

# National Portrait Gallery

## 724th MEETING

Minutes of the Meeting of the Trustees held at the National Portrait Gallery on  
Thursday 18 May 2006

**Present:**

Professor David Cannadine (Chairman)  
Ms Zeinab Badawi  
Mr Nicholas Blake  
Professor Robert Boucher  
The Marchioness of Douro  
Ms Amelia Fawcett  
Sir Nicholas Grimshaw  
Professor Ludmilla Jordanova  
Sir Christopher Ondaatje  
Mr David Ross  
Professor Sara Selwood  
Miss Alexandra Shulman  
Sir John Weston

**In attendance:**

Mr Sandy Nairne  
Mr Jacob Simon

### 1. Apologies for Absence

Apologies for absence were received from the Rt Hon Baroness Amos and Ms Flora Fraser.

### 2. Minutes of the Last Meeting

The minutes of the meeting held on 2 March 2006 were approved.

### 3. Matters Arising

There were no matters arising.

### 4. Senior Staff Remuneration Committee

The Trustees considered and accepted the recommendation of the Senior Staff Remuneration Committee.

### 5. Chairman's Report

The Chairman reported that there was a vacancy among Trustees for an artist, following the retirement of Tom Phillips. This would be filled shortly by interview. As is standard practice when interviewing, the shortlist is treated as confidential. The Chairman congratulated the Director on his election to an honorary fellowship at University College, Oxford.

### 6. Director's Report

The Director drew attention to the project for a 'National Portrait' to mark the Gallery's 150th anniversary. Early copies of the handsome catalogue for the forthcoming Angus McBean exhibition would allow us to market it to its full potential. The attendance figures for the *Searching for Shakespeare* exhibition had fallen short of expectations.

## **7. Finance and Planning**

The Trustees noted the contents of the Interim Management Report for the 12 months to 31 March 2006. Barbara Jotham reported that the annual accounts were in the process of being finalised with a possible surplus of the order of £150,000. The Gala had produced a net income of £300,000, of which £40,000 which we would normally have expected to raise had been taken to General Funds and the remaining £260,000 were intended for 'Collecting for the Future'.

- THE TRUSTEES approved the designation of £260,000 to the Collecting for the Future acquisitions fund

The Trustees discussed the formation of a subsidiary trading company. Sir John Weston, Chairman of the Audit and Compliance Committee, said that among the issues in setting up the trading company were whether and when to approach HM Revenue & Customs and what to tell them. Barbara Jotham noted that the cost of setting up the trading company could be as much as £50,000 and drew attention to the proposed timetable. Robert Boucher asked what our possible liability might be and whether this would need to be disclosed.

- THE TRUSTEES approved the setting up of a trading company in accordance with the suggested timetable

## **8. Audit and Compliance Committee**

Sir John Weston reported on the recent review of the Risk Management Register, noting that the Committee was satisfied that risks were being kept under regular review. Significant areas of risk were clearly identified in the 2006-9 Business Plan. He drew attention to the possible liability to tax on trading activities and to the risk of not obtaining sponsorship for the Photographic Portrait Prize exhibition.

## **9. Security and IT Policies**

On the IT policy, John Wykeham drew attention to the move towards tighter control of passwords for use of Gallery IT systems and to the investment in IT infrastructure. He confirmed that data was backed up and kept offsite. On the Security policy, he emphasised that security was based on matters of procedure and drew attention to three other aspects: the possibility of needing to seek specialist advice on security matters now that internal audit was being conducted by a commercial auditor, the introduction of a system of competencies, in particular for the Control Room staff, and the need to invest where necessary in upgrading security software.

- THE TRUSTEES approved both policies

## **10. Archives & Records Management Policy and Data Protection Policy**

- THE TRUSTEES approved both policies

## **11. Portraits on Offer**

The Trustees welcomed the gift of the portrait of Stephen Hawking which they were glad to accept on its merits.

- THE TRUSTEES agreed to the acquisition of the portraits on the appended list

The Chief Curator tabled an addendum to the list of portraits on offer. The Trustees agreed that subject to viewing, the Gallery should try to acquire the portraits of John Astley and Sir George Rooke at auction on 7 June or by prior private treaty sale. The Trustees discussed

the portrait of Princess Margaret by Pietro Annigoni. They agreed that it was worth representing the Princess by a painting in the collection, that this would appear to be the best painting for the purpose but that there was a limit to how much the Gallery should put in from its own funds and that we should only go beyond that limit, subject to Chairman's approval, should external funding prove to be available.

## **12. Commissions**

The Trustees noted the report on commissions.

## **13. Heinz Archive and Library**

Robin Francis reported on the progress of the Heinz Archive and Library and on the challenges and opportunities that it faced. He identified the likely resources required and the expected benefits and outcomes. The Trustees welcomed the report.

## **14. Matters for Report**

Reports on Communications and Development, Building and Resources, Learning and Access and Loan requests were noted. A more detailed report on the staff survey would be made to a subsequent meeting of Trustees.

## **15. Any Other Business**

In response to questions, it was reported that the Arts and Humanities Research Council did not support the publication of exhibition catalogues as such and that the possible partnership between the Gallery and the Southwest region museums hub was at an early stage of investigation and would depend on resources.

## **Appended list of portraits on offer, 18 May 2006**

### **CHEFS' LAST SUPPER**

Transfer to Primary Collection approved

### **THOMAS STEARNS ('T.S.') ELIOT**

Gift accepted

### **JOHN LATHAM**

Purchase approved

### **STEPHEN WILLIAM HAWKING**

Gift accepted

### **DAME VIVIEN LOUISE DUFFIELD**

Commission approved