

**NATIONAL MUSEUMS SCOTLAND
BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 08 JUNE 2016 AT THE NATIONAL MUSEUM OF
SCOTLAND, EDINBURGH**

Present:

Mr Bruce Minto	Chairman
Mr Gordon Drummond	Trustee
Mr Christopher Fletcher	Trustee
Dr Anna Gregor	Trustee
Mr Andrew Holmes	Trustee
Dr Brian Lang	Trustee
Ms Lynda Logan	Trustee
Mr Miller McLean	Trustee
Professor Walter Nimmo	Trustee
Mr Jamie Troughton	Trustee
Ms Eilidh Wiseman	Trustee

Dr Gordon Rintoul (GR)	NMS Director
Mr David Spilsbury (DS)	Director of Finance & Planning
Ms Julie Brown (JB)	Head of Corporate Policy & Performance
Mr Xerxes Mazda (XM)	Director of Collections (for Items 7 and 15)
Ms Catherine Holden (CH)	Director of External Relations (for Items 8 and 9)
Ms Helen Ireland (HI)	Head of Marketing & Communications (for Item 9)
Ms Sheilagh Stewart (SS)	Head of Human Resources (for Item 10)
Ms Ruth Gill (RG)	Director of Public Programmes (for Items 11 and 12)

Apologies:

Dr Catriona Macdonald	Trustee
Professor Chris Breward	Trustee
Dr Isabel Bruce	Trustee

PRELIMINARIES

The Chairman gave a verbal update on the progress made to date on the planning of the forthcoming Trustee recruitment round.

ITEM 1 – APOLOGIES

1.1 Apologies were received from Chris Breward, Isabel Bruce and Catriona Macdonald.

ITEM 2 – MINUTES OF THE MEETING HELD ON 23 MARCH 2016

2.1 The minutes of the meeting held on 23 March 2016 were approved.

ACTION

ITEM 3 – MATTERS ARISING

3.1 Matters arising for the last meeting were taken under the main agenda items.

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. The Chairman stated, as previously declared, the potential interest of himself, Walter Nimmo and Brian Lang in relation to the Chambers Street Public Realm Project (ref. agenda item 12).

ITEM 5 – DIRECTOR’S REPORT TO THE TRUSTEES **NMS (2016) 27**

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

- The Operational Plan out-turn report for 2015/16 and the new Operational Plan 2016/17.
- The KPI out-turn report for 2015/16 and the final version of the new KPIs for 2016-20.

5.2 Trustees also noted that the industrial dispute had been resolved since the last Board meeting, and the Chairman extended Trustees’ thanks to all the various people involved.

ITEM 6 – FINANCIAL REPORT **NMS (2016) 28**

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

- We achieved a small surplus in 2015/16.
- All Grant-in-Aid funding from the Scottish Government was claimed and spent within the year.
- As multi-year activities, all major projects were currently on time and budget.
- Major changes had already occurred in 2016/17 financial planning which were expected to have a neutral in-year effect.

ITEM 7 – COLLECTIONS RESEARCH STRATEGY 2016-20 **NMS (2016) 29**

7.1 Xerxes Mazda joined the meeting to present the paper which had been circulated. He explained that the Strategy embedded research in everything we do, keeping it at the heart of National Museums Scotland’s activity. There was a wide-ranging discussion which touched on topics such as:

- The challenge of finding the balance between being academic/an authority and being populist, with our museums being both an intellectual base and a tourist attraction.
- The huge competition for funding and the need to be highly innovative in seeking it.

- The importance of: the planned new role tasked with supporting the delivery of the new Strategy; focusing our limited time and effort on two to three carefully-selected projects; and of partnering with other key bodies.
- The need for us to develop a well-managed and highly organised research infrastructure.

7.2 The Board of Trustees approved the Collections Research Strategy, subject to small adjustments. It was agreed that regular updates on progress would be incorporated into the Collections Activity Report for future Board meetings.

XM

ITEM 8 – NATIONAL STRATEGY 2016-20: PUBLICATION AND PROMOTION PLAN NMS (2016) 30

8.1 Following on from the discussion at the last Board meeting in March, Catherine Holden joined the meeting to present the Plan which had been circulated.

8.2 Trustees approved the new document and approach, subject to: the adjustments proposed at the meeting; and consideration of the potential addition of one or two further examples of work undertaken to date.

CH

ITEM 9 – ANNUAL REVIEW 2016: OUTLINE NMS (2016) 31

9.1 Catherine Holden and Helen Ireland presented the outline paper which had been circulated. The Board of Trustees noted the planned approach to the Annual Review 2016 which would be published in November. It was suggested and agreed that more examples of our good sustainability work would be included. As in previous years, the final text and design of the Review would be approved by the Director.

