



MEETING TITLE	Public Minutes of the 15 th English Heritage Trust Board Meeting
DATE	Wednesday 20 June 2018 at 10am
LOCATION	100 Wood Street, London EC2
ATTENDEES	
Sir Tim Laurence – Chairman	Kunle Olulode – Trustee
Alex Balfour – Trustee	David Olusoga – Trustee
Vicky Barnsley – Trustee	Luke Purser – Development Director
Anna Eavis – Curatorial Director	Tracey Reed – Historic Properties Director
Charles Gurassa – Trustee	Sarah Staniforth – Trustee
Sukie Hemming – Trustee	Mark Stuart-Smith – Resources Director
Professor Ronald Hutton – Trustee	James Twining – Trustee
Shirley Jackson – Commercial Director	Luke Whitcomb – Marketing Director
Kate James-Weed – Trustee	Rob Woodside – Estates Director
Sir Laurie Magnus – Trustee	Duncan Wilson – Chief Executive, Historic England
Kate Mavor – Chief Executive	Kathryn Lanning – Governance Officer (minutes)
Ian McCaig – Trustee	Dame Katherine Grainger – Chair, UK Sport (observer)

Item 1 – Apologies, Announcements and Declarations of Interest

- 1.1 Apologies for absence were noted. There were no new declarations of interest.
- 1.2 Prior to the meeting Trustees had discussed the outcome of an external Board effectiveness review. Campbell Tickell, who carried out the review, had commented on the strong governance in place within English Heritage and suggested a few areas for further development.

Item 2 – Minutes of the last EHT Board meeting: 8 March 2018

- 2.1 **The minutes of the last meeting, held on 8 March 2018, were agreed as a correct record.**

Item 3 – Matters Arising and Action Points Table

- 3.1 The Board noted completed items on the Action Points Table. Following a query raised at the previous meeting about the impact of fracking on EH sites, it was suggested that it

would be useful to carry out a base survey and monitor the condition of EH properties within or close to fracking sites to substantiate any future damage as a result of this activity.

Item 4a – Chief Executive’s Strategic Overview

- 4.1 The Board noted that the previous financial year had ended with excellent results, both in terms of the impact of EH’s charitable activity and financial targets. £42.5m had been invested in maintenance and conservation work to preserve the sites and collections. Visitor numbers had reached a record 6.5m, with visitor experience surveys indicating an average score of 8.84 out of 10. Membership recruitment was 10% ahead of budget and volunteer numbers had reached 3100. These achievements had been made during a major organisation design review which had resulted in reduced staff numbers and an unsettling time for those at risk. **The Chairman** expressed the Board’s appreciation of such excellent performance.
- 4.2 The current financial year had started less favourably with visitor numbers for April 15% below budget. This was due to poor weather, including snow, over Easter weekend and associated school holidays. Trading across the whole heritage sector was down by an average of 18% on the previous year. However, in terms of visitor numbers, EH had then had its best ever May and was currently performing to budget during June.

The Board discussed and noted:

- a) **the Chief Executive’s Strategic Overview;**
- b) **the Finance Report;**
- c) **the top rated Corporate Risk Register; and**
- d) **the Health and Safety Report for 2017/18**

Item 5 – NAO Audit Completion Report

The Board noted the NAO Audit Completion Report for 2017-18.

Item 6 – Audit and Risk Committee Annual Report to the Board

The Board noted the report from the Audit and Risk Committee which supported finalisation of the audited accounts.

Item 7 – Annual Report and Accounts

The Board approved the Annual Report and Accounts for 2017/18 and the letters of representation and authorised them to be signed by the Chairman and Chief Executive.

Item 8 – Clifford’s Tower

8.1 The Board discussed the latest progress with the Clifford’s Tower project in York.

Item 9 – DCMS Review Objectives

The Board considered and approved proposed objectives for the forthcoming DCMS review, noting that the EHT and Historic England were very much aligned in their approach.

Item 10 – Strategic Planning

The Board discussed and noted the methodology and timeline for developing the next Strategic Plan.

Item 11 – Fundraising Working Group

11.1 The Board noted that a small number of Trustees had formed a Fundraising Working Group to act as a sounding board and a bridge between the Trust Board and staff. The Group had met for the first time in May. Fundraising performance against the Launch Plan was on track, which the Group felt was impressive given the lack of fundraising capability when the charity was first established.

The Board noted that the Fundraising Working Group would continue to meet over the next 12 months, taking stock in June next year as to whether or not it should continue.

Item 12 – Chief Executive’s Operational Report

The Board noted the Chief Executive’s Operational Report

Item 13 – Scheme of Delegations: annual review

13.1 **The Chairman** reminded Trustees that they were asked to review the Scheme of Delegations annually to ensure that it remained up to date.

The Board agreed a small amendment to the Scheme of Delegations.

Item 14 – Summary of Resolutions made by the Board 2017-18

The Board noted the summary of resolutions made during 2017-18

Item 15 – Committees

The Board noted minutes of the following meetings:

- a) **Remuneration and Appointments Committee meeting on 17 May 2018
(taken during the Trustee-only session prior to the main meeting)**
- b) **Audit and Risk Committee meeting on 6 June 2018**
- c) **Blue Plaques Panel meeting on 6 June 2018**
- d) **Historic Estates Conservation Committee meeting on 29 March 2018**

Item 16 – Any other business

- 16.1 The Development Director updated Trustees on the *Once and Future Fund*, an endowment to support free sites which had been established with a matched grant from the HLF of up to £1m.
- 16.2 The Chief Executive of Historic England outlined key priorities for his organisation.
- 16.3 There was no other business and the meeting finished at 2.10pm.

Date of next meeting:

Thursday 18 October 2018 – time and venue to be confirmed.