

BOARD OF TRUSTEES

Minutes of the Meeting on Monday 4 March 2013 at the Science Museum

Present:

Dr Douglas Gurr (Chairman)
Lady Chisholm
Mr Howard Covington
Professor Dame Athene Donald
Lord Faulkner of Worcester
Mr Peter Fell (Observer)
Mr Andreas Goss
Lord Grade of Yarmouth
Professor Ludmilla Jordanova
Mr Simon Linnett
Professor Averil Macdonald
Sir Howard Newby
Dr Gill Samuels
Mr James Smith
Ms Janet Street-Porter
Mr Chris Swinson

In Attendance:

Mr Ian Blatchford	Director, Science Museum Group (SMG)
Ms Jane Ellis	Director of Finance, SMG
Mrs Susan Fisher	Director of Development, SMG
Ms Jean Franczyk	Director, MOSI
Dr Roger Highfield	Director of External Affairs, SMG
Mr Paul Kirkman	Director, National Railway Museum
Ms Heather Mayfield	Deputy Director, Science Museum
Ms Maggie Morris	Committee Manager, SMG
Mr Jonathan Newby	Chief Operating Officer, SMG
Mr Tony Roche	First Class Partnerships (Item 5)
Mr Hadrian Ellory-van Dekker	Head of Collections, Science Museum (Item 9)

Science Museum Collection Items on Display

A selection of new acquisitions from the Particle Physics Collections (to be featured in the Large Hadron Collider exhibition), Cameroonian mobile phone collecting project (to be featured in the Making Modern Communications gallery) and the Olympics.

ACTION

Apologies

Received from Jo Quinton-Tulloch.

Declaration of Interests

Howard Covington and Andreas Goss, as Trustees of the Science Museum Foundation, would be excused from the discussion at Item 6.4.

BT 3/13 1 Draft Minutes of the Meeting on 29 November 2012

- 1.1 The minutes of the meeting on 29 November 2012 were approved and signed by the Chairman.

BT 3/13 2 Matters Arising

- 2.1 Item 6.1 *Large Hadron Collider* (LHC) Exhibition: The LHC programme would feature a series of high-profile speakers.
- 2.2 Item 8.4.1 Property Update: The Chief Operating Officer, SMG, reported progress on a number of estate development projects in London and Wroughton.
- 2.3 Item 10.1 Olympic Cauldron: It was noted that the potential display of this object was now being led the Museum of London with the full support of SMG.

BT 3/13 3 Chairman's Business

- 3.1 The Chairman reported that SMG continued to monitor the position re the Royal Institution and would alert the Board to any significant developments.

BT 3/13 4 Director's Report inc. Development Report and Management Information**ACTION**

- 4.1 The paper that had been circulated previously was noted. The Director, SMG, listed highlights including:
- The success of the fundraising appeal for *Making Modern Communications*;
 - The success of the Visitor Giving initiative, which was commended by the Chairman;
 - The seminar with Science Ministers on 28 January 2013. The Chairman, SM Advisory Board (SMAB), suggested that SMAB members should be invited to such events in future;
 - In-depth consultation with DCMS on the next planning round;
 - The success of the *Media Space* press event on 7 February 2013, with thanks to Ms Street-Porter for her assistance. *Media Space* would be launched in September 2013;
 - Positive reception of the *Medical Galleries* proposal;
 - The Russian delegation in London in early March 2013;
 - The Science Museum's annual dinner to be held on 9 May 2013;
 - A potential London- and Manchester-based exhibition on neuroscience in collaboration with the BBC;
 - Increasingly strong links with the Royal Society.
- 4.2 In discussion, having noted Imperial College's likely request to reclaim the space currently occupied by the SM Library, the Museum Executive was reminded of the history of the Library and to exercise caution regarding decisions on its relocation. It was noted that a new Rector at IC was due to be appointed.

BT 3/13 4a Development Report

- 4a.1 The paper that had been circulated previously was noted.
- 4a.2 In discussion:
- It was confirmed that the funding gap for *Making Modern Communications* would be closed when a couple of outstanding applications had been submitted;
 - Visitor Giving was forecast to achieve the stretch target for 2012-13 income and the aim was to achieve a threefold increase over two to three years.
- 4a.3 It was agreed that the Director of Development, SMG, would send a note to the Board explaining the planned phasing of corporate income for the *Mathematics Gallery*. SF to action before the next meeting. **SF**

BT 3/13 4b SMG Management Information at 31 December 2012

- 4b.1 The paper that had been circulated previously was noted.
- 4b.2 In discussion:
- The Finance Director, SMG, confirmed the forecast breakeven/surplus in 2012-13;
 - The Chairman asked that the Board's gratitude for astute financial management be recorded.

BT 3/13 4c Science Museum Group Health and Safety Report

- 4c.1 The Chief Operating Officer, SMG, reported that:
- SMG had resumed management of the Health and Safety Advisory Service, with the appointment of two new SMG Advisers;
 - External audits were under way to maintain BSI accreditation at the NRM, MOSI and NMeM, and an internal audit of interactives was in hand;
 - There had been no reportable RIDDOR incidents since the Board meeting in November 2012.

4d SMG Quarter 3 Performance Report 2012-13

- 4d.1 The paper that had been circulated previously was noted.
- 4d.2 The Chief Operating Officer, SMG, reported that
- The Diversity profile at the Science Museum had increased from 10% to 13%;
 - February half-term events at NMeM had achieved 35k visitors;
 - A few Indicators were coded red (off track/significant delay/target not achievable). SMG would address these, and review presentation of the data to provide more analysis;
 - The target actual and virtual visitor numbers at MOSI had proved over-ambitious;
 - The full-year 2012-13 KPI Report would be presented to the Board meeting in June 2013, and the half-year 2013-14 KPI Report in December 2013.

