

**NATIONAL MUSEUMS SCOTLAND
BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON WEDNESDAY, 28 MARCH 2018 AT THE
NATIONAL MUSEUM OF FLIGHT, EAST FORTUNE**

Present:

Mr Bruce Minto	Chairman
Ms Ann Allen	Trustee
Prof Mary Bownes	Trustee
Dr Brian Lang	Trustee (for Items 1-11)
Ms Lynda Logan	Trustee
Dr Catriona Macdonald	Trustee (for Items 1-8)
Mr Miller McLean	Trustee
Prof Walter Nimmo	Trustee
Ms Jandy Stevenson	Trustee
Mr Jamie Troughton	Trustee
Ms Eilidh Wiseman	Trustee

In Attendance:

Dr Gordon Rintoul (GR)	NMS Director
Mr Keith Pentland (KP)	Director of Finance & Planning
Ms Julie Brown (JB)	Head of Corporate Policy & Performance
Ms Fiona Stewart (FS)	Director of Estates & Facilities (for Item 9)
Mr Steve McLean	General Manager, NMoF (for part of Item 9)
Mr Gordon Gibb	Hoskins Architects (for part of Item 9)
Mr Bryn Redman	Redman Design (for part of Item 9)

Apologies:

Mr Adam Bruce	Trustee
Mr Gordon Drummond	Trustee
Mr Christopher Fletcher	Trustee

PRELIMINARIES

The Chairman gave a brief overview of the very positive annual meeting with Fiona Hyslop (Cabinet Secretary for Culture, Tourism & External Affairs) held on 20 February.

The Chairman gave an update on the progress of the current Trustee recruitment round. The Board noted that the Scottish Government's timetable stated that a decision would be made by the Cabinet Secretary during the week commencing 4 June. As before, the plan is for the new Trustees to commence on 01 October.

ACTION

ITEM 1 – APOLOGIES

1.1 Apologies were received from Adam Bruce, Gordon Drummond and Chris Fletcher.

ITEM 2 – MINUTES OF THE MEETING HELD ON 07 FEBRUARY 2018

2.1 The minutes of the meeting held on 07 February 2018 were approved.

ITEM 3 – MATTERS ARISING

3.1 Matters arising from 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.

ITEM 5 – DIRECTOR’S REPORT TO THE TRUSTEES **NMS (2018) 09**

5.1 The Director presented his report which had been circulated, and gave a verbal update on the Galloway Hoard and the pay discussions with the trade unions.

ITEM 6 – FRAMEWORK AGREEMENT WITH SCOTTISH GOVERNMENT **NMS (2018) 10**

6.1 The Board of Trustees approved the Framework Agreement with the Scottish Government, including the agreed changes noted in the final draft which had been circulated.

ITEM 7 – FINANCIAL REPORT **NMS (2018) 11**

7.1 Keith Pentland presented his report which had been circulated.

7.2 The Board of Trustees noted that current information suggested that a near balanced position would be achieved for the year as required by the Scottish Government, i.e. a small surplus or deficit.

ITEM 8 – BUDGET 2018/19 AND FINANCIAL PLAN **NMS (2018) 12**

8.1 Keith Pentland presented the final draft of the budget which had been circulated. The Chairman, Brian Lang and Walter Nimmo reported on the consideration of the budget at the Finance Committee on 07 March.

8.2 Following a discussion regarding non-Government income, the Board of Trustees:

- Approved the 2018/19 Budget.
- Noted the Financial Plan for 2019/20 and 2020/21.
- Noted the risks identified in the Financial Plan.
- Agreed to consider income generation at a future Board meeting, which will include a graphical overview of the last five years.

KP, GR

**ITEM 9 – NATIONAL MUSEUM OF FLIGHT PHASE 3
COMET TO CONCORDE: UPDATE**

NMS (2018) 13

9.1 Fiona Stewart, Steve McLean, Gordon Gibb and Bryn Redman gave a presentation to the Board on the feasibility stage designs for the National Museum of Flight Phase 3 project. Trustees welcomed the presentation and looked forward to seeing the outcomes of the feasibility studies and also the proposed activity plan.

9.2 F Stewart re-joined the meeting to introduce the update paper which had been circulated, and also tabled the project's latest 'spend and income' profile for the Board's consideration. There followed a discussion regarding the Heritage Lottery Fund's likely funding priorities and levels going forward, and the bid we would be submitting to the Scottish Government.

9.3 The Board of Trustees:

- Noted the progress outlined in the update report.
- Approved the increased projected project budget and updated proposed funding package.
- Granted approval to progress with the submission of a Round 1 Application to the Heritage Lottery Fund in June 2018.
- Agreed that the Chairman and the Director should seek a meeting to brief the Cabinet Secretary for Culture, Tourism and External Affairs on the project before HLF announces its Round 1 decision in September.

GR, FS

**Chair,
GR**

**ITEM 10 – NATIONAL MUSEUM OF SCOTLAND
MASTERPLAN PHASE 4: UPDATE**

NMS (2018) 14

10.1 The Board of Trustees noted the progress made on the National Museum of Scotland Masterplan Phase 4 project.

ITEM 11 – COLLECTIONS & RESEARCH REPORT

NMS (2018) 15

11.1 The Board of Trustees noted the Collections & Research report.

11.2 The Director gave a verbal update on a significant research funding award won in partnership with the Universities of Edinburgh and Nottingham, the Natural History Museum and Edinburgh Zoo.

KP, GR

**ITEM 12 – IMPLEMENTATION OF STRATEGIC PLAN 2016-20:
YEAR 2 REVIEW**

NMS (2018) 16

12.1 The Board of Trustees noted and congratulated staff on the good progress made in Year 2 on the implementation of the Strategic Plan 2016-20.

ITEM 13 – REPORTS FROM COMMITTEES

(i) Minutes of the Finance Committee meeting held on 07 March 2018

13.1 The Chairman noted that the draft minutes of Finance Committee meeting held on 07 March 2018 had been circulated.

(ii) Minutes of the National Museums Scotland Enterprises Ltd Board meeting held on 09 March 2018

13.2 The Chairman noted that the draft minutes of the NMSE Ltd Board meeting held on 09 March 2018 had been circulated.

13.3 In the absence of Gordon Drummond (Chairman of the NMSE Ltd Board), the Chairman (as the other Trustee member of NMSE Ltd Board) confirmed that NMSE Ltd was still expecting to exceed the budgeted operating profit for 2017/18.

(iii) Minutes of the Audit & Risk Committee meeting held on 12 March 2018

13.4 The Chairman noted that the draft minutes of the Audit & Risk Committee meeting held on 12 March 2018 had been circulated.

13.5 Miller McLean (Chairman of the Audit & Risk Committee) gave an overview of the key matters considered at the meeting.

ITEM 14 – FORWARD PROGRAMME OF BUSINESS

NMS (2018) 17

14.1 The Board noted the Forward Programme of Business and the addition of the item on 'income generation' [ref. Minute Item 8.2 above].

ITEM 15 – ANY OTHER BUSINESS

15.1 There was nothing to report.

ITEM 16 – DATE OF NEXT MEETING

16.1 The next meeting will be held on Wednesday, 06 June 2018.