



ENGLISH
HERITAGE

MINUTES

MEETING TITLE	Public Minutes of the 29th English Heritage Trust Board Meeting
DATE	Tuesday 14 December 2021
LOCATION	Hybrid: English Heritage Offices, 100 Wood Street, London and by Zoom
PRESENT	<p>Sir Tim Laurence – Chairman Sarah Staniforth – Deputy Chair James Twining – Deputy Chair Victoria Barnsley – Trustee Liz Bromley – Trustee Tanvi Gokhale – Trustee Charles Gurassa – Trustee Professor Ronald Hutton – Trustee Sir Laurie Magnus – Trustee Ian McCaig – Trustee Kunle Olulode – Trustee Sue Wilkinson – Trustee</p>
ATTENDING	<p>Francis Runacres – Arts Council Observer Kay Boycott – Trustee Designate Kate Mavor – Chief Executive Louise Dando – Interim Marketing Director Anna Eavis – Curatorial Director Sue Fisher – Development Director Kate Logan – Historic Properties Director Mark Stuart-Smith – Chief Financial Officer Rob Woodside – Estates Director Judeth Neville – Head of Governance (minutes)</p>

Item 1 – Apologies, Announcements and Declarations of Interest

- 1.1 There were no apologies for absence.
- 1.2 **The Chairman** noted that, prior to the main Board meeting, Trustees had discussed the Board appraisal report and received a progress update on the recruitment process for a new Chair of Trustees.
- 1.3 There were no new declarations of interest.

Item 2 – Minutes of the last Board meeting

- 2.1 The minutes of the Board meeting held on 20 October 2021 were agreed as a correct record.

Item 3 – Matters Arising and Action Tracker

The Board **NOTED** the **Matters Arising and Action Tracker**.

Item 4 – Chief Executive’s Strategic Overview

- 4.1 **The Chief Executive** presented highlights from the paper, including in relation to the Berwick Barracks project. Several Trustees expressed their enthusiasm for this major project.
- 4.2 **The Chief Executive** expressed gratitude to Historic England for its additional support through the Heritage Stimulus Fund: this will benefit Hurst Castle and other conservation work.

The Board **NOTED** the **Chief Executive’s Strategic Overview**

Items 4.1-4.2 - Development Update and Corporate Affairs Quarterly Planner

Items 4.3 – 4.5- Member Experience and Behaviour Report 2021, Visitor Experience Annual Review 2021 and Annual Complaints Report November 2020-21

- 4.3 **The Chairman** on behalf of the Board paid tribute to the executive teams for the impressive achievement in maintaining membership and ensuring visitors felt safe over 2020-21.

Item 5 – Chief Financial Officer Reports: Finance Report and Corporate Risk Register

The Board **NOTED** the **Finance Report and Corporate Risk Register**.

Item 6 – Year to Date 2021/22 Health and Safety Report

- 6.1 The Board noted that the executive Visitor Safety Group is reviewing how we communicate site risks to visitors in more inclusive ways and that we have increased the safety messaging online. We are working with the wider sector to share trends and learnings.

The Board **NOTED** the **Health and Safety Report**.

Item 7 – not for publication

Item 8 – English Heritage Strategic Plan Update

- 8.1 The Board gave feedback on the proposals for a new Strategic Plan from 2022, to be presented to the Board in March 2022.

Item 9 – Any other business

- 9.1 The Board **APPROVED** the revised terms of reference of the Remuneration and Appointments Committee subject to two further revisions agreed in the meeting.
- 9.2 **The Chairman** thanked members of SMT for contributing to the Board appraisal report and summarised the discussion about this in the Trustee private session.

- 9.3 The Board noted the process underway to select a fund manager and establish an Investment Committee.
- 9.4 Summarising comments from several Trustees, **the Chairman** expressed the Board's gratitude and appreciation to the SMT members for their impressive performance in 2021 despite deeply challenging circumstances. **The Chair of the Audit and Risk Committee (ARC)** also thanked the CFO and the Finance Team for ensuring ARC's effective operation.

There was no other business and the meeting finished at 14:00.

Matter Approved by Consent

The Board **APPROVED** by consent the revised terms of reference of ARC.

Information Papers

- Minutes of meetings of ARC on 6 October and 9 November
- Minutes of meeting of English Heritage Trading Limited Board on 20 October
- Board forward planner 2022
- Chief Executive's Quarterly Operational Report
- Annual Report on Locally Managed Sites

Next meeting

The next Board meeting would be held on 9 March 2022 at English Heritage's Wood Street, London office.

Minutes: Judeth Neville, 15 December 2021