

**BRITISH FILM INSTITUTE
BOARD OF GOVERNORS**

**MINUTES
17 SEPTEMBER 2008**

Minutes of the meeting held from 1030 to 1410 on 17 September 2008 at the BFI, 21 Stephen Street, London W1T 1LN

Present:

Greg Dyke (Chair)
Tim Angel OBE
Eric Fellner CBE
Lizzie Francke
Stephen Frears
Leslie Hardcastle OBE
Professor Roger Laughton CBE
Caroline Michel
Peter Watson

In attendance:

Amanda Nevill, Director
Paul Crake, Head of Policy & Corporate Affairs
Richard Brousson, Legal Counsel (Secretary)

In attendance for part of the meeting:

Sandra Hebron, Artistic Director Festivals (for the matters recorded under Minute 7 only)
Jill McLaughlin, Director of Planning & Resources (for the matters recorded under Minute 6 only)
Francesca Vinti, Director of Development (for the matters recorded under Minute 8 only)

1 APOLOGIES FOR ABSENCE

Shami Chakrabarti CBE
Peter Foy
Sam Taylor Wood

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 JEANETTE WILKINS

Having joined the BFI over 5 years ago and, as the Finance Director, ensured the BFI is on a much stronger financial footing and with a great finance team, Jeanette Wilkins has decided it is now time to move on and seek her next new and exciting challenge. And as we begin our new project, this is an opportune time to make the break. We wish Jeanette every success and know she will enjoy and succeed in whatever she chooses to do. We wish to thank her for her outstanding contribution over these past 5 years

4 MINUTES OF THE MEETING OF 18 JUNE 2008

The Minutes of the meeting of 18 June 2008 were approved as an accurate record.

5 MATTERS ARISING

Fellowships

- 5.1 It was agreed that BFI Fellowships would be considered once a year, with the Board meeting scheduled for 11 November being the first such occasion. Before that meeting Nick Mason Pearson will invite Governors to suggest candidates for the Board to consider.

Action: Nick Mason Pearson

Governor Away Days

- 5.2 The Board agreed that the next away day would have fewer Executive members present, and a number of Governors would prepare material on specific topics for presentation and debate.

6 FILM CENTRE – PROGRESS ON OUTLINE BUSINESS CASE

It was agreed that:

- 1) the outline business case to be submitted to DCMS needed to address the concerns raised in the Grant Thornton report, concentrating on the figures, and setting the size and scale of the building. The detailed design of the building will be finalised over the subsequent six months;
- 2) the Audit, Risk & Governance Committee would consider the funding and figures at their meeting of 20 October;

Action: Jill McLaughlin

7 APPLICATION TO THE UKFC FESTIVALS FUND

- 1) This minute has been withheld as it contains confidential/ personal information;
- 2) Amanda Nevill and Sandra Hebron will draft the Festival Fund application to make it positive and more succinct.

Action: Amanda Nevill and Sandra Hebron

8 TOWARDS A FUNDRAISING CAMPAIGN

The Board agreed that fundraising should become a standing item on the agenda.

9 NOMINATIONS & APPOINTMENTS COMMITTEE

It was agreed that:

- 1) This minute has been withheld as it contains confidential/ personal information;
- 2) This minute has been withheld as it contains confidential/ personal information;
- 3) This minute has been withheld as it contains confidential/ personal information;
- 4) Paul Crake would prepare a paper for the next Nominations & Appointments Committee to consider former civil servants and partners in accountancy firms as prospective Governors.

Action: Paul Crake

[Tim Angel left the meeting]

10 HEALTH & SAFETY

The report was noted.

11 AWARD OF CONTRACTS

The Board approved the award of contracts for security and office cleaning, and for a catering concession at BFI Southbank.

12 FINANCIAL PROCEDURES

It was agreed that:

- 1) a comprehensive Procurement Policy and Procedures to provide guidance for all BFI staff involved in purchasing Works, Goods or Services on behalf of the BFI would be introduced;
- 2) nominated Departmental Buyers with a delegated authority of £500 would be introduced, and these Buyers would be issued with Government Procurement Cards (BFI Credit Cards) for all purchases under £500;
- 3) the tender threshold be raised with immediate effect to £30,000 in line with the delegated authority for sign-off by a Head of Department;
- 4) the Purchase Order process be amended on our financial systems to ensure that all orders are authorised by someone with sufficient delegated authority before being issued to the supplier;

- 5) a “Declaration of Interest” section (to be completed by all BFI staff proposing to do business with a new supplier) be included on the purchase order;
- 6) a “Record of Gifts/Hospitality” form be introduced;
- 7) the Board delegate authority to the Audit, Risk & Governance Committee to consider and approve on their behalf the detailed revised policy and associated forms.

[Lizzie Francke, Stephen Frears and Peter Watson left the meeting]

13 MANAGEMENT ACCOUNTS

The Management Accounts for July 2008 were noted.

14 INFORMATION TO THE BOARD OF GOVERNORS

It was agreed that the following information would be provided to the Board of Governors:

- 1) the monthly breakeven figure for BFI Southbank and whether or not it was achieved;
- 2) the number of British films collected for the BFI National Archive over the preceding month; and
- 3) the results as they become known of any further testing on the condition of acetate film in the archive.

Action: Amanda Nevill

The meeting closed at 1410.

Richard Brousson
Legal Counsel