

## **10th Annual General Meeting of the Education and Training Foundation**

**Date:** Monday 11 December 2023

**Time:** 10-10:40am

**Venue:** Online via Microsoft Teams

### **Attendees:**

#### **Founding Members**

David Hughes CBE, AoC, CEO

Dipa Ganguli, HOLEX, Chair

Nichola Hay MBE, AELP, Chair

#### **Members**

Lynette Barrett, Natspec, Chair

Clare Howard OBE, Natspec, CEO

Hannah Sketchley, NUS, Campaigns & Influencing Manager

#### **ETF Board**

Jon Graham

Wojciech Ilowski

Prof. Peter Latchford OBE (Chair)

Andrew McConnell OBE

Gerry McDonald

Rachel Musson

Dr Sam Parrett CBE

Palvinder Singh

Ruth Spellman OBE

Board observer: Dr Barbara van Der Eecken

Chair designate: Sir Frank McLoughlin CBE

#### **ETF Staff**

Chloe Annetts, Interim Governance Manager

Dr Gina Hobson, Interim Executive Director of Transformation

Dr Katerina Kolyva, CEO

Rowena Lovell, Interim Company Secretary

Charlotte Razzell, Executive Director of Corporate Services

Dr Vikki Smith, Executive Director of Education & Standards

#### **Apologies**

Dr Shaid Mahmood MBE, AoC, Chair

Dr Sue Pember CBE, HOLEX, Head of Policy & External Relations

Ben Rowland, AELP, CEO

Kevin Rowan, TUC, Head of Organisation, Services and Skills

Bernadette Savage, NUS, Vice President (Further Education)

Dame Sally Dicketts DBE

Lynette Leith

#### **Minutes**

##### **1. Welcome and apologies for absence**

The Chair welcomed the Members to the meeting. The Chair welcomed Dipa Ganguli (HOLEX), Frank McLoughlin (ETF Chair designate), Barbara van Der Eecken (ETF Board

observer), and Rowena Lovell (Interim Company Secretary) to their first formal meeting of the Members. Apologies for absence were noted from Shaid Mahmood (AoC), Sue Pember (HOLEX), Ben Rowland (AELP), Kevin Rowan (TUC), Bernadette Savage (NUS), Sally Dicketts (ETF Board), and Lynette Leith (ETF Board). The CEO provided an update on the new ETF Executive structure.

## **2. Declarations of conflicts of interest**

The members were asked to declare any conflicts of interest in items on the agenda. The Members noted that conflicts of interest were recorded through the statutory accounts and related parties.

## **3. Minutes of the Annual General Meeting held on 15 December 2022**

The Members received the minutes from the AGM held on 15 December 2022. **The Members approved the minutes as an accurate record of the meeting.**

## **4. 2022-23 Trustees' Report and Financial Statements**

The Members received the 2022-23 Trustees' Report and Financial Statements. The Chair of the Audit & Risk Committee provided a summary of the process and compilation of the Report and Financial Statements. **The Members received and noted the 2022-23 Trustees' Report and Financial Statements.**

## **5. Re-appointment of the ETF Auditor**

The Chair of the Audit & Risk Committee provided a summary of the audit process over the last year and the Board's recommendation on the reappointment of the auditor. **The Members re-confirmed the appointment of RSM as ETF's Auditor for 2023-24 and noted RSM's remuneration and fees.**

## **6. Company Director Retirements and Re-appointments**

The Members noted that Peter Latchford and Sally Dicketts were standing down from the ETF Board, Palvinder Singh and Lynette Leith had been reappointed for a second term, and Frank McLoughlin had been appointed as Chair designate. **The Members noted the update.**

## **7. ETF Member Group**

The members were invited to discuss its membership. **The Members confirmed its decision that no further applications for the ETF Member Group are considered at this time.**

## **8. Next meetings**

The Members noted that the next AGM would be held in December 2024, and that the Executive would be in touch shortly to schedule the AGM and further informal meetings. The Members noted that this was the last meeting for Peter Latchford and thanked him for all of his contributions over the years.