

Meeting of the ETF Board

Date: Wednesday 5 June 2024

Time: 2-5pm

Venue: New City College, Hackney Campus, Falkirk Street, London N1 6HQ

Present

Jon Graham
Lynette Leith
Andrew McConnell OBE
Gerry McDonald
Sir Frank McLoughlin CBE (Chair)
Dr Sam Parrett CBE (apologies from 4:30pm)
Ruth Spellman OBE
Palvinder Singh

Apologies

Wojciech Iłowski
Rachel Musson
Barbara Van der Eecken, Board observer

In attendance

Chloe Annetts, Company Secretary (Interim)
Jessie French, Governance Coordinator
Dr Katerina Kolyva, CEO
Charlotte Razzell, Executive Director of Corporate Services
Dr Vikki Smith, Executive Director of Education & Standards
Patrick Murphy, incoming Executive Director of Corporate Services (observer)
James Rawes, incoming Executive Director of Membership & Commercial (observer)

Minutes

1.1 Welcome and apologies

The Chair welcomed everyone to the meeting and expressed thanks to Gerry McDonald for hosting the meeting at New City College. The Chair welcomed Jessie French, Patrick Murphy, and James Rawes to their first meeting. Apologies for absence were noted from Wojciech Iłowski, Rachel Musson, and Barbara Van der Eecken. The Chair noted that the meeting was quorate. The Chair introduced the meeting and offered reflections on the implications of the upcoming general election.

1.2 Minutes of last meeting, matters arising and queries from the information pack

The Board received the minutes from the last meeting and matters arising paper. **The Board approved the minutes from the Board meeting on 20 March 2024. The Board agreed that the SET Management Board (SMB) Chair, Barbara van der Eecken, should be extended as a Board observer until March 2025.** The Board noted that Gerry McDonald's term as Deputy Chair has been extended until March 2025. The Board received the information pack which included the declarations of interest, minutes from ETF Committees, policies paper, and video update on theory of change.

2.1 CEO report

The CEO presented an overview of the CEO report, including the context of the upcoming general election. The Board noted the importance of proactive messaging ahead of a potential new government. **The Executive was asked to prepare a succinct briefing document which outlines ETF's key messages for an incoming government, to be**

shared with trustees ahead of the general election. The Board discussed the ETF's relationship with other organisations. It considered the challenges around mandatory membership, and the lack of visibility/awareness of the FE and Skills sector, although it was noted that *InTuition* is an important and powerful resource.

The Board considered the Systems of Change report, including the key themes of improvement, inspection, intervention, influencing, and intersectionality. **The Board noted that this high-level messaging should be shared at the ETF Member Group meeting on 7 June, and to help clarify the boundaries between the ETF and other organisations. The Board asked for an update on discussions with key sector bodies to be included in the CEO report for the September Board meeting.**

2.2 Organisational performance

The Board received an overview of organisational performance from the CEO, including the business performance dashboard. **The Board noted that for future meetings, the performance dashboard would be for both business-as-usual activity, and the new targets as per the business plan for 24/25.** The Board noted that appointments have now been made to all Executive Board and Leadership Team roles.

The Board discussed the management accounts for March 2024 and the Executive Director of Corporate Services provided an overview of the financial position. **The Board suggested that exceptional items should be separated out in the accounts (for example, redundancy costs).** The Board discussed issues around late invoices and workplace culture but noted that this had been improved by the new finance system, revised financial governance, and business partnering. **The Board noted that it should be sighted on the SET VAT issue, rather than only the Finance Committee.**

2.3 2024/25 business plan

The CEO presented an overview of the 2024/25 business plan, including the KPIs (Key Performance Indicators) and OKRs. The Board discussed the reactive nature of membership activities and the turnover of members. **The Board asked for a reprofiling of the membership income target and noted that this would be brought to the Finance Committee in July, and the Board meeting in September.** The Board highlighted the need for a clear, investable proposition for membership, which can be available for leaders from a range of levels across the sector. It noted that any new initiatives should be ready for the start of the academic year. **The Board approved the business plan for 2024/25.**

2.4 People and culture

[Confidential discussion: redacted]

3.1 Reflections and future meetings

The Board received the future meeting dates and noted that the online session on 20 June would focus on people and culture, with an update on the brand project to be circulated via e-mail. It was noted that the next formal Board meeting was to be held on 18 September at Kirklees College. **The Executive was asked to arrange planning, including accommodation and plans for a Board dinner, the night before the September Board meeting.** The Board reflected on a positive meeting with constructive challenge and robust discussion.

3.2 Any other business

The Board expressed its thanks and farewell to the outgoing Executive Director of Corporate Services. There was no other business.