

6th Annual General Meeting of the Education & Training Foundation

Date: Friday 13 December 2019

Time: 10-10.30am

Venue: Blue Mezz 8, ETF, 157-197 Buckingham Palace Rd, London, SW1W 9SP

Chair

Prof. Peter Latchford OBE

Founding Members - authorised representatives

Pat Carrington MBE, Chair, HOLEX

Julie Nerney, Chair, Association of Colleges – apologies received

Founding Members - in attendance

David Hughes¹, CEO, Association of Colleges

Dr Sue Pember OBE, Head of Policy & External Relations, Holey

Trustees (Directors)

Zayn Azam

Sally Dicketts CBE

Steve Freer (Chair of Audit & Performance Committee and Senior Independent Director)

Jon Graham

Prof. Peter Latchford OBE

Dr Nigel Leigh OBE

Rachel Musson

Florence Orban

Mick Ord

In attendance

Mike Harvey, Director of Business Strategy

Dr Gina Hobson, Governance Director and Company Secretary

Jenny Jarvis, COO

Kate Jones, Office Manager & Governance Officer

Adrien Laure, Director of Finance and Business Intelligence

Alison Morris, Director of Programmes

David Russell, CEO

Minutes

1. Apologies for absence

Apologies for absence were received from Julie Nerney, Andrew McConnell OBE, Ruth Spellman OBE and Dan Williams.

2. Declarations of conflicts of interest

No additional declarations of conflicts of interest were received regarding the meeting agenda items. Standing declarations were noted.

¹ Held the proxy vote for the AoC in Julie Nerney's absence.

3. Minutes

The minutes of the Annual General Meeting held on 1 March 2019 were approved as an accurate record.

4. 2018-19 Trustees' Report and Financial Statements

The Members received the 2018-19 Trustees' Report and Financial Statements. The Chair of the Audit and Performance Committee provided a summary of the headlines for the 2018-19 financial year. He drew Members' attention to the Auditor's report, which confirmed the unqualified opinion with no substantive issues. The Members welcomed the Report.

The Members received the Trustees' Report & Financial Statements 2018-19.

5. Appointment of the Auditor for 2019-20

The Members received the Board's recommendation to reappoint BDO for 2019-20.

The Members confirmed the appointment of BDO as the ETF's Auditor for the 2019-20 financial year.

6. ETF Member Group

In accordance with Articles 15-17, the Members were asked to consider applications and confirm, by special resolution, the appointments of the National Union of Students, Natspec and the Trades Union Congress as Ordinary Members of the ETF for a period of five years.

The Members asked that the CBI be re-approached at a later date to allow a further discussion regarding joining the ETF Member Group.

The Members confirmed, by special resolution, the appointments of the National Union of Students, Natspec and the Trades Union Congress as Ordinary Members of the ETF for five years.

7. Director Retirements and Re-appointments

As a result of the changes made to the Articles of Association in March 2019, this item of business was dealt with by the ETF Board.

The Board noted the retirement from the ETF Board of Steve Freer following his second term of office and Dr Nigel Leigh OBE as a result of his forthcoming retirement.

The Board noted the retirement of Sally Dicketts CBE at the end of her first term of office. The re-appointment of Sally was confirmed by the Board.

8. Next Meeting

The next meeting of the ETF Member Group was confirmed as 24 June 2020. The Members noted that the next AGM would be held on 11 December 2020.

Signed:

Prof. Peter Latchford OBE, Chair

Date: