**Museum Accreditation**

**Mentor report**

| Mentor name: | Sam Buggle |
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| Mentored museum: | Bugsley Museum |
| Mentored museum Accreditation number: | AN 1927 |
| Date of report: | 18 January 2025 |
| Date of previous report: | 10 January 2020 |
| Previous Accreditation outcome and any Required Actions or Areas for Development identified: | Full Accreditation  Areas for Development:   * 1.3 A satisfactory structure for your governance and management:   + confirm who has the authority to approve policies and plans   + provide an organisation chart   + ensure an effective plan is in place for succession and workforce renewal * 4.2 Collections Development policy   + address ambiguity in the text on areas of collecting to make a clearer link to the museum’s statement of purpose, focusing on strong connections to the history of Bugshire * 5.2 Follow the Spectrum primary documentation procedures:   + ensure that the loans procedures are up to date and will cover the substantial collection on loan from the Bughampton Archaeological Society. |

*(Note: If your museum’s assessment was some time ago you may find that Areas for Development are called Areas for Improvement in the outcome letter.)*

Mentor engagement with the museum

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| How many times have you visited or met with the museum since your last Mentor report? | 8 |
| For each site visit or meeting since the last Mentor report, please provide the date with the name and role of museum representatives in attendance. | 3/12/2021 Site visit/meeting: Col Evelyn Bugg-Sleigh (chair)  15/7/2022 Site visit: Col Evelyn Bugg-Sleigh (chair) Ann Teke (Trustee/Lead Collections Volunteer)  12/10/2023 Site visit: Ann Teke (Trustee/Lead Collections Volunteer) Rev Doug Collar (Front of House Volunteer) Tina Bunn (Local cafe owner/Catering Volunteer)  12/10/2024 Site visit: Ann Teke (Chair of Trustees/Lead on Collections) Rev Doug Collar (Front of House Volunteer) Col Evelyn Bugg-Sleigh (Trustee/Lead on Fundraising) |
| Please provide the date of each meeting of the governing body that you have attended since the last Mentor report. | 20/1/2022 Board meeting  27/1/2023 Board meeting  27/1/2024 Board meeting  17/1/2025 Board meeting |
| Have you been provided with papers for every meeting of the governing body during this time? | Yes/~~No~~ |
| What other engagement with the museum have you had since the last Mentor report? Please summarise e.g. meetings or email correspondence and which roles in the museum you have engaged with (e.g. staff, Trustees or volunteers) | Email correspondence and telephone conversations concerning:  Board succession planning, transition of Chair: Col Evelyn Bugg-Sleigh (outgoing chair) Ann Teke (incoming chair)  Collections Development Policy: review and feedback on drafts with Ann Teke (Trustee/Lead Collections Volunteer)  Audience Development Plan: review and feedback on drafts with Ann Teke (Chair of Trustees/Lead on Collections) and Rev Doug Collar (Front of House Volunteer)  Advice on dealing with water ingress to horsedrawn vehicle display shed, signposting to emergency response guidance: with Ann Teke (Chair of Trustees/Lead on Collections)  Advice on applying for funding for reroofing of shed, signposting to funders’ websites: Ann Teke (Chair of Trustees/Lead on Collections) and Col Evelyn Bugg-Sleigh (Trustee/Lead on Fundraising) |

Your summary assessment of the museum’s performance against the Accreditation standard since the last Accreditation return:

