

Minutes of the **BOARD OF TRUSTEES** held on 16 December 2016 in the Court Room, National Museum Cardiff

Notes	Actions by
<p>PRESENT: Elisabeth Elias, President (in the Chair); Carol Bell, Vice President; Laurie Pavelin, Treasurer; Carys Howell; Glenda Jones; Kay Andrews, Jessica Seaton; Rachel Hughes; Robert Pickard; Tony Atkins; Victoria Provis; David Anderson, Director General; Steph Mastoris, Acting Director of Operations; Neil Wicks, Director of Finance & Corporate Resources; Janice Lane, Director of Learning, Exhibitions & Digital Media; Richard Bevins, Joint Acting Director of Collections & Research; Diane Gwilt, Joint Acting Director of Collections & Research; Nia Williams, Director of Learning & Engagement; Judith Ingram, Head of Policy & Planning; and Elaine Cabuts, Museum Secretary.</p> <p>IN ATTENDANCE: Rebecca Johnson, Museums Archives & Libraries Division; Carol Edwards, National Library of Wales.</p>	
<p>Declaration of Interests: Baroness Kay Andrews as Chair of HLF Wales in respect of item 5.2 St Fagans National Museum of History Museum and in respect of the Higher Education Research Bill being presented to the House of Lords item 7.1.2 Collections & Research. David Anderson as a Board Member of European Museum of the Year, in respect of item 5.8 St Fagans National Museum of History</p>	
<p>1 WELCOME AND APOLOGIES</p> <p>1.1 Members, Rebecca Johnson and Carol Edwards were welcomed to the meeting. Apologies were received from Hywel Ceri Jones; Keshav Singhal and Kate Clark, Museums Archives & Libraries Division.</p>	
<p>In the Closed Session of the meeting the Board discussed and were briefed on Trustee recruitment, Business Continuity, Historic Wales, the Museum Review, Financial Planning and International Loans.</p> <p><i>At this point the meeting was opened to the public. 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 meetings held on 29 September 2016, 31 October 2016, 7 November 2016 and 9 November 2016 be approved.</p>	
<p>3 MATTERS ARISING from the minutes</p> <p>3.1 There were no matters arising.</p>	
<p>4 COLLECTION POLICIES</p>	

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<p>4.1 <u>Received</u>: A report by the Joint Acting Director of Collections & Research.</p> <p>4.2 <u>Reported</u>: The report was presented by the Interim Head of Collections Management. It formed part of the Museum's overarching Collection Development Strategy, and was presented here specifically for the Board's consideration as part of the ongoing triennial review of the Museum's Accreditation status.</p> <p>4.3 Members noted progress with the Collection Development Strategy and that public consultation would begin in the New Year.</p> <p>4.4 Members discussed the Museum's holdings of human remains; the collection and conservation of Historic Buildings and the way in which the Museum was engaging with apprenticeship organisations across Wales; the reporting of archaeology excavations; community engagement and collections storage.</p> <p>4.5 Members offered suggestions in respect of the financial reporting within its submission, and the broader issues about what the Museum does not collect within the Collection Development Strategy.</p> <p>4.6 <u>Resolved</u>: Accordingly, and that the report was approved.</p>	
<p>5 ST FAGANS NATIONAL MUSEUM OF HISTORY</p> <p>5.1 <u>Received</u>: A report by the Director of Finance & Corporate Resources.</p> <p>5.2 <u>Reported</u>: Notification the HLF grant increase had been received. There was a positive update in respect of progress against the Activity Plan, where the Museum was achieving over its targets. Members noted progress with the buildings and exhibition work-stream programme. Budgets would be updated in the New Year and presented to the Project Commissioning Group. The fundraising target was now £1.3m over the lifetime of the project.</p> <p>5.3 In respect of the main building, the base build will be complete by the end of January / early February 2017. Contracts for the fit-out are anticipated for April 2017. This is scheduled to open in winter 2018.</p> <p>5.4 In respect of Gweithdy, this is scheduled to open in the summer of 2018.</p> <p>5.5 Following consultation with staff and the community, the new name for the museum would be Sain Ffagan Amgueddfa Werin Cymru St Fagans National Museum of History.</p> <p>5.6 Members discussed potential launches and openings, future commercial activity around events, exhibitions and learning activities within the public spaces, and other large-scale commercial opportunities.</p> <p>5.7 The President congratulated the team on submitting and achieving the HLF grant, and HLF was thanked for their full appreciation for the extent and complexity of the project. The Museum was grateful for their full backing.</p>	

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<p>5.8 <u>Resolved</u>: Accordingly and the report was noted. An outline strategy for commercial activity be created as part of income plan, and applications be considered for Gweithdy in respect of the Stirling Prize, and the Museum of the Year Award.</p>	SMT
<p>6 DIRECTOR GENERAL'S QUARTERLY PERFORMANCE AND FINANCIAL REPORT</p> <p>6.1 <u>Received</u>: A report by the Director General.</p> <p>6.2 <u>Reported</u>: The Director General reported the positive visitor figures and how these had been sustained at St Fagans. Mark Drakeford AM during a visit had complemented the Museum on making the right decision to keep St Fagans open during the redevelopment.</p> <p>6.3 Amgueddfa Cymru was also out-performing other national museums. Whilst the Museum had received a thirty three percent decrease in funding in real terms since 2010, visitor figures had been sustained. This meant that the cost per visitor had dropped by a third, but this had been achieved only with huge pain and enormous difficulty. This evidence challenged the perception that the Museum was not performing well.</p> <p>6.4 Members noted the recent King's College report concerning the highly successful placement of a school classroom within National Waterfront Museum Swansea. The exceptional results and impacts achieved were a credit to the hard work and dedication of all involved.</p> <p>6.5 Members noted that the People's Postcode Lottery (PPL) had agreed an on-going funding relationship with the Museum.</p> <p>6.6 <u>Resolved</u>: Accordingly, and that the Museum acknowledges the support provided by PPL in as many creative ways as possible.</p>	SMT
<p>7 COLLECTIONS & RESEARCH</p> <p>7.1 Collections & Research activity, Acquisitions / Donations Six monthly report</p> <p>7.1.1 <u>Received</u>: A report by the Joint Acting Director of Collections & Research.</p> <p>7.1.2 <u>Reported</u>: That Members were updated in respect of recent activity. The Head of Research had been appointed to the AHRC's Peer Review College. The Senior Curator: Palaeontology had submitted a proposal with Cardiff and Swansea Universities to the Natural Environment Research Council for a grant of £60,000 towards a pop-up museum on ocean acidification. A Memorandum of Understanding has been drafted between the Museum and Swansea University, building on the agreements already in place between Cardiff and Aberystwyth Universities.</p>	

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7.1.3 <u>Resolved</u> : Accordingly, and the report was noted.	
<p>8 CORPORATE GOVERNANCE & STANDARDS FRAMEWORK</p> <p>8.1 <u>Received</u>: A report by the Director of Finance & Corporate Resources.</p> <p>8.2 <u>Reported</u>: The President thanked the Treasurer for Chairing the sub-group delegated to assist the Executive in the production of this important document. She thanked the three independent Members of the Audit Committee for their support. The document brings together a range of existing governance-related information and is enhanced by additional material that will support Trustees in gaining a full understanding of the Museum and their roles and responsibilities.</p> <p>8.3 Trustees would be receive an annual reminder of their responsibilities.</p> <p>8.4 <u>Resolved</u>: Accordingly, and that subject to the inclusion of a section setting out the role of the Officers, the document was approved.</p>	Director of Finance & Corporate Resources / Museum Secretary
<p><i>Carol Bell left the meeting at this point</i></p> <p>9 BIG PIT NATIONAL COAL MUSEUM – OWNER’S REPORT</p> <p>9.1 <u>Received</u>: A report by the Deputy Director of Operations.</p> <p>9.2 <u>Reported</u>: The purpose of the report was to ensure the Museum complied with mines legislation by providing an annual report to brief the Board of Trustees, as Owners and Operators of Big Pit, on its Health & Safety regime.</p> <p>9.3 <u>Resolved</u>: Accordingly and the report was noted.</p>	
<p>10 DRAFT MINUTES OF VARIOUS MEETINGS</p> <p>10.1 <u>Received and Noted</u>: The draft minutes of:</p> <ul style="list-style-type: none"> 10.1.1 NMGW Enterprises Ltd 21 October 2016 10.1.2 Art Advisory Group 27 October 2016 10.1.3 Audit Committee 15 November 2016 10.1.4 Pension Trustees 16 November 2016 10.1.5 Performance Review Committee 17 November 2016 10.1.6 Research Advisory Committee 17 November 2016 10.1.7 St Fagans: National History Museum Project Commissioning Group 1 December 2016 <p>10.2 <u>Reported</u>: In respect of the Pension Trustees, the Scheme is now funded to eighty six percent, up from seventy one percent a few years ago. The Performance Review Committee undertook a careful review of the Museum’s finances at the meeting and that the action points were noted. The President was pleased to invite the Board to formally ratify the appointment of Trustee</p>	

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<p>Hywel Ceri Jones to Chair the Research Advisory Committee.</p> <p>10.3 The President noted that as Kay Andrews was now Chair of the HLF in Wales, she had stepped down from the St Fagans Project Commissioning Group. Carol Bell was nominated as a new member of the Group, and following the retirement of Haydn Edwards as Vice President of the Museum at the end of September, Laurie Pavelin be appointed as the new Chair.</p> <p>10.4 <u>Resolved</u>: Accordingly, and that the Museum clarifies its position regarding generating income on loans to the external Members of Art Advisory Group. That Hywel Ceri Jones's appointment as Chair of the Research Advisory Committee be ratified, and that the Executive consider ways of reporting its activity to the Board.</p>	<p>Director General / Joint Acting Director of Collections & Research / Keeper of Art</p>
<p>11 ANY OTHER BUSINESS</p> <p>11.1 Members discussed ways of increasing the emphasis on the key issues within each paper presented to the Board.</p> <p>11.2 <u>Resolved</u>: The design of the cover sheet be revised to provide an executive summary of the paper which includes greater signposting to the key points, and what is required of the reader.</p>	<p>Museum Secretary</p>
<p>DATE AND TIME OF NEXT MEETING: <u>Resolved</u>: That the next meeting of the Board of Trustees will commence at 9:00am on 16 March 2017 in the Court Room, National Museum Cardiff.</p>	