HI

9.2 The Chairman, on behalf of the Board of Trustees, thanked Catherine for all her hard work and commitment to National Museums Scotland over the last 12 years and wished her well in her new venture.

ITEM 10 – HEALTH & SAFETY ANNUAL REPORT 2015/16 NMS (2016) 32

10.1 The Board of Trustees noted the contents of the Annual Report on Health & Safety 2015/16.

10.2 Sheilagh Stewart highlighted the organisation's recent attainment of the 'Health Working Lives' Silver Award.

ITEM 11 – EQUALITY & DIVERSITY ANNUAL REPORT 2015/16 NMS (2016) 33

11.1 Ruth Gill joined the meeting and presented the Equality & Diversity Annual Report for the financial year 2015/16. The Board noted the report, the progress made by the Equality & Diversity Steering Group, and the work to be achieved in this coming year (the statutory reporting period being 2013-17).

11.2 For good governance, it was agreed that Ruth Gill would provide regular updates on our Equalities Duties in the standing Director's Report to Trustees, as well as the full annual report to the Board.

RG

ITEM 12 – NATIONAL MUSEUM OF SCOTLAND **NMS (2016) 34**
MASTERPLAN PHASES 3 & 4: PROGRESS REPORT

12.1 Trustees expressed their thanks for the tour earlier in the day of the galleries being transformed as part of the Masterplan Phase 3 Project. Ruth Gill presented the report which had been circulated and the Board noted:

- The progress made on the MP3 project.
- The progress made on the MP4 project.
- The progress update for the Chambers Street project.

12.2 As planned, the ten new Art & Design and Science & Technology galleries in the National Museum of Scotland and the new Chambers Street Public Realm would open to the public on 08 July.

ITEM 13 – NATIONAL MUSEUMS COLLECTIONS CENTRE **NMS (2016) 35**
MASTERPLAN AND NEW BUILD PROJECT: UPDATE

13.1 The Director presented the update which had been circulated. The Board of Trustees:

- Noted the progress outlined in the update report for the Extension to Building 1 project.
- Ratified the approval to progress with the appointment of the main contractor.
- Noted the continued dialogue with Scottish Government and the City of Edinburgh Council regarding the acquisition of land adjoining our site.

ITEM 14 – NATIONAL MUSEUM OF FLIGHT **NMS (2016) 36**
DEVELOPMENT PLAN PHASE 2: FINAL REPORT

14.1 The Director presented the report which had been circulated. The Board of Trustees noted the successful completion of the project on 25 March, and the very positive review in the latest edition of the *Museums Journal*. With the hangars now complete and open to the public, it was agreed that this was the final Board update paper for this project.

14.2 The Chairman and Trustees again congratulated everyone involved.

ITEM 15 – COLLECTIONS ACTIVITY REPORT **NMS (2016) 37**

15.1 Xerxes Mazda presented the report which had been circulated and shared images of the three highlighted acquisitions.

ITEM 16 – REPORTS FROM COMMITTEES

(i) Updated Terms of Reference **NMS (2016) 38**

16.1 The Board of Trustees noted the updated Terms of Reference for all the Board Committees. Committee Chairs undertook to ensure their committee adopted their updated remit.

**Cmte
Chairs**

(ii) Minutes of the Estates Committee meeting held on 15 March 2016

16.2 The Chairman noted that the draft minutes of the Estates Committee meeting held on 15 March 2016 had been circulated.

(iii) Minutes of the Audit & Risk Committee meeting held on 29 March 2016

16.3 The Chairman noted that the draft minutes of the Audit & Risk Committee meeting held on 29 March 2016 had been circulated.

(iv) Minutes of the Nominations & Governance Committee held on 05 May 2016

16.4 The Chairman noted that the draft minutes of the Nominations & Governance Committee meeting held on 05 May 2016 had been circulated.

(v) Verbal Report from the Finance Committee meeting held on 07 June 2016

16.5 The Chairman (in his role as Chairman of the Finance Committee) reported on the key issues arising from the meeting held on 07 June 2016 including: the end-year financial position; and the importance of our Grant-in Aid allocation for 2017/18 which is expected to be announced in autumn.

16.6 Trustees noted the minutes would be circulated as part of the papers for the next Board meeting.

ITEM 17 – FORWARD PROGRAMME OF BUSINESS

NMS (2016) 39

17.1 The Board noted the Forward Programme of Business.

ITEM 18 – ANY OTHER BUSINESS

18.1 There was nothing to report.

ITEM 19 – DATE OF NEXT MEETING

19.1 The next meeting will be held Wednesday, 21 September 2016.