matters addressed within the report, the Principal reported that enrolment had gone extremely well this year with a total of 1,096 enrolled to date as opposed to 1,015 enrolled at this point last year.

RECEIVED.

8. PRINCIPAL'S GENERAL REPORT

The Board received a report of the Principal of the Guildhall School of Music and Drama updating Governors on a number of current issues including Awards and Prizes and Alumni and other successes.

RECEIVED.

9. SAFEGUARDING

9a) Safeguarding Policy

The Board considered a report of the Safeguarding Lead, Guildhall School of Music and Drama detailing the institution's updated Safeguarding Policy.

The Chairman referred to the WRAP (Workshop to Raise Awareness of Prevent) session that had been attended by some Governors earlier today. He urged as many Governors as possible to attend future WRAP training sessions that were to be organised by the School's Safeguarding Lead. It was also hoped that this training could be offered to all Common Councilmen in the near future. The Safeguarding Lead confirmed that WRAP training for both staff and Governors was a priority for her in this academic year. A Governor suggested that, as a starting point the WRAP summary hand-out circulated at this morning's training session should be emailed to all Governors.

The Safeguarding Lead reported that the amendments made were intended to make the Policy document more user friendly. The main amendment throughout the document was the inclusion of reference to the Prevent Duty. The amended Policy now also included revised information on the Disclosure Barring Service (DBS) checks for staff residing abroad stipulating that they would need to undergo checks both in their home country as well as in the UK. Governors were also informed that a section regarding arrangements for external hire of premises was now included in the revised Policy document.

The Principal informed the Board that the School were due to undergo a City of London Safeguarding inspection on 6 October 2016. He highlighted that some Governors might be required to meet with the panel as part of this review. With this forthcoming inspection in mind, it was suggested that approval of the updated Safeguarding Policy be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

Governors wished to place on record their thanks to the Safeguarding Lead for all of her hard work in this area.

RESOLVED – As a consequence of the meeting being inquorate, Governors suggested that the revised Safeguarding Policy be approved under Urgency by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Board.

9b) **Local Authority Designated Officer 2015/16 Annual Report**

The Board received a report of the Director of Community and Children's Services updating Members on the activity and performance of the Local Authority Designated Role (LADO) for 2015/16.

RECEIVED.

10. **CREATIVE LEARNING: ANNUAL PRESENTATION**

The Board received a report of the Director of Learning and Engagement providing an overview of the Creative Learning Department's strategy and planning, in the context of the Barbican and Guildhall School's vision and mission.

The Director of Learning and Engagement highlighted that this report had also been submitted to the Barbican Centre Board for information. He went on to report that the recently launched Barbican Strategic Plan and recent revisions to the Guildhall School Strategic Plan had enabled Creative Learning to produce their own Strategic Plan for 2016-2020.

The Director went on to talk the Board through Creative Learning's 5 strategic goals and spoke of offerings for under 18 year olds which were Pan London and across all art forms.

The Chairman thanked the Director for his presentation and inspiring report. He noted that much of the Creative Learning Department's work had focused on East London to date and questioned future plans to expand this. The Director responded that there was still further work to be done in East London but that there were also plans to increase outreach to the West. He went on to report that there had been increasing interest from some of the outer London boroughs such as Haringey and Enfield but that Creative Learning wanted to ensure that they were not duplicating the work of others in these areas and would therefore be looking to co-ordinate efforts in these areas.

A Co-opted Governor congratulated the Director on plans to improve the range and scope of activity but went on to question what research or monitoring had been carried out to ascertain the difference that such offerings had made to targeted audiences thus far. The Director responded by stating that there was still a lot of work to do in this area in order to provide more sustained evidence.

Another Governor suggested that it would be useful, in future reports, to see a map depicting the reach of the work of the Creative Learning Department across both Inner and Outer London Boroughs. The Director undertook to provide this information going forward.

In response to further questions, the Director stated that Creative Learning were working towards a more cross arts approach in their work and that the Great Fire of London commemorations had recently enabled them to release their first cross arts Box. The Department would now be looking to do more of this work with a strong thematic approach throughout each box.

