

**NATIONAL MUSEUMS SCOTLAND
BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 11 SEPTEMBER 2013 AT THE NATIONAL
MUSEUM OF SCOTLAND, EDINBURGH**

Present:

Mr Bruce Minto	Chairman
Dr Isabel Bruce	Trustee
Mr Gordon Drummond	Trustee
Mr Christopher Fletcher	Trustee
Dr Anna Gregor	Trustee
Mr Andrew Holmes	Trustee
Mr Miller McLean	Trustee
Professor Walter Nimmo	Trustee
Mr Jamie Troughton	Trustee
Mr Iain Watt	Trustee

Dr Gordon Rintoul (GR)	NMS Director
Mr David Spilsbury (DS)	Director of Finance & Planning
Ms Julie Brown (JB)	Head of Corporate Policy & Performance
Ms Jane Carmichael (JC)	Director of Collections (for Item 10)
Mr James Robinson (JR)	Keeper of Art & Design (for Item 10)
Ms Ruth Gill (RG)	Director of Public Programmes (for Item 13)
Mr Craig Fletcher (CF)	Learning Manager - informal and events (for item 13)
Ms Emma Webb (EW)	Learning Manager - formal and NMoS (for Item 13)
Ms Christine McLean (CMcL)	Community Engagement Manager (for Item 13)
Ms Catherine Holden (CH)	Director of External Relations (for Item 14)

Apologies:

Professor Chris Breward	Trustee
-------------------------	---------

ACTION

ITEM 1 – APOLOGIES

1.1 Apologies were received from Chris Breward.

ITEM 2 – MINUTES OF THE MEETING HELD ON 12 JUNE 2013

2.1 The minutes of the meeting held on 12 June 2013 were approved.

ITEM 3 – MATTERS ARISING

3.1 The Director gave a verbal update on Minute Item 7.1 (ref. 'Property: Disposals and Acquisitions').

ITEM 4 – DECLARATION OF INTERESTS

4.1 It was noted that there were no declarations of interests from Board members in relation to the substantive items on the agenda.

ITEM 5 – DIRECTOR’S REPORT TO THE TRUSTEES

NMS (2013) 32

5.1 The Director presented his report which had been circulated and the Board noted the following:

- The huge success to date of the *Mary Queen of Scots* exhibition (open from 28 June until 17 November).
- The forthcoming *Higgs Boson* exhibition (opening on 27 September).
- The Executive Team’s planned national and international activity during September.
- The progress of two departmental reviews.

5.2 The Chairman congratulated the Director on being awarded honorary degrees from both the University of Edinburgh and Edinburgh Napier University.

ITEM 6 – FINANCIAL REPORT

NMS (2013) 33

6.1 David Spilsbury presented his report which had been circulated. The Board of Trustees noted the following:

- The 2013/14 operational budgets were being managed to ensure there was no significant addition to the Board Reserve at year-end.
- Major projects were below budget and spending in this year might be lower than estimated, even though the overall project budgets would be spent over the life of the projects across financial years.
- Progress was being made towards finalising a Scottish Government Framework document (ref. the Management Statement/Financial Memorandum), which would describe how our relationship functions and would underpin our financial management arrangements.

6.2 D Spilsbury confirmed that John Swinney MSP (Cabinet Secretary for Finance, Employment and Sustainable Growth) would be announcing the draft Scottish budget for 2014/15 in the Scottish Parliament that day. The Board would be kept updated on the outcome regarding National Museums Scotland’s budget.

DS

ITEM 7 – ANNUAL REPORT AND ACCOUNTS 2012/13

NMS (2013) 34

7.1 The Board approved the Annual Report and Accounts for 2012/13, subject to the agreed minor amendment to a sentence in section 2. Miller McLean (Chairman of the Audit & Risk Committee) confirmed that the external auditors had given an unqualified report, and he congratulated David Spilsbury and the Finance Department on their effective and timeous work.

**ITEM 8 – NATIONAL MUSEUMS COLLECTION CENTRE
MASTERPLAN AND NEW BUILD PROJECT: UPDATE**

NMS (2013) 35

8.1 The progress made on the National Museums Collection Centre Masterplan and New Build Project was noted.

8.2 The importance of security was appreciated in light of the increase in thefts from other cultural organisations in other parts of the UK.

ITEM 9 – NATIONAL MUSEUM OF SCOTLAND MASTERPLAN PHASE 3: UPDATE NMS (2013) 36

9.1 The Board noted progress made on Phase 3 of the National Museum of Scotland Masterplan.

ITEM 10 – COLLECTIONS FOCUS: ART & DESIGN DEPARTMENT'S AIMS AND AMBITIONS NMS (2013) 37

10.1 Jane Carmichael and James Robinson joined the meeting and introduced the paper which had been circulated.

10.1 The Board noted and welcomed the aims and ambitions of the new Art & Design Department. The Chairman also applauded the work to date on the development of the new Art & Design galleries (ref. Phase 3 of the National Museum of Scotland Masterplan).

ITEM 11 – COLLECTIONS ACTIVITY REPORT NMS (2013) 38

11.1 The Board noted progress made on acquisitions, exhibitions and research, and international and national working.

ITEM 12 – REPORTS FROM COMMITTEES

(i) Minutes of the National Museums Scotland Enterprises Ltd Board meeting held on 28 June 2013

12.1 The Chairman noted that the draft minutes of the NMSE Ltd Board meeting held on 28 June 2013 had been circulated for information.

12.2 Gordon Drummond (Chairman of the NMSE Ltd Board) reported on the following key issues:

- Recent retail performance had been strong.
- The *Mary Queen of Scots* catalogue (accompanying the special exhibition) was on course to being our best seller to date.
- The NMS Enterprises Ltd team were planning a strategy day for later in the year.

(ii) Minutes of the Estates Committee meeting held on 13 August 2013

12.3 The Chairman noted that the draft minutes of the Estates Committee meeting held on 13 August 2013 had been circulated.

12.4 Jamie Troughton, (Chairman of the Estates Committee) reported on the following key issues:

- Although a great deal of effort had been put into addressing backlog maintenance, new issues had arisen regarding the historical estate.
- The challenges of the National Museum of Flight phase 2 project given the nature of the buildings.
- The keen awareness that we need to be in a position to move quickly as and when capital funding becomes available over the next few years.

(iii) Minutes of the Audit & Risk Committee meeting held on 22 August 2013

12.5 The Chairman noted that the draft minutes of the Audit & Risk Committee meeting held on 22 August 2013 had been circulated.

12.6 Miller McLean (Chairman of the Audit & Risk Committee) confirmed that the two new Trustee members had been formally welcomed to the Committee at the meeting and that Iain Watt had been thanked for his service on the Committee.

(iv) Verbal Report from the inaugural Finance Committee meeting held on 11 September 2013

12.7 Iain Watt (Chairman of the new Finance Committee) reported on the inaugural meeting held earlier in the day. As well as discussing the Committee's Terms of Reference, the members:

- Reviewed the management accounts in detail
- Discussed the budget management of major projects.

ITEM 13 – LEARNING & PROGRAMMES: UPDATE

NMS (2013) 39

13.1 Ruth Gill, Craig Fletcher, Christine McLean and Emma Webb joined the meeting and gave a presentation to illustrate the update paper which had been circulated.

13.2 Trustees congratulated the Learning & Programmes department on their successful and innovative range of projects and activities, and noted that these demonstrated the high quality of work being undertaken and its national scope.

ITEM 14 – ANNUAL REVIEW 2012/13: OUTLINE

NMS (2013) 40

14.1 Catherine Holden joined the meeting and introduced the outline paper which had been circulated.

14.2 The Board of Trustees noted the planned approach to the Annual Review 2013 and the date of the annual Open Meeting in November. As in previous years, the final text and design of the Review would be approved by the Director.

CH, GR

ITEM 15 – BOARD MEETING DATES 2014/15

NMS (2013) 41

15.1 The Board noted the meeting dates for 2014/15.

ITEM 16 – FORWARD PROGRAMME OF BUSINESS

NMS (2013) 42

16.1 The Board noted the Forward Programme of Business. It was confirmed that annual updates would be presented to the Board on the following topics: exhibitions; learning & programmes; digital media; and research.

16.2 The Chairman gave a verbal update on the forthcoming Board/Executive strategic day on 02 October, and tabled a copy of the latest draft of the programme. It was confirmed that papers would be circulated in advance of the event.

DS, JB

ITEM 17 – ANY OTHER BUSINESS

17.1 There was nothing to report.

ITEM 18 – DATE OF NEXT MEETING

18.1 The next meeting Board of Trustees meeting would be held Wednesday, 20 November 2013.