

Minutes of the **BOARD OF TRUSTEES** held on 11 December 2014 in the Court Room, National Museum Cardiff

Notes	Actions by
<p>PRESENT: Elisabeth Elias, President (in the Chair); Haydn Edwards, Vice President; Laurie Pavelin, Treasurer; Carole-Anne Davies; Christina Macaulay; Gareth Wyn Jones; Glenda Jones; Hywel Ceri Jones; Keshav Singhal; Miriam Griffiths; Robert Pickard; Victoria Provis; David Anderson, Director General; Mark Richards, Deputy Director General / Director of Operations; Neil Wicks, Director of Finance & Corporate Resources; Janice Lane, Director of Learning, Exhibitions & Digital Media; Judith Ingram, Head of Policy & Planning and Elaine Cabuts, Museum Secretary.</p> <p>IN ATTENDANCE: Lesley-Anne Kerr (CyMAL) as an observer.</p>	
<p>1 WELCOME AND APOLOGIES</p> <p>1.1 Members and Lesley-Anne Kerr were welcomed to the meeting. Laurie Pavelin was welcomed to the Board meeting as Treasurer. Apologies were received from Carol Bell; Kay Andrews; Tony Akins; Linda Tomas (CyMAL), Peter Wakelin, Director of Collections & Research.</p> <p>1.2 The President was saddened to record the death of Trustee David Vokes and wished to note the Board's immense gratitude for his work in support of the Museum, both as a Trustee and as a Patron. David was widely admired and respected, and will be sadly missed.</p>	
<p>In the Closed Session of the meeting the Board discussed and were briefed on the Change Programme, financial planning, and horizon scanning.</p> <p><i>At this point the meeting was opened to the public but no members of the public were in attendance.</i></p>	
<p>2 MINUTES</p> <p>5.1 <u>Resolved:</u> That the Minutes of the Board meetings on 11 September 2014 and 24 October 2014 be approved.</p>	
<p>3 MATTERS ARISING from the minutes of 11 September 2014</p> <p>3.1 4.1.1 Terms of Reference – that the changes would be incorporated in the annual review.</p>	
<p>4 VISION DOCUMENT</p> <p>4.1 <u>Received:</u> A report by David Anderson.</p>	

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<p>4.2 <u>Reported</u>: That the Director General updated Members in respect of the staff response to the proposals, and in the Museum's communication with CyMAL. All were supportive of the draft new vision.</p> <p>4.3 Members discussed the Museum's unique selling point, the status of collections across the vision, and the vision values and principles. Members discussed where to prioritise the economic value of the Museum's work, and how transformational research projects that responded to the needs of the public was an historical change for the Museum.</p> <p>4.4 <u>Resolved</u>: Accordingly, and that the draft vision for external consultation was approved.</p>	
<p>5 GOVERNANCE</p> <p>5.1 Annual Report on the Financial Affairs of the Museum 2013/14</p> <p>5.1.1 <u>Received</u>: A report by the Director of Finance & Corporate Resources, the Head of Finance and the Treasurer.</p> <p>5.1.2 <u>Reported</u>: That the Treasurer reported that it was a requirement of the Museum's governance to present the accounts to the Board.</p> <p>5.1.3 <u>Resolved</u>: Accordingly and that the 2014/15 annual accounts be presented to the Board in September if this was practical.</p> <p>5.2 Future annual reporting format</p> <p>5.2.1 <u>Received</u>: A report by the Director of Finance & Corporate Resources, the Head of Finance and the Treasurer.</p> <p>5.2.2 <u>Reported</u>: That the Treasurer noted the recommendations of the Audit and Performance Review Committees to present the Annual Financial Report online, and that a shorter impact report be produced in print format and online.</p> <p>5.2.3 <u>Resolved</u>: Accordingly.</p> <p>5.3 Research Advisory Committee membership</p> <p>5.3.1 <u>Reported</u>: That following the establishment of the Terms of Reference for the Committee the President tabled a list of Trustee Members, each of whom would bring a range of research experience to the Committee.</p> <p>5.3.2 <u>Resolved</u>: Accordingly and that the membership was approved.</p>	<p>Museum Secretary</p>
<p>6 AGENDA ITEM 7 INTERIM RESEARCH STRATEGY</p>	

