



Meeting of the Foundation Board

Date: Wednesday 3 February 2016

Time: 11.00am-1.00pm

Vancouver, B.C. 157-1071

Present

Steve Freer

Lynsi Hayward Smith

John Hyde

Shakira Martin

Dame Asha Khemka (until 12.30)

Peter McCann

Paul Mullins (Chair)

Rami Ranger (until 12.30)

Mark White

Apologies

Shakira Martin

Ken Merry

Laurence Gates, Director of Skills Development

Gina Hobson, Head of CEO's Office and Company Secretary

Jenny Williams, Director of VET

In attendance

Paul Newis, Governance Officer

Patricia Odell, Programme Manager, OTLS

Helen Pettifor, Director of Professional Standards & Workforce Development

David Russell, CEO

Pauline Smith, Director of Finance & Resources

Tim Weiss, Director of External Affairs, Business Development & Quality

Minutes

1. Apologies and welcome

Apologies were noted from Shakira Martin and Ken Merry.

thanked the Trustees for attending in person, as ~~the meeting was originally scheduled to~~ be a conference call.

The Chair welcomed the Director of Finance ~~to~~ to his first meeting and invited him to give a brief overview of his priorities. He ~~will~~ ~~not~~ ~~be~~ ~~able~~ ~~to~~ ~~ensure~~ ~~the~~ ~~reporting~~ ~~of~~ ~~non~~ ~~financial~~ ~~activities~~; to add new business models ensuring collaboration across the Foundation's teams; and to lead an ~~internal~~ ~~financial~~ ~~team~~ helping the Foundation to achieve its overall goals.

2. Conflicts of interest

~~Committee~~ declared an interest under matters arising (item 7). ~~Specifically, they are the paid~~ trustees referred to.

3. Minutes

The minutes of the Board meeting held on 26 November 2015 were approved ~~as~~ ~~worded~~ ~~as~~ ~~worded~~. The Board also considered the draft AGM minutes and approved the circulation of the ~~draft~~ minutes to the Members.

4. CEO scorecard

~~The Board will~~ ~~be~~ ~~able~~ ~~to~~ ~~report~~ ~~on~~ ~~the~~ ~~CEO's~~ ~~performance~~ ~~in~~ ~~the~~ ~~2015~~ ~~scorecard~~. The CEO reported that he hoped to receive ~~the~~ ~~Grant~~ ~~Letter~~ ~~from~~ ~~BIS~~ ~~in~~ ~~the~~ ~~next~~ ~~few~~ ~~weeks~~ and that the grant income

5.

The Director of Business Development, Membership and Quality gave a presentation on the progress of SET and QTLS. He confirmed that since SET had increased from around 6,000 (ex-IFL members) to 13,700 SET members, and income for membership and QTLS had surpassed targets. Plans for 2016-17 were outlined and included improving the marketing of SET and QTLS, and strengthening the products, in part through the review of QTLS.

The Board recognised that SET and QTLS held significant potential for the Foundation and develop complementary schemes; and actively market SET across various target markets (including employers).

The Board recommended engaging the membership of SET by introducing annual regional award events to showcase the membership's achievements. It was suggested that the event would raise the Foundation's profile and encourage others to join SET. SMT welcomed the Board's suggestions and how best to take them forward.

6.

The Board received a list of the key Ministers, who have an interest in the education and training agenda. It was noted that SMT had a longer list of lower-level officials and this top tier were those who influence and interact with Government, creating leverage on behalf of the FE sector. The Board noted that this list should be updated as appropriate with further contacts, re-prioritisation etc.

It was confirmed that the Board would be provided with up to date materials about the Foundation's key activities by the Communications team to assist their contacts with the listed individuals.

The Board agreed the Head of Communications and key account management item every six months.

Matters arising from the last meeting

The Board received a report on matters arising since the last meeting. The Chair reported that the Charity Commission had responded to the Foundation's letter relating to Trustee remuneration and the matter had been

8. Next Board meetings

The Board received a list of the Board and Committee meeting dates for 2016 and 2017. It was received that the

9. Any other business

The Board agreed that data on the ~~number~~ of individuals and organisations attending the Foundation's commercial courses be provided at its next meeting.

Signed

Paul Mullins