With regard to the questions posed at the end of the report, the Director reported that these were still very much live questions. He reported that meeting the need for a dedicated Creative Learning space remained high on the agenda and that various possibilities were currently being explored. Governors were also informed that the Department continued to look for fundraising opportunities. A Governor suggested that the Director discuss the possibility of a learning space with the London Metropolitan Archives if he had not already done so.

In response to a final question from a Co-opted Governor, the Director confirmed that there was much appetite to approach Trusts and Foundations on the Department's work going forward. He added that the strong models already in place in East London provided great scope for rolling out this work much wider. He added that the Department were already in conversation with the Arts Council and that the City Bridge Trust had already given extraordinary support to the Creative Learning Department.

RECEIVED.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no additional, urgent items of business for consideration.

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

There were no questions.

13. 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:-

Item	Paragraph
14	1, 3 & 5
15	1
16 – 23	3
24	2
25a and 25b	3
26	3

14. NON PUBLIC MINUTES

As a consequence of the meeting being inquorate, the non-public minutes of the meeting held on 9 May 2016 were considered but their approval as a correct record was deferred to the next Board meeting.

15. NON PUBLIC MINUTES OF THE NOMINATIONS COMMITTEE

The non-public minutes of the Nominations Committee meeting held on 14 July 2016 were received.

16. **NON PUBLIC MINUTES OF THE REFERENCE SUB COMMITTEE**
The non-public minutes of the Reference Sub Committee meeting held on 15 July 2016 were received.
17. **NON PUBLIC MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE**
The non-public minutes of the Audit & Risk Management Committee held on 28 July 2016 were received.
18. **CREATIVE LEARNING UPDATE: NON-PUBLIC APPENDICES**
The Board received the non-public appendices to Agenda Item 10 (Creative Learning: Annual Presentation).
19. **UPDATE ON STRATEGIC ISSUES**
The Board received a report of the Principal of the Guildhall School of Music and Drama providing an update on a number of strategic issues.
20. **NEW OPERATING MODEL FOR QUALITY ASSURANCE**
The Board received a report of the Principal of the Guildhall School of Music and Drama concerning a new operating model for quality assurance.
21. **CAPITAL CAP 3 AD HOC PROJECTS**
The Board considered a report of the Principal of the Guildhall School of Music and Drama regarding Capital Cap Ad hoc projects and, as a consequence of the meeting being inquorate, suggested that it be approved under Urgency by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Board.
22. **FUNDRAISING PLANNING STUDY**
The Board received a report of the Head of Development, Guildhall School of Music and Drama, outlining the findings of the recent Fundraising Planning Study commissioned by the School from fundraising consultants Graham-Pelton.
23. **DEVELOPMENT & ALUMNI RELATIONS OFFICE ANNUAL REPORT 2015-16**
The Board received a report of the Head of Development, Guildhall School of Music and Drama, detailing fundraising, alumni and supporter relations activity undertaken by the Development and Alumni Relations Office (DARO) of the Guildhall School during the 2015-16 academic year.
24. **ANNUAL SAFEGUARDING REPORT**
The Board received a report of the Safeguarding Lead, Guildhall School of Music and Drama, updating Governors on Safeguarding developments during the Academic Year 2015/16.
25. **HEFCE**
25a) **5 Year Forecasts submitted to HEFCE as part of the Annual Accountability Return**

The Board received a report of the Chief Operating and Financial Officer summarising the 5 year forecasts approved by the Board's Reference Sub Committee in July 2016 and now submitted to HEFCE.

25b) **Assurance Review**

The Board received a report of the Principal of the Guildhall School of Music and Drama regarding the report from the HEFCE Assurance Review.

26. **FINANCE UPDATE**

The Board received a report of the Chief Operating and Financial Officer regarding Period 4 of the 2016/17 Financial Year.

27. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions raised in the non-public session.

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

There were no additional, urgent items of business for consideration in the non-public session.

The meeting ended at 4.13 pm

Chairman

Contact Officer: Gemma Stokley
tel. no.: 020 7332 1407
gemma.stokley@cityoflondon.gov.uk