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<p>6.1 <u>Received</u>: A report by the Director of Collections & Research.</p> <p>6.2 <u>Reported</u>: That the Director General reported that the Interim Strategy was being presented to the Board whilst the Research Advisory Committee membership was being established, and in preparation for the appointment of a Head of Research. In addition, the Collections Strategy was also being developed and these would all be informed by the Museum's emerging Vision. The Museum had liaised with other partners such as Cardiff University and WEFO.</p> <p>6.3 Members noted that up to four independent Members of the Research Advisory Committee could be appointed, and that discussions were ongoing with other potential partners. Members discussed the nature and timescales of research across the Museum. Members noted that it was the Museum's intention to ensure that the work of all staff was informed by research.</p> <p>6.4 <u>Resolved</u>: Accordingly and that the Interim Research Strategy be approved and that first meeting of the Research Advisory Committee be amongst the Trustee membership and staff.</p>	<p>Director General / Director of Collections & Research</p>
<p>7 AGENDA ITEM COLLECTION MATTERS</p> <p>7.1 Outline Collections Development Strategy</p> <p>7.1.1 <u>Received</u>: A report by the Director of Collections & Research.</p> <p>7.1.2 <u>Reported</u>: That the Director General noted the strategy was a requirement of the Museum's application to the Accreditation Scheme. The Strategy also outlined how collections development would respond to the new direction of the Museum and the important changes in financial resources, organisational structure and expectations of digital delivery.</p> <p>7.1.3 Members noted the connectivity with the Collections Management Strategy, the Interim Research Strategy and to the collecting strategies and policies of other organisations such as the National Library of Wales and the Royal Welsh College of Music & Drama. The Museum's work would also be informed by its dialogue with other organisations in Wales such as the Welsh Government.</p> <p>7.1.4 Members noted the impact that the reduction in the Specimen Acquisition Grant had made to the Museum's collecting ability. This funding provided vital leverage for additional income, especially in relation to collecting art. The Deputy Minister was reminded of this at each meeting with the President and Director General. Currently, collecting for St Fagans was one of the Museum's main priorities.</p> <p>7.1.5 <u>Resolved</u>: Accordingly and that this strategy be approved and made available to the Research Advisory Committee, and that a revised version be brought to</p>	<p>Director of Collections & Research</p>

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<p>the Board in due course.</p> <p>7.2 Collections & Research Activities</p> <p>7.2.1 <u>Received</u>: A report by the Director of Collections & Research.</p> <p>7.2.2 <u>Reported</u>: That the Director General highlighted a selection of key activities from the programme.</p> <p>7.2.3 Members noted the tremendous amount of work that had been undertaken for the benefit of the people of Wales, and the advocacy opportunities that resulted from this work.</p> <p>7.2.4 <u>Resolved</u>: Accordingly.</p> <p>7.3 International Loans</p> <p>7.3.1 <u>Received</u>: A report by the Director of Collections & Research.</p> <p>7.3.2 <u>Reported</u>: That the Board was requested to consider the three recommendations for loans.</p> <p>7.3.3 <u>Resolved</u>: Accordingly and that the recommendations be approved.</p>	
<p>8 AGENDA ITEM 6 DIRECTOR GENERAL'S REPORT, QUARTERLY BRIEFING QUARTER 2, CURRENT ISSUES</p> <p>8.1 <u>Received</u>: A report by the Director General.</p> <p>8.2 <u>Reported</u>: That the President thanked all those that had been involved in ensuring the Museums Association conference was such a success, and for enabling the Trustees to attend and contribute. The Director General thanked CyMAL for its financial support. The conference attracted the largest number of delegates and the largest international delegation. The Museum Festival and the Pop-up Museum were both new activities for the conference and overall it was the most successful conference the MA had run. The Board was thanked for its support and contribution, which was unprecedented in the history of the conference. Trustees noted the level of Welsh Language used throughout the conference, and the warm welcome that delegates received at the event at National Museum Cardiff. Lesley-Anne Kerr thanked Heledd Fychan, the Museum's Corporate Affairs and Advocacy Manager for her immense contribution, and to ensuring the conference was such a success.</p> <p><i>The President, Treasurer and the Director General left the meeting at this point to attend the funeral of former Trustee David Vokes. Vice President Haydn Edwards took the Chair.</i></p> <p>8.3 The Deputy Director General / Director of Operations introduced the written report, highlighting the positive visitor figures and the increase in formal</p>	

