

9th Annual General Meeting of the Education and Training Foundation

Date: Thursday 15 December 2022

Time: 11-11:30am

Venue: Online via Microsoft Teams

Attendees

Founding Members

- David Hughes CBE, CEO, Association of Colleges
- Pat Carrington MBE, Chair, HOLEX
- Nichola Hay, Chair, AELP
- Jane Hickie, CEO, AELP

Members

- Bernadette Savage, Vice President, FE, NUS
- Hannah Sketchley, Campaigns & Influencing Manager, NUS
- Kevin Rowan, Head of Organisation, Services and Skills, TUC
- Clare Howard, CEO, Natspec

ETF Board

- Sally Dicketts CBE
- Jon Graham
- Wojciech Ilowski
- Prof. Peter Latchford OBE (Chair)
- Lynette Leith
- Andrew McConnell OBE (Finance Chair)
- Gerry McDonald (Deputy Chair)
- Rachel Musson (Audit Chair)
- Palvinder Singh

ETF Staff

- Chloe Annetts, Governance Officer
- Dr Gina Hobson, Chief of Staff to the Chair and CEO
- Jenny Jarvis, Interim CEO
- Alison Morris, Director of Operations
- Scott Rutherford, Director of Finance

Apologies

- Shaid Mahmood, Chair, Association of Colleges
- Lynette Barrett, Chair, Natspec
- Dr Sue Pember CBE, Head of Policy & External Relations, HOLEX
- Dr Sam Parrett CBE, ETF Board
- Ruth Spellman OBE, ETF Board
- Charlotte Razzell, Director of Corporate Services

Minutes

1. Welcome and apologies for absence

The Chair welcomed the Members to the meeting and welcomed AELP back as a Founding Member of the ETF. The Chair introduced Kevin Rowan (TUC) and Scott Rutherford (Director of Finance, ETF) to their first formal meeting of the Members. Apologies for absence were noted from Shaid Mahmood (AoC), Lynette Barrett (Natspec), Dr Sue Pember CBE (HOLEX), Dr Sam Parrett CBE (ETF Board), Ruth Spellman OBE (ETF Board) and Charlotte Razzell (Director of Corporate Services).

2. Declarations of conflicts of interest

The Members noted that conflicts of interest were recorded through the statutory accounts and related parties.

3. Minutes of the Annual General Meeting held on 12 January 2022

The Members received the minutes from the AGM held on 12 January 2022. **The Members approved the minutes as an accurate record of the meeting.**

4. 2021-22 Trustees' Report & Financial Statements

The Members received the 2021-22 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 received and noted the 2021-22 Trustees' Report and Financial Statements.

5. Re-appointment of the ETF Auditor

The Chair of the Audit & Risk Committee provided a summary of the audit process over the last year and the Board's recommendation on the reappointment of the auditor. **The Members re-confirmed the appointment of RSM as the ETF's Auditor for 2022-23 and noted the Auditor's remuneration.**

6. ETF Member Group

The Members noted the reappointment of AELP as a Founding Member of the ETF and noted that the updated Articles would be filed with Companies House and the Charity Commission.

7. Next meetings

The Members noted that the next AGM would be held on 11 December 2023, and that further informal meetings would be scheduled early in the next year. The Members noted that meetings with the incoming CEO, Katerina Kolyva, would also be arranged in the new year.