



MEETING TITLE	Minutes of the 4 th English Heritage Trust Board Meeting - SUMMARY
DATE	16 July 2015 at 9.30am
LOCATION	The Constable's Tower, Dover Castle
ATTENDEES	Sir Tim Laurence – Chair Vicky Barnsley – Trustee Jon Bullen – Finance Director Anna Eavis – Curatorial Director Charles Gurassa – Trustee Lily Harriss – (Interim) Development Director Sukie Hemming – Trustee Professor Ronald Hutton – Trustee Shirley Jackson – Commercial Director Kate James-Weed – Trustee Kathryn Lanning – Governance Officer Sir Laurie Magnus – Trustee Kate Mavor – Chief Executive Ceri Pemberton – Head of Legal Sarah Staniforth – Trustee James Twining - Trustee Tracy Wahdan – Historic Properties Director Luke Whitcomb – Marketing Director
APOLOGIES	Alex Balfour – Trustee Linda Kilroy – Estates Director Ian McCaig – Trustee Malcolm Reading – Trustee

Item 1 – Apologies, Announcements and Declarations of Interest

- 1.1 Apologies for absence were noted.
- 1.2 Declarations of interest were noted.

Item 2 – Minutes of the English Heritage Trust Board meeting held on 14 May 2015 (201514/E)

- 2.1 **The minutes of the last meeting, held on 14 May 2015, were agreed as a correct record, to be signed by the Chairman, subject to a minor amendment.**

Item 3 – Matters Arising and Action Points Table

- 3.1 The Board discussed matters arising from the previous minutes and noted progress on actions listed in the action points table.

Item 4 – Trustees’ Report and Financial Statements 2014/15 (EHTB 2015/14/E)

- 4.1 The Board considered a report on the Financial Statements for 2014/15. The Audit and Risk Committee had reviewed the Accounts and the external auditors had given an unqualified opinion.
- 4.2 **The Board approved for signature the Trustees’ Report and Financial Statements for the year to 31 March 2015;**

Item 5 – Chief Executive’s Quarterly Strategic Report (EHTB 2015/15/E-17/E)

- 5.1 The Board considered a report on how the organisation was performing against the Trust’s Forward Plan and the commitments set out in *Making History – our ambition for the future*.
- 5.2 **The Board:**
 - a) **noted the Chief Executive’s Quarterly Strategic Report Overview;**
 - b) **noted that the Financial Report was a work in progress and that staff would continue to explore ways of presenting information in as clear and useful a format as possible; and**
 - c) **agreed that staff should review the format and layout of the Corporate Risk Register and take a revised register to the next Audit and Risk Committee meeting for further discussion.**

Item 6 – Third Party Donations Policy (EHTB 2015/18/E)

- 6.1 The Board considered a proposed policy and processes for accepting third party donations.
- 6.2 **The Board agreed that the third party donations policy should be reviewed in light of their comments and recirculated to them by email for final approval.**

Item 7 – Membership Marketing Strategy Presentation

- 7.1 The Board was given a presentation on the Membership Marketing Strategy for English Heritage. Trustees suggested various additions to the strategies already in place to increase the number of members and improve membership retention.

Item 8 – Stonehenge and the A303 (oral)

- 8.1 A working group drawn from English Heritage, Historic England and the National Trust had been formed to give a coordinated approach to proposals for the A303 Tunnel.

Item 9 – Chief Executive’s Operational Report (EHTB 2015/19/E)

- 9.1 **The Board welcomed the Chief Executive’s Operational Report and noted its contents.**

Item 10 – Committees

- a) Blue Plaques Panel Public Minutes: 10 June 2015 (EHTB 2015/20)
- 10.1 **The Board noted the Blue Plaques Panel Public Minutes from 10 June 2015.**
- b) Blue Plaques Panel Protected Minutes: 10 June 2015 (EHTB 2015/21/E)
- 10.2 **The Board noted the Blue Plaques Panel Protected Minutes from 10 June 2015.**
- c) Audit and Risk Committee Minutes: 23 June 2015 (EHTB 2015/22/E)
- 10.3 **The Board noted the Audit and Risk Committee minutes from 23 June 2015.**
- d) Audit and Risk Committee Draft Terms of Reference (EHTB 2015/23/E)

10.4 **The Board approved the terms of reference for the Audit and Risk Committee.**

e) Remuneration and Appointments Committee Draft Terms of Reference (EHTB 2015/24/E)

10.5 **The Board approved the terms of reference for the Remuneration and Appointments Committee subject to some minor amendments.**

Item 11 – Any other business

Executive Board/Senior Management Team

11.1 **The Board noted that in the Executive Board was to be renamed the Senior Management Team.**

Interim Development Director

11.2 On behalf of the Board, **the Chairman** thanked Lily Harriss for everything she had done in her role as Interim Development Director and wished her well for the future.

Future Board meeting dates

11.3 Board meeting dates for 2015/16 were confirmed as follows:

2015

Tuesday 8 September (10am-4pm) – Strategy Session in London

Monday 16/Tuesday 17 November – Board meeting/visit to Stonehenge

2016

Tuesday 2 February (10am-1pm) – Board meeting in London

Tuesday 26/Wednesday 27 April – Board meeting/visit to the North Region

Monday 20 June (2-5pm) – Board meeting in London (*replaces 5/6 July*)

Tuesday 13 September (10am-4pm) – Strategy Session in London

Tuesday 8/Wednesday 9 November – Board meeting/visit to East Region

11.4 One Trustee is unable to attend on 13 September 2016. Anyone else unable to attend on that date is asked to let Kathryn Lanning know.

Date of next meeting

11.5 The next Board of Trustees meeting a strategy session to be held 10am-4pm on 8 September in London.

Kathryn Lanning
Governance Officer
July 2015