

**NATIONAL MUSEUMS SCOTLAND
BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 10 JUNE 2011 AT THE NATIONAL MUSEUM OF
SCOTLAND, EDINBURGH**

Present:

Sir Angus Grossart	Chairman
Dr Isabel Bruce	Trustee
Dr Anna Gregor	Trustee
Mrs Lesley Hart	Trustee
Mr Andrew Holmes	Trustee
Mr Michael Kirwan	Trustee
Mr Miller McLean	Trustee
Professor Malcolm McLeod	Trustee
Mr Bruce Minto	Trustee
Professor Stuart Monro	Trustee
Mr Jamie Troughton	Trustee
Sir John Ward	Trustee
Mr Iain Watt	Trustee

Dr Gordon Rintoul (GR)	NMS Director
Mr Andrew Patience AP)	Director of Finance & Resources
Ms Julie Brown (JB)	Head of Corporate Policy & Performance
Ms Catherine Holden (CH)	Director of Marketing & Development (for Item 10)
Mr Alex Hayward (AH)	Keeper of Science & Technology (for Item 11)
Ms Sally Manuireva (SM)	Director of Public Programmes (for Item 12)
Ms Helen Findlay (HF)	Information and Knowledge Manager (for Item 12)
Jilly Burns (JBU)	National Partnerships Manager (for Item 13)
Ms Jane Carmichael (JC)	Director of Collections (for Items 13 & 14)

ACTION

ITEM 1 – APOLOGIES

1.1 There were no apologies.

ITEM 2 – MINUTES OF THE MEETING HELD ON 25 MARCH 2011

2.1 The minutes of the meeting held on 25 March 2011 were approved.

ITEM 3 – MATTERS ARISING

3.1 With regard to minute item 8.6 (ref. Trustee liability), Bruce Minto and Miller McLean reported on their meeting with the Director and the Head of Corporate Policy & Performance on 1 June.

The Board noted that, as a result of the discussions, a report summarising the current position and proposing any necessary action in relation to the reporting of statutory responsibilities would be prepared for consideration by the Board.

GR, JB

ITEM 4 – DECLARATION OF INTERESTS

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

ITEM 5 – CHAIRMAN'S REPORT TO THE TRUSTEES

5.1 The Chairman gave his verbal report. He reported on his meeting with the Corporate Management Team on 9 June where he had communicated the Board's appreciation of everyone's commitment to the Royal Museum Project (RMP) as the reopening of the refurbished Museum approached. The Chairman also updated Trustees on contact with Ministers since the last meeting, and recent changes in the civil service structure and management in relation to culture. It was noted that National Museums Scotland was again within the remit of Francesca Osowska (now Director of Housing, Regeneration, Culture & the Commonwealth Games).

5.2 The Chairman commented on the recent press coverage regarding expertise on the Board, and reported that he hoped that this matter had now been resolved.

5.3 The Chairman reminded Trustees to contact him at any time regarding current or future Board-related matters, and also reiterated his standing invitation to meet one-to-one.

Trustees

ITEM 6 – DIRECTOR'S REPORT TO THE TRUSTEES

NMS (2011) 20

6.1 The Director presented his report which had been circulated. He reiterated that work was proceeding to finalise the brief for the new storage building planned for the National Museums Collection Centre to replace the Port Edgar site. Potential sites for the temporary location of the collections had been identified, and procurement would begin shortly to secure a design team to carry out the works and to tender the temporary storage. Further dialogue would be continued with the Scottish Government to gain confirmation of the funding provisionally awarded and the remainder of the funding necessary to complete the project.

GR

ITEM 7 – FINANCIAL REPORT

NMS (2011) 21

7.1 Andrew Patience presented the report which had been circulated. For the year ended 31 March 2011, the National Museums Scotland out-turn for 2010/11 showed a deficit as expected.

ITEM 8 – REPORTS FROM COMMITTEES

(i) Draft Minutes of the National Museums Scotland Enterprises Limited Board meeting held on 24 March 2011

8.1 The Chairman noted that the draft minutes of the National Museums Scotland Enterprises Limited Board meeting held on 24 March 2011 had been circulated to the Board.

(ii) Draft Minutes of the Estates & Facilities Management Committee meeting held on 20 April 2011

8.2 The Chairman noted that the draft minutes of the Estates & Facilities Management Committee meeting held on 20 April 2011 had been circulated to the Board. Jamie Troughton (Chair of the Estates & Facilities Management Committee) confirmed that there were four main areas of focus going forward: the permanent relocation of the collections from Port Edgar; addressing the estate maintenance backlog; actions relating to statutory compliance; and the support of remaining RMP associated works.

