

7th Annual General Meeting of the Education and Training Foundation

Date: Friday 11 December 2020

Time: 11-11.30am

Venue: Online

Attendees

Chair

Prof. Peter Latchford OBE

Founding Members

David Hughes – CEO, Association of Colleges (AoC)

Pat Carrington MBE – Chair, HOLEX

Dr Sue Pember OBE – Head of Policy & External Relations, HOLEX

Members

Lynette Barrett – Chair, Natspec

Clare Howard – Chief Executive, Natspec

Salsabil Elmegri – Vice President (Further Education), National Union of Students (NUS UK)

Andrew Harden – Head of Further Education, UCU (for Trades Union Congress (TUC))

Paul Nowak – Deputy General Secretary, Trades Union Congress (TUC)

Trustees

Zayn Azam

Sally Dicketts CBE

Jon Graham

Peter Latchford OBE

Lynette Leith

Andrew McConnell OBE

Rachel Musson

Florence Orban

Palvinder Singh

Ruth Spellman OBE

In attendance

Mike Harvey, Director of Business Strategy

Dr Gina Hobson, Governance Director and Company Secretary

Jenny Jarvis, Deputy CEO

Kate Jones, Office Manager & Governance Officer

Adrien Laure, Director of Finance and Business Intelligence

Alison Morris, Director of Operations

David Russell, CEO

Apologies received

Mick Ord, ETF trustee

Shaid Mahmood, Chair of AoC

Hannah Sketchley, NUS

DRAFT Minutes

1. Welcome and Apologies

Apologies for absence were received from Mick Ord, Shaid Mahmood (AoC) and Hannah Sketchley (NUS UK). The Chair welcomed the new Members and Trustees.

2. Declarations of conflicts of interest

Standing interests were noted, including those of the AoC and HOLEX, and no additional declarations were received regarding the meeting agenda items.

3. Minutes of the Annual General Meeting held on 13 December 2019

The Members received the minutes from the 2019 AGM. **Subject to a typographical error being corrected, the Members approved the minutes as an accurate record of the meeting.**

4. 2019-20 Trustees' Report & Financial Statements

The Members received the 2019-20 Trustees' Report and Financial Statements. The Chair of the Audit & Risk Committee provided a summary of the headlines for the 2019-20 financial year and a brief report on the external audit. The Members noted the unqualified opinion of the Auditors.

The Members received the Trustees' Report & Financial Statements for 2019-20.

5. Appointment of the Auditor for 2020-21

The Members received the Board's recommendation to reappoint BDO Auditors for 2020-21.

The Members confirmed the appointment of BDO as the ETF's auditors for the 2020-21 financial year.

6. ETF Member Group

The Members received the report and recommendation of the Board regarding the membership of the Group. It noted that on this occasion no organisations were put forward for consideration. The Members noted that the Board had asked the Executive to explore bringing ITP and employer representation onto the Member Group.

The Members confirmed that no new appointments would be made to the Member Group in 2020-21.

7. Director retirement

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 Zayn Azam as an ETF trustee at the end of his term.

The Board welcomed Palvinder Singh and Lynette Leith to the ETF Board and thanked the Members for their support in the recruitment.

8. Next meeting

The Members noted that the next meeting of the ETF Member Group would be held in June 2021, with the date to be confirmed. The Members noted that the 2021 AGM would be held on Thursday 9 December 2021.

Signed:

Prof. Peter Latchford OBE, Chair

Date: