

Meeting of the ETF Board

Date: Thursday 11 November 2021

Time: 10am-1pm

The declarations of interest were noted; the Board were asked to review these in advance of the meeting. The Board noted that the external auditor had highlighted some inconsistencies across declared directorships and those of the Executive Committee. It would be in touch with Board members to seek clarification regarding any queries or changes to the register.

The Board approved the minutes from the meeting on 8 September 2021, subject to a small change regarding the clarification about assurance of the legal position on TLPD.

PART B: STRATEGY & RISK

B1. Current positioning and landscape

The Board considered the current positioning in the sector and the landscape, including implications of the recent Review. The Board considered the current concerns of the sector, including qualifications reform, covid recovery (with

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environment for the ETF, a systemic perspective on workforce development, and what the ETF will look like and what it will deliver in 5 years' time. The Board welcomed the update on the Board Away Day and noted that the AGM may be impacted by the continued TLPD discussions .

C2. Trustee recruitment: confirmation of appointments

The Board received an update from the HR Director on the Trustee Recruitment process. The Board noted that a thorough process had been completed, with strong support from the HR Director & the Board. The HR Director will be responsible for the recruitment process, and the Board will be responsible for the appointment of trustees.

PART D: REVIEW & WRAP UP

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

The Board noted the future meeting dates. , reflected on the meeting, reviewed the conduct of the meeting, and considered its role and performance.

The Board noted that both Mick Ord and Florence Orban would retire after their second terms of office at the 2021 AGM. Mick Ord had sent apologies for the AGM and Board Away 'D\and so, R Q E H K D O I R I W K H % R D K U G & K O G U [W K X O N S i g n i f i c a n t F N I R U K L contributions to the ETF and its Board over the past five plus years. He wished him the best for the future.

D2. Any other business

There was no other business.