BT 3/13 5	<i>Flying Scotsman Restoration</i>	<u>ACTION</u>
5.1	The paper that had been circulated previously was noted.	
5.2	Mr Tony Roche of First Class Partnerships made a presentation covering some of the technical issues.	
5.3	Verbal reports were made by the Chairs of the Group Finance & Strategy Committee and the Group Audit Committee, each of which had discussed this matter, and also from number of individual Trustees with expertise who had visited the sites. Mr Roche left the meeting.	
5.4	It was agreed that, taking into account all the information provided, and taking careful note of the risks involved, on balance to tender for an external contractor to complete the final stages of the restoration project. This was subject to final assessment of the viability of the restoration once the the condition of a small section of the locomotive not currently accessible for examination was known.	JN/PK
5.5	It was also agreed that the Director of External Affairs, SMG, would produce a communications plan as soon as possible.	RH
BT 3/13 6	Strategic Planning	
6.1	Draft SMG Plan 2013-14: The paper and draft SMG Plan 2013-14 that had been circulated previously were noted.	
6.1.1	In discussion it was reported that the Group Finance & Strategy Committee had offered comments, and to help improve the process and presentation in future. Further comments by Trustees should be sent to the Chief Operating Officer, SMG, by mid-March 2013.	Board
6.2	Draft SMG Budget 2013-14: The paper that had been circulated previously was noted.	
6.2.1	It was noted that SMG was continuing to address the reduction in Grant in Aid.	
6.2.2	It was agreed that the SMG Budget 2013-14 be approved.	
6.3	SMG Deficit: The paper that had been circulated previously was noted.	
6.3.1	It was agreed that the discussions outlined in the paper should continue.	
6.4	Resolution: To make a grant to the Science Museum Foundation: The paper that had been circulated previously and a tabled addendum were noted.	
6.4.1	The Group Finance & Strategy Committee had discussed the proposal on 21 February 2013 and agreed to recommend that the Board should make a grant to the Science Museum Foundation (SMF). The Board confirmed that they were content with the transfer on the basis of the SMF Investment Strategy.	
6.4.2	It was agreed that: <ul style="list-style-type: none"> • A grant to the SMF for the furtherance of the charitable objects of the Science Museum Group would be paid to the Foundation; • The Reserves Policy to retain £1.5m of general funds for working capital purposes, and to delegate to the Executive decisions over the designations of unrestricted funds was approved. 	
BT 3/13 7	Science Museum Strategic Ambitions 2012-22: Implementation	
7.1	The paper that had been circulated previously was noted.	
7.2	It was agreed that Trustees should send any comments to the Director, SMG (no deadline specified).	Board
BT 3/13 8	Railway Heritage Designation Advisory Board	
8.1	Update on Transfer of Powers: The Chairman reported that Lord Faulkner would, with effect from 1 April 2013, stand down as Chairman of the MOSI Advisory Board and as a Member of the NRM Advisory Board. He would assume the role of Observer on both Advisory Boards. It was noted that Mr James Smith would become Chairman of the MOSI Advisory Board from 1 April 2013.	

8.1.1 It was reported that the transfer of powers to the Board of Trustees of SMG was going according to plan and would take effect on 1 April 2013, following signing of the Order by the Minister of State for Transport. The new Railway Heritage Designation Advisory Board (RHDAB) would enable the review of identified objects and records by a wide forum of individuals with specialist knowledge, and the SMG website would feature a section on RHDAB and a forum for members.

8.2 **Terms of Reference:** The paper that had been circulated previously was noted.

8.2.1 It was agreed that the Terms of Reference of the Railway Heritage Designation Advisory Board be approved.

8.3 Draft Minutes of the Meeting on 22 November 2012: The draft Minutes of the meeting on 22 November, which had been circulated previously were noted.

BT 3/13 9 Boards of Survey

9.1 **National Media Museum:** The paper that had been circulated previously was noted. The Chairman of the SMG Collections & Research Committee confirmed the Committee's agreement to the disposal and dispersal of candidates from the NMeM Board of Survey in February 2012.

9.2 **MOSI:** The paper that had been circulated previously was noted.

9.2.1 In discussion, the Board expressed concern about an identified health and safety risk to staff, noting that MOSI would take immediate remedial steps.

9.2.2 The Board approved the disposal of the two aircraft identified in the appendix.

BT 3/13 10 Reports from Advisory Boards and Committees

10.1 Finance & Strategy Committee: meeting on 15 November 2012: The minutes that had been circulated previously were noted.

10.1.1 Finance & Strategy Committee: meeting on 21 February 2013: A report was not provided on this occasion as the subjects of the meeting had already been addressed.

10.2 Audit Committee: meeting on 4 December 2012: The draft minutes that had been circulated previously were noted.

10.2.1 Audit Committee: meeting on 27 February 2013: A report was not provided on this occasion.

10.3 Collections & Research Committee: meeting on 17 January 2013
The draft minutes were noted.

10.4 Chairman's Committee: meeting on 31 January 2013: The draft minutes that had been circulated previously were noted.

10.5 MOSI Advisory Board: meeting on 4 February 2013: The draft minutes that had been circulated previously were noted.

10.6 NRM Advisory Board: meeting on 7 February 2013: The draft minutes that had been circulated previously were noted.

10.7 NMeM Advisory Board: meeting on 8 February 2013: The draft minutes that had been circulated previously were noted.

10.8 SM Advisory Board: meeting on 22 February 2013: A report was not provided on this occasion.

BT 3/13 11 Any Other Business

11.1 None.

BT 3/13 12 Date of Next Meeting: Thursday 27 June 2013, 16:00-19:00, Science Museum