1. Organisational health

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| In your opinion, does the museum meet the Organisational health requirements of the Accreditation standard? | Yes/~~No~~ |
| Outline any significant achievements since the museum’s last Accreditation return in terms of governance and management, forward planning, risk management. Examples might include: governance reviews; a refresh of the business plan; resolution of occupancy issues, security upgrades… Where applicable, focus in particular on progress towards addressing Areas for Development listed in the museum’s last Accreditation award letter. | All members of the Board engaged very constructively with the Governance review funded by Museum Development sustainability grant, leading to updated management arrangements (Scheme of Delegation) and organisational chart. (Req 1.3)  A skills needs analysis was conducted with Trustees and core volunteers: the resulting Skills Development Plan is now being implemented. An enthusiastic new volunteer (retired HR officer) now coordinating training, e.g. distributing information about upcoming MD events, coordinating attendance/transport. (Req 1.3)  There has been significant progress in implementing the Board succession plan (created in previous review period) - Col Bugg-Sleigh has handed over Chair role to Ann Teke, his experience, connections and skills have been retained as Board member with lead role on Fundraising. (Req 1.3)  The ingress of water to the horsedrawn vehicle display shed put the museum’s emergency plan to the test. The plan was implemented successfully and no lasting damage caused. (Req 3.3) |
| Outline any particular challenges currently facing the museum in terms of its organisational health, the actions you believe the museum should take to address them and how you plan to help them to do so. Include Areas for Development listed in the museum’s last Accreditation award letter but not yet addressed. | Volunteer capacity continues to be an issue. Recruitment effort needed to ensure there are sufficient roles to deliver the ambitions of the forward plan effectively. Since the new Chair stepped up there has been growing openness to explore new ways of involving volunteers e.g. remote roles for marketing and social media. I have connected the museum to relevant MD volunteer management training and made an introduction to the local FE college which is looking for volunteering projects for marketing students.(Req 1.3) |
| Do you have any significant concern about the ability of the museum to address these Organisational health challenges, between now and its next return? | No |

1. Managing collections

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| In your opinion, does the museum meet the collections management requirements of the Accreditation standard? | Yes/~~No~~ |
| Outline any significant achievements since the museum’s last Accreditation return in terms of collections management, documentation and care. Examples might include: improvements to collections development policy; implementation of Spectrum primary procedures; improvements to storage…Where applicable, focus in particular on progress towards addressing Areas for Development listed in the museum’s last Accreditation award letter. | Collections development policy was flagged as an Area for Development listed in the museum’s last Accreditation award letter. After the last-but-one Accreditation return the previous policy (based on the pre-2014 template so missed current requirements) was replaced with one that was compliant. However it was somewhat vague about what connection to Bugsley constituted a relevant artefact and this was resulting in the acquisition of objects with very tenuous connections. With my support the museum now has a more robust policy that meets the standard and shows more clearly how the museum’s collections development activities link to its statement of purpose and meet ethical commitments and legal requirements. (Req. 4.2)  Documentation procedures have been reviewed and updated, with clearer step-by-step instructions for following the Spectrum procedures within the procedures manual. All volunteers who are working on documentation have received a briefing on the new procedures. (Req. 5.2)  The museum’s action plan to resolve the inventory backlog has been substantially revised with clearer timescales and accountabilities. The results are already being seen, a team of volunteers has inventoried all of the previously undocumented archaeological material from the 1998 Bughampton hillfort dig. (Req. 5.2)  See also the improvements around documentation of the Bugsley Grange papers below in 3. Users and their experiences (Req. 5.2) |
| Outline any particular challenges facing the museum in terms of its collections management, the actions you believe the museum should take to address them and how you plan to help them to do so. Include Areas for Development listed in the museum’s last Accreditation award letter but not yet addressed. | The ingress of water to the horsedrawn vehicle display shed put the museum’s emergency plan to the test. The plan was implemented successfully and no lasting damage caused. (Req 3.3)  Whilst no lasting damage arose from the roof leak in the horsedrawn vehicle display shed, the incident has revealed issues with the shed roof that require attention, necessitating a review and reprioritisation of the collections care and conservation plan. I have supported the museum to identify suitable funding for roof repairs and will be offering guidance in the review of the collections care and conservation plan. (Req. 6.2) This work has rather overtaken the focus of one of the collections volunteers who were looking at historic loan agreements, mentioned as an Area for Development in the last award letter. (Req. 4.1) |
| Do you have any significant concern about the ability of the museum to address these Collections management challenges, between now and its next return? | Only in that the funding environment is challenging. However Col Bugg-Sleigh is an energetic and well-connected ambassador for the museum and I have a relatively high level of confidence that he will secure the required resources to fix the roof, either through cash donations or securing in kind material and labour from local firms. (Req. 6.2) |

