

SCIENCE MUSEUM GROUP

BOARD OF TRUSTEES

Minutes from the meeting on Tuesday 15th October 2019

In attendance:

Dame Mary Archer (Chair)
Professor Brian Cantor
Judith Donovan
Sharon Flood
Professor Russell Foster
Dr Hannah Fry
Sir Peter Hendy
Dr Jo Foster
Anton Valk
Professor Ludmilla Jordanova
Professor Ajit Lalvani
Iain McIntosh
Lopa Patel
Professor David Phoenix
Sarah Staniforth
Steven Underwood
Dame Fiona Woolf

Present:

Ian Blatchford, SMG Director
Jonathan Newby, SMG Managing Director
Roger Highfield, SMG Science Director
Karen Livingstone, SMG Director of Masterplan and Estates
Sarita Godber, SMG Director of People and Culture
John Stack, SMG Digital Director
Peter Dickinson, SMG Director of Communications
Susan Raikes, SMG Director of Learning
Helen Jones, SMG Director of Global Engagement & Strategy
Julia Knights, Deputy Director, Science Museum
Sally MacDonald, Director, Science and Industry Museum (SIM)
Jo Quinton-Tulloch, Director, National Science & Media Museum (NSMM)
Judith McNicol, Director, National Railway Museum (NRM)
Sian Thompson, SMG Board Secretary

Item Minutes

1. **Apologies for absence**

Apologies had been received from Joann Passingham, Deborah Myers, Sian Williams and Jo Quinton-Tulloch.

2. **Declarations of interest**

It was noted that Dame Mary Archer was co-chairing the campaign board for the new Cambridge Children's Hospital.

3. **Draft Minutes of Board meeting on 27 June 2019 and matters arising**

The minutes of the previous meeting were approved and signed by the Chair. It was noted that the NCC presentation (item 7 in the minutes) would instead take place at a future Board meeting.

4. **Chair's Report**

The paper that had been circulated previously was noted. In addition:

- 4.1 New trustees (Dr Hannah Fry, Sir Peter Hendy, Dr Jo Foster) were welcomed to their first SMG Board meeting;
- 4.2 The Chair had commissioned a full board governance review to take place in 2019-20, in line with best practice. Cass Business School had been appointed and the next Board meeting would be observed as part of this review.
- 4.3 The Chair, SMG Director and NRM Director were working hard to secure support and funding for the York Central project, along with the help of several trustees. SMG awaited an announcement on HIF funding in the coming days.

5. **Director's Report**

The paper that had been circulated previously was noted. In addition:

- 5.1 Alexei Leonov, Fellow of the Science Museum and collaborator on the *Cosmonauts: Birth of the Space Age* project, had recently passed away;
- 5.2 A discussion was had regarding SMG's ambitions around research funding, especially collaborative bids.

6. **SMG Audience Profiles, Segmentation and Visitor Plan: Annual Report**

The paper that had been circulated previously was noted and a presentation received. In addition:

- 6.1 The new Visitor Plan formed part of a coordinated approach across SMG to align its process, methods and language around audience insight. The new plan was also now structured around SMG values rather than departments / areas of responsibility, and was much more visitor-centric as a result;
- 6.2 Audience profiling was segmented into 8 visitor types, with avid cultural consumers being the largest segment across all sites;
- 6.3 The Director of Communications offered to take any further questions from trustees outside of the meeting, or arrange further sessions to run through the data in detail. **(Action: PD)**
7. **Masterplan and Estates Committee Recommendations**
The paper that had been circulated previously was noted. The Board approved the recommendations.
8. **Finance Committee**
- 8.1 **SMG Management Accounts**
The paper that had been circulated previously was noted. SMG was currently tracking well to forecast but was running an operational deficit for this financial year, and it was noted that this may run into 2020-21. Delays in spending were being managed.
9. **Audit and Risk Committee**
- 9.1 **Strategic Risk Register**
The paper that had been circulated previously was noted.
- 9.2 **SMG Health and Safety Report**
- 9.2.1 The paper that had been circulated previously was noted. Performance improvements across KPIs were noted, especially Estates compliance and incident reporting.
- 9.2.2 The recent incident involving Chain Bridge Honey Farm was discussed.
- 9.2.3 It was requested that future reports would outline the number of RIDDOR incidents within the reporting period. **(Action: SG)**
10. **Collections and Research Committee**
- 10.1 **Board of Survey Recommendations**
The paper that had been circulated previously was noted. The Board approved the recommendations.
- 10.2 A discussion was had regarding some potentially hazardous material present in the collection at SIM.
11. **Railway Heritage Designation Advisory Board Recommendations**
The paper that had been circulated previously was noted. The Board approved the recommendations.
12. **Minutes and Reports from SMG Board sub-committees and working groups**
The paper that had been circulated previously was noted. A discussion was had regarding the publication of minutes in a more timely fashion to the Board and thought would be given to an appropriate system **(Action: ST)**.
13. **AOB**
Jo Passingham, Director of Corporate Services (Interim) would be leaving in October and her contribution during her time at SMG was gratefully acknowledged. Shri Mukundagiri would join as the new director in November.

Next meeting: Wednesday 4th December 2019, Science Museum

Signed by SMG Chair: Meg Allen

Date: 4 December 2019