

Meeting of the ETF Board

Date: Wednesday 13 September 2023

Time: 2-5pm

Venue: NCVO, Society Building, 8 All Saints Street, London, N1 9RL

Present

Dame Sally Dicketts DBE

Wojciech Ilowski

Prof. Peter Latchford OBE (Chair)

Lynette Leith

Andrew McConnell OBE

Gerry McDonald

Rachel Musson

Dr Sam Parrett CBE

Palvinder Singh

Ruth Spellman OBE

Board observer: Barbara van Der Eecken

External governance review consultant (observer): Mo Wiltshire, NCVO

In attendance

Chloe Annetts, Governance Officer

Dr Gina Hobson, Chief of Staff to Chair and CEO

Dr Katerina Kolyva, CEO

Charlotte Razzell, Director of Corporate Services (joined the meeting virtually)

Scott Rutherford, Director of Finance

Dr Vikki Smith, Director of Education

Apologies

Jon Graham

Alison Morris, Director of Operations

Martin Reid, Director of Professionalism and Customer Experience

Minutes

PART 1: WELCOME

1.1 Welcome and apologies

The Chair welcomed the Board and Executive to the meeting. Apologies for absence were noted from Jon Graham, Alison Morris, and Martin Reid. Barbara van Der Eecken was

welcomed to her first Board meeting in person as an observer, as well as Mo Wiltshire from NCVO (external governance review consultant). The Chair noted that the meeting was quorate.

1.2 Queries and approvals from Part 5

The Board received the information pack which included the updated declarations of interest, minutes from the last meetings, matters arising, materials supporting the CEO report (including the July 23 management accounts), minutes from the Committees, Chair recruitment paper and the policies overview. The Chair noted that the Executive had responded to queries on the information pack sent in advance of the meeting by e-mail correspondence. **The Board approved the minutes from the meetings on 8 June and 21 August 2023.**

The Board noted the declarations of interest, which included the updates for Barbara van Der Eecken (engaged by AoC to support delivery on the AWD programme). **Trustees were asked to ensure that their declarations of interest were up to date, and to inform the Governance Officer of any changes. The Board asked for changes to the declarations of interest paper to be highlighted for clarity.**

PART 2: STRATEGY & RISK

2.1 CEO report

The CEO provided a summary of the CEO report, including the context on current key trends such as Artificial Intelligence (AI) and the Metaverse. The Board discussed the impact of AI and the Metaverse on the sector, and how the organisation could respond to the challenges and opportunities which it presents. It noted that AI could help to bring efficiencies into the sector and was having an impact on the future of assessment, as well as teaching. The Board noted support for a thought leadership approach whereby the ETF facilitates further discussion in this area, while recognising the need to have clear parameters to best support the sector. The Board held a constructive debate on AI and the Metaverse and recognised this as a key strategic trend for the sector. It noted the importance of the Board and ETF engaging with such key matters.

The Board received a a summary of sector engagement in the period. It discussed the engagement with key stakeholders and noted the importance of Board members taking an ambassadorial approach for the ETF. The Board highlighted the importance of monitoring the effectiveness of ETF's communications, including the simplicity of messaging and the mechanisms of engagement, and recognised the importance of engagement with senior stakeholders.

The Board noted the overview of business activity (including the latest financial position), opportunities and risk. The Board considered the challenges around the Leadership & Governance contract and noted that mitigations were being put in place to address the governance issues, including increased resources and a robust action plan. The Board received an update on the AWD contract, which included the charity's engagement with DfE and the latest financial position. It noted Barbara van Der Eecken's conflict of interest on the AWD contract. **The Board welcomed the comprehensive update and format of the CEO report.**

2.2 ETF Strategic Plan

[Confidential discussion: redacted]

PART 3: GOVERNANCE

3.1 External governance review update and reflections

The Board received an update on the external governance review from the Chief of Staff to the Chair and CEO. It noted that phase one was being undertaken, with a desk-based review along with surveys and interviews taking place. The external governance review consultant, Mo Wiltshire (NCVO), provided a summary of her background and thanked the Board for their engagement with the review so far. **The Board was asked to ensure it completed the surveys and scheduled some time to meet with the consultant. It noted the update.**

PART 4: REVIEW & WRAP UP

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

The Board received the future meeting dates. **The Board noted that the room was not ideal for this meeting and asked the Executive to reflect on this for future meetings.** The Board received the data provided from previous meeting review forms on Board Effect and noted the low response rates. **The Chair encouraged trustees and Exec Directors to complete the meeting review survey sent via Board Effect after the meeting.**

The Board reflected on a successful meeting with robust discussion and engagement around the strategy.

4.2 Any other business

There was no other business.