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<p>education figures. Members noted the financial update.</p> <p>8.4 Members welcomed the important contribution of children and noted the Museum's bilingual engagement with nursery schools across Wales.</p> <p>8.5 <u>Resolved</u>: Accordingly.</p>	
<p>9 AGENDA ITEM 8 THE ST FAGANS: NATIONAL HISTORY MUSEUM MAKING HISTORY PROJECT UPDATE</p> <p>9.1 <u>Received</u>: A report by the Deputy Director General / Director of Operations.</p> <p>9.2 <u>Reported</u>: That Kier Construction had started on site with contractual issues being discussed with the Trustee sub-group of the Project Commissioning Group the previous day. Value Engineering was continuing with a target sum of £200,000 to be realised. The target contract value was £17.1m but the Board was requested to approve a contract value of £17.2m with any increase from £17.1m to be absorbed into the overall project budget. It was proposed that the letter of intent date be extended, to support negotiations with Kier, whilst work continued uninterrupted. Members were updated on the schedule for releasing contingency funding. Stage E sign off had been completed and Event remained engaged with the value engineering process. The funding gap has been reduced to £743,000 and three Members of the Development Board had recently visited the site. The process for agreeing the name for the site was being considered by the Project Commissioning Group.</p> <p>9.3 <u>Resolved</u>: Accordingly, and that the Board gave authority for the Director General, the Project Director and the Director of Finance to agree a contract value of up to £17.2m and to agree what might constitute a significant variation from this figure.</p>	<p>Deputy Director General / Director of Operations, Director of Finance & Corporate Resources, Treasurer</p>
<p>10 COMMITTEE MATTERS</p> <p>10.1 <u>Received and Noted</u>: The draft minutes of:</p> <ul style="list-style-type: none"> i. NMGW Enterprises Ltd 13 November 2014 ii. St Fagans: National History Museum Project Commissioning Group 26 November 2014 iii. Audit Committee 18 November 2014 iv. Performance Review Committee 20 November 2014 v. Pension Trustees 21 October and 19 November 2014 vi. Appointments & Remuneration Committee 26 November 2014 <p>10.2 <u>Reported</u>: That in respect of the NMGW Enterprises Ltd, the catering issues had been noted at Llanberis, and that the three year plan was progressing. That in respect of the meetings of the Trustees of the National Museum of Wales Pension Scheme, the Board noted that the Scheme's Trustees were acting in the interests of its Members and that it was being as helpful as it could</p>	

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<p>be to the Museum in the difficult economic climate. That in respect of the Appointments & Remuneration Committee, Trustee Miriam Griffiths recorded how grateful the Committee was to the President and Vice President for agreeing to be considered for a year's extension to their appointment.</p> <p>10.3 <u>Resolved</u>: Accordingly, and that the draft minutes of the Natural Sciences Project Commissioning Group meeting held on 23 October 2014 be presented to the March meeting of the Board.</p>	<p>Museum Secretary, Trustees</p>
<p>11 ANY OTHER BUSINESS</p> <p>There was no other business.</p>	
<p>12 STRATEGIC BOARD AGENDA</p> <p>12.1 Members noted the items to be discussed at the Board meeting on 12 March 2015.</p>	
<p>DATE AND TIME OF NEXT MEETING:</p> <p><u>Resolved</u>: That the next meeting of the Board of Trustees will commence at 9:00am on 12 March 2015 in the Court Room, National Museum Cardiff.</p>	