

BRITISH FILM INSTITUTE
BOARD OF GOVERNORS

MINUTES
25 FEBRUARY 2014

Minutes of the meeting held from 13:30 to 17:00 on 25 February 2014 in the Pinewood Room, BFI, 21 Stephen Street, London W1T 1LN.

Present:

Greg Dyke (<i>Chair</i>)	Tom Hooper
Josh Berger CBE	Oona King
Pat Butler	Tim Richards
Alison Cornwell	Libby Savill (<i>Deputy Chair</i>)

In attendance:

Amanda Nevill	Chief Executive	
Tim Cagney	Deputy Chief Executive	
Trevor Mawby	Director of Finance & Resources	
Iain Thomson	Board Secretary	
Wendy Parker	Deputy Head of Strategic Development	<i>Item 4</i>
Ben Roberts	Director of the Film Fund	<i>Item 4 and 6</i>
Heather Stewart	BFI Cultural Director	<i>Item 6</i>
Paul Gerhardt	Director of Education	<i>Item 7</i>

1. WELCOME

The Chair welcomed the Governors to the meeting.

2. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies

Charles Cecil MBE

Ashley Highfield

Matthew Justice

Declarations of Interest

- Amanda Nevill and Trevor Mawby declared an interest as company directors of British Film Institute (Big Screen) Limited. Amanda Nevill declared an interest as a Trustee of the BFI Trust. Iain Thomson declared an interest as Secretary to the BFI Trust. It was agreed that the nature of these interests was such that they would not be required to leave the room during this meeting.
- Also noted were the interests of most Governors in different aspects of the film industry and various related parties. It was agreed that the nature of these interests was such that none of these Governors would be required to leave the room during the meeting.

3. MINUTES OF MEETING HELD ON 23 JANUARY 2014 AND MATTERS ARISING

Board of Governors Meeting 23 January 2014

- 3.1** The minutes of the meeting held on 23 January 2014 were noted and it was resolved to approve them as an accurate record of the meeting.

Trevor Mawby, Director of Finance and Tim Cagney, Deputy CEO

- 3.2** The Chair advised the Board that Trevor Mawby and Tim Cagney were both attending their last Board meeting as they would shortly be leaving the BFI. The Chair expressed his personal gratitude and that of the Board to Trevor and Tim for their loyal service and guidance over the years.

BFI Film Campus Project

- 3.3** Amanda Nevill gave an update on developments relating to the BFI Film Campus Project, specifically in relation to ongoing discussions with the Southbank Centre.
- 3.4** It was confirmed that in Tim Cagney's absence David Parkhill, the new Director of Finance and Resources, would be assuming responsibility for the day to day running of the project.

4. DIVERSITY STRATEGY – LOOKING THROUGH A DIFFERENT LENS

Wendy Parker and Ben Roberts joined the meeting.

- 4.1** Oona King and Wendy Parker outlined the proposed Diversity strategy to the Board. The vision of the Strategy was that everybody in the UK should have an equal opportunity to engage with film – whether watching, making or learning about it, was noted.
- 4.2** Oona King advised that the Creative Diversity Network, (that brings together organisations who make programmes across the UK television industry to promote, celebrate and share good practice around the diversity agenda), has identified key

issues, including an absence of senior diverse figures in the industry and a lack of statistical evidence leading to an inability to benchmark. These issues were addressed by the BFI Strategy.

- 4.3 The Board discussed ways in which recipients of lottery funding from the Film Fund could be encouraged and assisted in employing a more diverse workforce. It was agreed that the BFI should play a role in the identification of candidates who would engage with productions on behalf of the Film Fund in this regard. The BFI has to help grow a more diverse workforce. The BFI Film Academy firmly places candidates on the right trajectory (see paragraph 5.5).
- 4.4 It was agreed that a production should be apprised of its responsibilities in this area in the letter of intent which is issued before it would typically employ a crew. During the period between the issuing of the letter of intent and approval of the award by the Lottery Finance Committee a report should be provided on how the production is engaging in this area.
- 4.5 The Board resolved to approve the Strategy as outlined in the paper. It was agreed that Ben Roberts would revert to the Board with the mechanics of how diversity targets might be imposed on production funding recipients.

Wendy Parker and Ben Roberts left the meeting.

