



Meeting of the ETF Board

Date: Wednesday 8 September 2021

Time: 2-5pm

Venue: Microsoft Teams and ETF Office, 157-197 Buckingham Palace Road, London, SW1W 9SP

Present

Sally Dicketts CBE

Prof. Peter Latchford OBE (Chair)

Andrew McConnell OBE (excused for a section of item C2)

Rachel Musson

Florence Orban (from 3pm)

Mick Ord

Palvinder Singh

Ruth Spellman OBE

In attendance

Chloe Annetts, Governance Coordinator

Mike Harvey, Director of Business Strategy

Dr Gina Hobson, Governance Director and Company Secretary

Jenny Jarvis, DCEO

Alison Morris, Director of Operations

Martin Reid, Director of Professionalism and Customer Experience

David Russell, CEO

Catriona Wood, Interim Director of Finance

Apologies

Jon Graham

Lynette Leith

Minutes

PART A: WELCOME

A2. Queries and approvals from Part E

The Board received the information pack which included declarations of interest, minutes from the meeting on 16 June 2021, matters arising, Q1 Business Performance Report, and the new or updated policies. The declarations of interest were noted, and the Board approved the minutes from the meeting on 16 June 2021.

The Board approved the Updated Pay Policy. The Board noted the Commissioning and Procurement Policy and Procedure, which were approved by the Audit and Risk Committee on 13 July on behalf of the Board. The Board noted that approval was subject to the completion of the supporting toolkits, which were due for completion in October.

might take; and the position of ETF within a wider system and society and influence we might try to assert.

The Board asked the Executive to consider and incorporate these discussions to develop the operational plan further. It also asked that the practical ask of trustees be further developed and presented back.

B4. Knitting together strategy and operations

The Board was presented with an overview from the CEO outlining the join up between ETF's strategy and its operational performance. It discussed: the impact of the pandemic on key relationships; maximising creativity and innovation; the barriers for entry for competitors of the charity; and the shift to digital delivery.

The Board asked that it

PART D: REVIEW & WRAP UP

D1. Board forward look, dates, plus review of the meeting

The Board received the proposed Board and Committee meeting dates for 2022, and noted that the February Audit and Risk Committee meeting would be changed to Thursday 10 February 2022. The Board noted that it would receive diary invitations for all of these meetings shortly.

The Board reflected on a successful meeting, reviewed the conduct of the meeting, and considered its role and performance.

D2. Any other business

There was no other business.