



Meeting of the Foundation Board

Date: Fri 13 October 2017

Time: 1015-1130, 1300-1345

Venue: BAE Systems, Samlesbury, Balderstone, Lancashire, BB1 7FT

Present

Zayn Azam

Sally Dicketts CBE

Steve Freer (Chair of Audit & Performance Committee and Senior Independent Director)

Don Hayes MBE

Lynsi Hayward-Smith

John Hyde CBE

Chris Jeffery

Paul Mullins OBE (Chair)

Florence Orban

Mick Ord

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

Dan Williams

Apologies

Dr Nigel Leigh OBE

Dr Sue Pember OBE

In attendance

Neil Bates, Associate Director for Professional and Technical Education

Mark Brooks, Head of Communications and Marketing (item 6)

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

Jenny Jarvis, COO

Sir Frank McLoughlin, Associate Director of Leadership

Helen Pettifor, Director of Professional Standards & Workforce Development (PSWD)

David Russell, CEO

John Sills, Director of Finance & Resources

Tim Weiss, Director of Business Development, Membership & Quality

Minutes

1. Apologies and welcome

Apologies for absence were received from

undertaken by DfE and confirmed that the first steering group meeting had taken place. The Board noted that progress to date had been positive. It noted that DfE had contacted stakeholders, including the Founding Members, for their views on ETF's work and that submissions by the Founding Members have been particularly positive. **The Trustees asked if it would be possible to share the FM submissions with the Board.**

The Board sought further information regarding the opportunities presented by the DfE review. The CEO confirmed that discussions were taking place regarding the funding cycle and the Executive was also encouraging greater cross-departmental join up

recommendation regarding the quorum. **The trustees appointed by the Founding Members were asked to liaise with their appointing organisation(s) to explain the proposed change and to share any questions with the Company Secretary. The Board noted the update.**

[Mark Brooks left the meeting]

7. Review of ETF non-executive leadership

The Senior Independent Director and Company Secretary provided an overview of the findings from the Board effectiveness survey and introduced the Charity Governance Code. The Board noted that while the Code was not a legal document, it was being adopted across the sector and helped trustees to ensure high standards of governance. In small groups the Board discussed identified key areas of the Code, including diversity, developing and reviewing the board, setting and embedding purpose and values, and assessing impact.

The Board agreed to adopt the Charity Governance Code and asked the Company Secretary to compile an action plan outlining how it would be applied.

8. Any other business

The Chair asked the Board to note that the start time of the next Board meeting had moved to 2:15pm on Thurs 30 November.

There was no other business.

Signed

Paul Mullins
Chair