5. UPDATE FROM BOARD COMMITTEES

Nomination and Appointments Committee (NAC)

- 5.1 At the meeting held on 23 January the Board resolved to approve the appointment of three new candidates to the Board. The appointment of Andrea Wong was subject to her meeting with the Committee and the Committee being fully satisfied that she would address a skills deficit on the Board.
- 5.2 The Board was advised that the Committee had now met with Andrea Wong and was satisfied that her considerable skills set would be of great benefit to the Board. The Board accordingly ratified the decision made on 23 January.

Finance Committee

Finance Report

Part of this minute has been withheld for reasons of confidentiality

- 5.3 Trevor Mawby outlined the main elements of the Finance Report and Period 10 Management Accounts.
- 5.4 The Board discussed the redevelopment of the ground floor at Stephen Street. In addition to substantial investment in the designated concession area the Board was advised that Benugo had also offered to fund an upgrade of the finishes to the Industry area to make it more in keeping with the standard of the concession area

and they believe this will boost the revenue generating opportunities for both them and the BFI.

- 5.5** Further the Board resolved to increase the Lottery Skills award to support funding the interns scheme at £100k per annum for three years from 2014-15. The Board noted that approximately £1m of the budget for 2014-15 will be brought forward to fund awards in the final months of the current year.

Budget and Business Plan 2014-15

Part of this minute has been withheld for reasons of confidentiality

- 5.6** Pat Butler advised the Board that the Finance Committee met on 19 February to consider the Budget and Business Plan 2014-15. The Committee considered whether the figures in the budget were reasonable and the level of risk present. The Board noted that the Budget and Business plan had been approved by the Committee.
- 5.7** It was agreed that there was now a requirement to commence work on drafting a rolling 5 year financial plan that defines assumptions and helps to crystallise risks over the period and that this work should be overseen by the Committee.
- 5.8** It was also agreed to circulate a list of the 450 titles digitised as part of Unlocking Film Heritage. The Board resolved to approve the Budget and Business Plan 2014-15.

6. THE YEAR AHEAD – CULTURAL PLAN AND FILM FUND INVESTMENT

Heather Stewart and Ben Roberts joined the meeting.

- 6.1** Heather Stewart gave a presentation on the Cultural Programme 2014 that was noted by the Board.
- 6.2** At the meeting on 23 January the Board requested that an update on diversity in the Film Fund be provided at the next meeting. Statistics were circulated by Ben Roberts in this regard. The Board noted that in April a compulsory Diversity monitoring form was being introduced that would facilitate a more comprehensive report later in the year.
- 6.3** It was agreed that the table included in the monthly Executive Report should include a column specifying whether the director, producer or writer is female and/or from a diverse, minority group.
- 6.4** Ben Roberts presented a clip reel showing footage of films recently backed by the Film Fund.

Heather Stewart and Ben Roberts left the meeting.

7. EDUCATION STRATEGY – IMPACT, RELEVANCE AND EXCELLENCE: A NEW STAGE FOR FILM EDUCATION – FIRST LOOK

Paul Gerhardt joined the meeting

- 7.1** The emerging Education Strategy was outlined by Paul Gerhardt and noted by the Board. The proposals in the paper would be tested in another round of consultations in March following which more refined proposals and financials would be provided to the Board.
- 7.2** The Board discussed the key proposals in the Strategy. Clarification was sought on how the recommendations would be achieved in practice in terms of cost and changes to existing activities. The Board supported the broad principles in Strategy in advance of consideration of the second iteration in May 2014 which will include a fully costed plan.

Paul Gerhardt left the meeting

8. EXECUTIVE REPORT

- 8.1** Amanda Nevill outlined the main elements of the Executive Report that were noted by the Board.
- 8.2** The Board noted that a new Director of Marketing and Communications has been appointed. Richard Shaw will join the BFI at the end of April 2014.
- 8.3** Amanda emphasised the invaluable contribution that Tim Cagney has made to the BFI over the last three years. The Board noted that his input and insights had been central to the development and implementation of our Film Forever plan.

9. ANY OTHER BUSINESS

Board Meetings, 26 June and 23 September 2014

- 9.1** The Board noted that the meeting scheduled for 26 June 2014 was being moved to 29 May 2014. The Board Secretary had confirmed the availability of individual Board members on this date. Further it was agreed that the meeting on 23 September 2014 should take place at the BFI National Archive in Berkhamsted and that a tour of the archive would be included.