(iii) Draft Minutes of the Audit Committee Meeting held on 26 April 2011

8.3 The Chairman noted that the draft minutes of the Audit Committee meeting held on 26 April 2011 had been circulated to the Board. Sir John Ward (Chair of the Audit Committee) confirmed that the organisation's top four risks remained unchanged and that the top two risks were: a major fall in income or a major increase in costs; and maintenance of our estate. On Risk 1, he highlighted that the Committee and the Board would have to sign off the Annual Report & Accounts 2010/11 while the organisation was still awaiting notification from Government regarding its budget for 2012/13 to 2014/15. However, he anticipated that the auditors would report that our financial planning processes were robust. On Risk 2, he considered that we could demonstrate that an appropriate building risk management process was in place.

(iv) Verbal Report from the National Museums Scotland Enterprises Limited Board meeting held on 10 June 2011

8.4 Michael Kirwan (Chair of the NMSE Limited Board) reported on the National Museums Scotland Enterprises Limited Board meeting held on 10 June 2011. For the year ended 31 March 2011, NMSE achieved a small improvement over budget which was very positive given the current financial climate and the impact of the bad weather over the Christmas period.

8.5 The Board of Trustees extended their thanks regarding the morning presentation on the NMSE business strategy going forward.

ITEM 9 –:ROYAL MUSEUM PROJECT: PROGRESS REPORT NMS (2011) 22

9.1 The Director introduced the progress report and gave a further verbal update on the latest achievements. The Board of Trustees noted:

- Some delays to the exhibition installation programme for a range of reasons, principally issues related to showcase installation.
- The Museum would be ready for the planned reopening date of 29 July.
- It was anticipated that the Project would be completed within budget.

ITEM 10 – NATIONAL MUSEUM OF SCOTLAND: UPDATE ON REOPENING PLANS NMS (2011) 23

10.1 Catherine Holden presented the paper which had been circulated. It was agreed that:

- The Chairman would receive an analysis of the press coverage relating to the recent press release, which reported on the impact of the positive news that we had exceeded our RMP fundraising target by £1 million. **CH**
- The Marketing & Communications Department would liaise with Trustees to gather any Board press contacts. The Chairman wished to ensure that there was maximum editorial engagement. **CH, Trustees**
- The guest list for the gala dinner would be circulated to the Board to enable them to communicate any comments. **CH, Trustees**
- All table hosts for the gala dinner (including Trustees and their partners) would receive a detailed briefing in advance. **CH**
- Full details regarding the reopening day events would be sent to Trustees as soon as they were confirmed. **CH**

ITEM 11 – NATIONAL MUSEUM OF SCOTLAND: UPDATE ON PLAN FOR NEW GALLERIES NMS (2011) 24

11.1 The Director and Alex Hayward presented the paper which had been circulated. The Board of Trustees noted progress made on the developing gallery plans and Heritage Lottery Fund (HLF) bid, and the opportunities for further enhancement of the displays through partnership with others.

11.2 The Board of Trustees agreed:

- The revised draft of potential content for two of the galleries, which could be progressed to the next stage.
- The organisation would aim to submit its HLF Stage 1 bid in the 'over £5 million' category by the November 2011 deadline date. If this was not possible due to RMP priorities, a bid would be submitted in the 'up to £5 million' category in early 2012. **GR, AH**

ITEM 12 – GAELIC LANGUAGE PLAN: DRAFT NMS (2011) 25

12.1 The Board of Trustees approved the progression of the organisation's draft Gaelic Language Plan to public consultation, and noted that the final version would be considered for approval at the Board meeting in November. **SM, HF**

ITEM 13 NATIONAL PROGRAMME STRATEGY 2011-15 NMS (2011) 26

13.1 The Board of Trustees approved the new National Programmes Strategy 2011-15. It was noted that:

- National Museums Scotland was providing a high level of advice, support and loans to the Scottish museums sector, and the consultation in 2010 had reported that our services were required and highly valued.

- National Museums Scotland was not being funded for this 'national' role, and there was an increasing shortage of resources within the sector which was leading to an enhanced level of requests for assistance.

ITEM 14 – REVIEW OF COLLECTIONS ACTIVITY **NMS (2011) 27**

14.1 Jane Carmichael presented her report which has been circulated. The Board noted progress on significant acquisitions, loans and national working. It also welcomed the recent funding awards arising from our proactive research activity.

14.2 It was agreed that a Board session with Jane Carmichael and the Keepers would be organised to take place later this year.

JC

ITEM 15 – FORWARD PROGRAMME OF BUSINESS **NMS (2011) 28**

15.1 The Board noted the Forward Programme of Business.

ITEM 16 ANY OTHER BUSINESS

16.1 There was nothing to report.

ITEM 17 DATE OF NEXT MEETING

17.1 The next Board of Trustees meeting will be held Friday, 09 September 2011.