1. Users and their experiences

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| In your opinion, does the museum meet the Users and their experiences requirements of the Accreditation standard? | Yes/~~No~~ |
| Outline any significant achievements since the museum’s last Accreditation return in terms of how it makes its collections accessible to the public, understands and develops its audiences and engages with people to give them a better experience. Examples might include: improved access arrangements; community consultation; relevant workforce training. Where applicable, focus in particular on progress towards addressing Areas for Development listed in the museum’s last Accreditation award letter. | The recruitment of Bugsley United Reformed Church Minister Doug Collar to the volunteer corps has brought new impetus to the museum’s audience engagement strategies and activities. Rev Collar has extensive experience in community development and has brought both fresh approaches and new volunteers, many from his congregation. Rev Collar organised a community consultation event about the museum, held in the church hall - rather than at the museum itself. This was very successful as it secured input from local residents who are non-visitors. (Req. 8.1)  The results of the consultation are feeding into the review and refresh of the Audience Development Plan which he is progressing with new Chair Ann Teke. Even before the new plan is complete, positive improvements have been implemented as a result of the consultation. The lack of catering was identified by many as a discouragement to visit. Subsequently, Rev Collar encouraged local cafe owner Tina Bunn, who attends Bugsley URC, to run a pop up on a Bank Holiday weekend. This was successful and Ms Bunn is now providing her services on a volunteer basis one Monday morning a month, attracting a loyal following of local seniors many of whom had not previously engaged with the museum. (Req. 8.2, 8.3)  The museum has historically been less-than-encouraging in response to research enquiries about Sir Vivien Bugg-Sleigh, last private owner of Bugsley Grange (now a nursing home) due to family sensitivities about Sir Vivien’s private life including his long relationship with the humourist Dai Llaffin. As mentor I raised questions about whether the common volunteer practice of seeking the family’s approval before responding to such requests was inconsistent with the museum’s agreed Access Plan.(Req. 7.2) After two Trustees noticed Sir Vivien in a group photograph on a Bugshire Antiquarian Society trip to Charleston, they raised the possibility at Board that a significant local story was going untold, linking Bugshire to the Bloomsbury Group. As mentor I encouraged this fresh thinking and signposted the Trustees to an upcoming Collections Trust ‘Rethinking Cataloguing’ event. This gave the Board practical ideas about how to proceed and provided helpful messaging for Col Bugg-Sleigh (a great-nephew) to use in reassuring concerned relatives. A Cultural Heritage PhD student is now researching Bugsley Grange papers held by the museum in the context of Bloomsbury Group Queer Histories. Through the PhD student’s networks a performance artist whose work is inspired by Dai Llaffin included a performance at Bugsley Museum in a successful Developing Your Creative Practice funding application. The performance will take place in July 2025 and already there has been international engagement with the performance artist’s social media posts about it. (REq. 9.1, 9.2) |
| Outline any particular challenges currently facing the museum in terms of Users and their experiences , the actions you believe the museum should take to address them and how you plan to help them to do so. Include Areas for Development listed in the museum’s last Accreditation award letter but not yet addressed. | No, this is a particular area of improvement. |
| Do you have any significant concern about the ability of the museum to address these Users and their experiences challenges, between now and its next return? | No |

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| Any other comments? | I have been encouraged by the way that the Bugsley Museum Board has risen to the challenge of a year of change, including leadership transition and a significant flood. The museum is developing valuable new partnerships and demonstrating a more open and inclusive approach to exploration of its collections. |

Submit your completed Accreditation Mentor report by the museum’s Return deadline. You can:

* Upload it to the online form via Grantium

Or

* Email it to the assessing organisation for the museum’s part of the UK:

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| Scotland | Museum Galleries Scotland  accreditation@museumsgalleriesscotland.org.uk |
| Wales | The Welsh Government  MuseumDevelopment@gov.wales |
| Northern Ireland | Northern Ireland Museums Council  devofficer@nimc.co.uk |
| England | Arts Council England  accreditation@artscouncil.org.uk |