

Meeting of the ETF Board

Date: Thursday 8 June 2023

Time: 14:00-17:00

Venue: London South East Colleges (Orpington Campus), Walnuts Road, Bromley, BR6 0TE

Present

Dame Sally Dicketts DBE (apologies from 4:15pm)

Jon Graham

Wojciech Ilowski

Prof. Peter Latchford OBE (Chair)

Andrew McConnell OBE (apologies from 4:30pm)

Gerry McDonald

Rachel Musson

Dr Sam Parrett CBE

Palvinder Singh

In attendance

Dr Gina Hobson, Chief of Staff to the Chair and CEO

Sanjidah Islam, PA to the CEO (excused for item 1.1)

Dr Katerina Kolyva, CEO

Alison Morris, Director of Operations (excused for item 1.1)

Charlotte Razzell, Director of Corporate Services (excused for item 1.1)

Martin Reid, Director of Professionalism and Customer Experience (excused for item 1.1)

Scott Rutherford, Director of Finance (excused for item 1.1)

Dr Vikki Smith, Director of Education (excused for item 1.1)

Apologies

Lynette Leith

Ruth Spellman OBE

Chloe Annetts, Governance Officer

Minutes

PART 1: WELCOME

1.1 Confidential Board discussion with CEO

[Confidential discussion: redacted]

1.2 Welcome and apologies

[The Directors and PA to the CEO joined the meeting]

The Chair welcomed the Board and Executive to the meeting. Apologies for absence were noted from Lynette Leith, Ruth Spellman, and Chloe Annetts. Sanjidah Islam (PA to the CEO) was welcomed to the meeting. The Chair noted that the meeting was quorate.

1.3 Queries and approvals from Part 4

The Board received the information pack which included the updated declarations of interest, minutes from the last meeting, matters arising, materials supporting the CEO report (including the March 23 management accounts), governance update, self-improving system report, and compliance report. The Chair thanked the Board for the detailed queries on the information pack and noted that the Executive had responded via e-mail correspondence. **The Board approved the minutes from the meeting on 21 March 2023.**

The Board considered the governance update paper. **It agreed to confirm the appointment of Barbara Van Der Eecken as the Chair of the SET Management Board (SMB) and approved the updated SMB Terms of Reference. The Board agreed to confer the SMB Chair with observer status of the Board for up to 12 months, subject to the finalisation of the terms of this status by the ETF Chair.**

The Board received the paper on declarations of interest. It noted that the Board takes conflicts of interest seriously and the ETF is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual or organisation connected with the charity. **The Board noted the updated interests, including those of Lynette Leith regarding the Research Further project and the DfE Standards Development Panel.**

PART 2: STRATEGY & RISK

2.1 ETF Strategy

[Confidential discussion: redacted]

[Sally Dicketts and Andrew McConnell left the meeting. The meeting remained quorate]

2.2 CEO report

The CEO provided a summary of the CEO report, including reflections on the external environment (such as observation of trends from the sector and the perception of ETF), and internal feedback (including the move from grant to contract funding, the impact on the staffing profile, the interplay with SET, and feedback from staff across the organisation). **The CEO reported that the OKRs would be further reviewed and strengthened, alongside considering OKRs to measure the impact of the new strategy. The Board welcomed the update. It asked that it spend more time considering the financial position at its future meetings.**

PART 3: REVIEW & WRAP UP

3.1 Board forward look, future meeting dates, and review of the meeting

The Board received the future meeting dates. **It noted that trustees who would like to join the Finance Committee meeting on Wed 12 July should advise the Governance Officer.** The Board noted that the Finance Committee meeting would include: an update on the latest

financial position; an outline of the re-forecasting process and principles; and an update on the SET-VAT position.

The Board reflected on a positive meeting and welcomed the level of constructive challenge provided around the strategy discussion.

3.2 Any other business

The Board noted that further information regarding the recent LMS launch would be shared after the meeting. There was no other business.