

## 8th Annual General Meeting of the Education and Training Foundation

Date: Wednesday 12 January 2022

Time: 9:00-9:30am

Venue: Microsoft Teams

### Attendees

#### Founding Members

- Shaid Mahmood: Chair, Association of Colleges
- David Hughes: CEO, Association of Colleges
- Pat Carrington MBE: Chair, HOLEX

#### Members

- Salsabil Elmegri: Vice President, FE, NUS
- Hannah Sketchley: Campaigns & Influencing Manager, NUS
- Paul Nowak: Deputy General Secretary, TUC
- Andrew Harden: Head of Further Education, UCU, TUC
- Lynette Barrett: Chair, Natspec

#### On behalf of the ETF Board

- Peter Latchford OBE, Chair
- Rachel Musson, Audit Chair

#### ETF Staff

- Chloe Annetts, Governance Officer
- Dr Gina Hobson, Governance Director
- David Russell, CEO
- Catriona Wood, Interim Director of Finance

#### Apologies

- Dr Sue Pember CBE: Head of Policy & External Relations, HOLEX
- Clare Howard: Chief Executive, Natspec
- Andrew McConnell: Finance Chair

### Minutes

#### 1. Welcome and apologies for absence

The Chair welcomed the Members to the meeting and introduced Catriona Wood as the Interim Director of Finance. Apologies for absence were received from Sue Pember (HOLEX) and Clare Howard (Natspec).

#### 2. Minutes of the Annual General Meeting held on Friday 11 December 2020

The Members received the minutes from the AGM on 11 December 2020. **The Members approved the minutes as an accurate record of the meeting.**

### **3. 2020-21 Trustees' Report & Financial Statements**

The Members received the 2020-21 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 noted the strong reserves position and asked that the ETF consider its strategy for long-term strategic investment, including options for investment to best support the sector over the next 3-5 years. The Group agreed that the Members should be involved in a future discussion regarding strategic investment.

**The Members received the Trustees' Report & Financial Statements for 2020-21.**

### **4. Appointment of the ETF Auditor**

The Members received the Board's recommendation to appoint RSM as the ETF's external auditor. The Chair of the Audit & Risk Committee provided a summary of the audit tender process and the rationale behind the recommendation.

**The Members confirmed the appointment of RSM as ETF's Auditor for 2021-22, 2022-23 and 2023-24. The Members also agreed to delegate to the Board the authority to determine the auditor remuneration.**

### **5. ETF Member Group**

The Members received an update regarding the membership of the ETF Member Group. **The Members noted the update and agreed that consideration of any applications for membership could be handled in a General Meeting or through written resolution if necessary.**

### **6. Next meetings**

The Members noted that the next meeting of the ETF Member Group would be held in March 2022, with the date to be confirmed shortly. The Members noted that the date for the next AGM in December 2022 would also be confirmed shortly.