



MEETING TITLE	Public Minutes of the 11 th English Heritage Trust Board Meeting
DATE	Thursday 15 June 2017 at 9am
LOCATION	The Chase Hotel, Ross-on-Wye
ATTENDEES Sir Tim Laurence – Chairman Alex Balfour – Trustee Vicky Barnsley – Trustee Anna Eavis – Curatorial Director Charles Gurassa – Trustee Sukie Hemming – Trustee Professor Ronald Hutton – Trustee Shirley Jackson – Commercial Director Kate James-Weed – Trustee Sir Laurie Magnus – Trustee Kate Mavor – Chief Executive Ian McCaig – Trustee Luke Purser – Development Director Malcolm Reading – Trustee Tracey Reed – Historic Properties Director Sarah Staniforth – Trustee Mark Stuart-Smith – Resources Director Nichola Tasker – Interim Estates Director James Twining - Trustee Luke Whitcomb – Marketing Director Kathryn Lanning – Governance Officer (minutes) Amber Xavier-Rowe – Head of Collections Conservation (item 10)	

Item 1 – Apologies, Announcements and Declarations of Interest

- 1.1 There were no apologies for absence, announcements or new declarations of interest.

Item 2 – Minutes of the last English Heritage Trust Board meeting: 9 March 2017

- 2.1 **The minutes of the last meeting, held on 9 March 2017, were agreed as a correct record.**

Item 3 – Matters Arising and Action Points Table

- 3.1 The Board noted completed items on the Action Points Table. **Trustees agreed to move towards an electronic paper management system.**

Item 4a – Chief Executive’s Strategic Report – Overview

- 4.1 Trustees were pleased to note that the year 2016-17 had ended with a trading surplus. April had also been very profitable, with visitor numbers up 25% against budget. Member recruitment, income and trading surplus were all also ahead of budget.

The Board noted:

- a) **the Chief Executive's Strategic Overview;**
- b) **the Finance Report for April 2017;**
- c) **the top ten risks on the Corporate Risk Register, focusing in particular on measures to address terrorism and cyber security threats; and**
- d) **progress with Safety and Risk Management and accident, near miss and incident trends, requesting additional information on fire risk assessments.**

Item 5 – NAO Audit Completion Report

The Board noted the NAO Audit Completion Report

Item 6 – Audit and Risk Committee Annual Report to the Board 2016/17

- 6.1 Trustees congratulated staff on the material progress they had made this year to improve systems and processes, noting that the NAO Audit Completion report referred to 'significant improvements' having been made across all the recommendations they raised last year.

The Board noted the Audit and Risk Committee Annual Report to the Board.

Item 7 – Annual Report and Accounts 2016/17

The Board approved the Annual Report and Accounts for 2016/17.

Item 8 – not for publication

Item 9 – Environmental Sustainability Policy

Subject to some further amendment, the Board approved the Environmental Sustainability Policy for submission to Arts Council England, required as part of their Museum Accreditation Scheme.

Item 10 – State of the Collections Plan 2010-20

- 10.1 Trustees were given a presentation on the State of English Heritage Collections Plan 2010-20, noting that it had transformed the care and conservation of the organisation's historic artefacts. The Plan, based on a condition and risk survey of 500k objects housed at 115 sites, had produced baseline data to help identify the principal risks to the collections and prioritised action plans to address these risks.

Item 11 – Sustainable Conservation Pilot

- 11.1 Trustees were given an update on progress with a pilot study to test a new methodology for condition surveys and a new method of assessment of significance, the results of which could inform the long-term forecast for the overall liability for the Estate. The pilot would be completed in August 2017, at which point data gathered would be analysed to identify trends or common outcomes. A summary of the outcome of the pilot and the potential effect on forecasts for defect liability would be presented to the Board in October 2017.

The Board noted progress made on the sustainable conservation pilot and the programme for completion and further reporting.

Item 12 – Chief Executive’s Operational Report

The Board noted the Chief Executive’s Operational Report

Item 13 – Scheme of Delegations – annual review

The Board agreed that no changes needed to be made to the Scheme of Delegations.

Item 14 – Summary of resolutions made by the Board 2016/17

The Board noted the summary of resolutions made during 2016/17

Item 15 – Committee minutes

- 15.1 Minutes of the ARC meeting held on 5 June and the Blue Plaques Panel meeting held on 7 June would be circulated to Trustees after the meeting.

Item 16 – Any other business

- 16.1 There was no other business and the meeting finished at 1.45pm.

Kathryn Lanning
Governance Officer
June 2017

Date of next meeting:

Thursday 19 October 2017, start time and venue to be confirmed.