**MEETING TITLE**
Minutes of the 4th 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