



Meeting of the Foundation Board

Date: Thursday 1 December 2016

Time: 1.30pm - 4.00pm

Version: ETE_157_2016-12-01

Present

Steve Freer (Chair of Audit & Performance Committee and Finance & Resources Committee)

Lynsi Hayward Smith

John Hyde CBE

Dr Chris Jeffery

Dr Nigel Leigh

Shakira Martin (from item 7)

Paul Mullins (Chair)

Florence Orban

Dan Williams

Mark White OBE DL (Chair of Finance & Resources Committee)

Apologies

Don Hayes MBE

Dame Asha Khemka OBE DBE

Dr Sue Pember OBE

In attendance

Dr Helen Pettifor, Director of Professional Standards & Workforce Development

David Russell, CEO

Helen Pettifor, Director of Professional Standards & Workforce Development

David Russell, CEO

& Resources

Tim Weiss, Director of Learning, Development & Quality

Minutes

1. Apologies and absences

The Board and Foundation Board members Mark White and Dan Williams (Chair of the Board) and Lynsi Hayward Smith (Chair of the Foundation Board) were present. Absences were received from Don Hayes, Dame Asha Khemka and Dr Sue Pember, along with Lawrence Gates and Sir Frank McLoughlin.

2. Conflicts of interest

The Board noted that both Steve Freer and David Russell had been appointed directors of the subsidiary company, ETE Services Ltd. Mark White declared he had recently been appointed as the Chair of the AoC Sport Board, and Paul Mullins declared he had recently been appointed as Chair of the Board of Governors of The Hall School.

3. Minutes

The minutes of the Board meeting held on 11 October 2016 were approved as an accurate record. The Company Secretary had the Board to note that it would recommend to the Executive Members that they appoint KPMG as auditors for 2016-17 and AGM on 3 December 2016.

4. Matters Arising

The paper outlining matters arising was noted as complete.

5. CEO

The CEO presented his report. He confirmed that he was in discussions with DfE for a further £5m of funding in the current 2016-17 financial year to fund ten further strands of ETE activity. The ten new strands would provide a new process in Area Review support, the Skills Plan and the

additional development support and investment for the EE workforce in times of financial year. It was agreed that the additional funding would be used to fund the business and delivery of all areas. The CEO assured the Board that DfE would fund all the projects would need continuation funding in 2017-18 if they are to be fully effective.

The Board noted the report and thanked the CEO and the Executive for their work which had been secured for the additional funding.

6. AGM and showcase event

The Board received a more detailed timetable for the AGM and annual showcase event on Thursday 8 December, along with the event guest list. The CEO content he allowed to present the Executive Members at the AGM, which would be approved by the Board.

The Board agreed it would pursue the recommendations of the AGM and showcase event; the Executive agreed it would pursue the recommendations.

The Board noted the update and agreed that it would give support following the event the impact and any arising opportunities being taken forward.

The Board considered the interests of the company.

The Board considered advice on conflicts of interest for managing and suggested next The minutes are recorded as a confidential item.

8. Governance matters

(a) Annual review of Committee activity

The Board received the annual reports of the Executive and the (E&R) Committees. The Board noted the Executive's report.

(b) Committee matters, including membership

The Board received updated terms of reference for its three Committees, along with recommendations for Committee membership. The Board agreed the updated Terms of Reference for the Audit & Performance, Finance & Personnel and Social Committee.

[Florence Orban, Mick Ord and Dan Williams were excused from the meeting]

The Board agreed to appoint Paul McHugh as a member of the Social Committee. It agreed to appoint Paul McHugh as a member of the Resources Committee. It agreed to appoint Paul McHugh as a member of the Social Committee. It agreed to appoint Paul McHugh as a member of the Social Committee.

[Florence Orban, Mick Ord and Dan Williams returned to the meeting]

The Chair expressed thanks on the Board's behalf to those agreeing to become Committee members and those already serving.

9. Spotlight on SET and QTLS

[Sarah Morgan, Head of Membership & Quality, joined the meeting]

The Board received a presentation from the Director of Business Development, Membership & Quality and the Head of Membership & Quality on SET and QTLS in 2016.

~~11. Any other business.~~

The Board noted that its meeting originally scheduled for Thurs 2 March 2017 would be moved to Tues 7 March.

Signed

Paul Mullins

