

WEB Minutes for the Board of Trustees

Tuesday 14 March 2023 at 1230

A digital meeting via Zoom

Present:					
CHAIR	Noel Farrer (from 1318) Vice President / Acting President	JF	Jane Findlay Immediate Past President	KB	Keren Jones HonSecretary
NF					
MH	Mat Haslam HonTreasurer	AB	Adam Barker Non Chartered Trustee	CH	Chris House Education & Membership Chair
MvG	Marc van Grieken (Item 1.1 only) Technical Chair	JC	Jane Clarke Independent Trustee	PM	Penelope McNeile Independent Trustee
DN	Deborah Nagan Independent Trustee	MN	Marc Norden Independent Trustee		
Apologies: None					
In Attendance:					
SM	Sue Morgan CEO	DL	Donna Lawrence (Item 4) Head of Finance	YM	Yvonne Matthews EA to CEO & Leadership Team
GO	Gideon Opaluwa Head of Governance & Regulation	NT	Naomi Taylor Item (Item 8-10) Head of Membership Services	EW	Emma Wood Governance & Regulation Manager
	John Okeefe (Item 8) Head of Education & Careers				

Vice President / Acting President Noel Farrer (NF) opened the meeting and invited Marc van Grieken to address the trustees

1.1 Technical Chair Resignation

Before the main meeting business started Marc van Grieken (MvG) reported that he was retiring from the Board and as Chair of the Technical Committee with immediate effect citing challenging behaviour by members of the Standing Committee. Board expressed their appreciation and thanks for his stalwart service to both the Board and the TC before MvG left the meeting

1.2 Declarations of Interest

Item 8 EMC Report – Chris House declared an interest

2. Board Minutes

2.1 Board Meeting 13 December 2022

For:	11	Against:	0	Abstain:	0
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DECISION: To approve the Minutes of the Board Meeting 13 December 2022

2.2 Board Meeting 17 February 2023

Board agreed the minutes subject to amending Item3 point2 to record the arrangements for reporting to the Board on Project Swift and to be explicit that Advisory Council was accountable for the election arrangements.

For:	11	Against:	0	Abstain:	0
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DECISION: To approve the Minutes of the Board Meeting 17 February 2023 subject to the agreed amendment to Item3 point 2

3. Leadership Update

3.1 Update from Advisory Council

NF noted that this Item would be covered at item 6

3.2 CEO Update

CEO Sue Morgan (SM) and Commercial Director Rob Hughes (RH) gave a presentation updating on activity December 2022 – March 2023

Highlights:

- i. Business planning and budget timetable
- ii. Planning to hold a workshop with Board, Advisory Council and staff team April/May
- iii. Corporate strategy planning cycle
- iv. Team updates
- v. Project Kestrel

Board supported the approach to the Corporate Strategy

DECISION: To support the approach to the Corporate Strategy

4. Confidential item

5. The Museum of English Rural Life (MERL)

Governance & Regulation Manager Emma Wood gave a presentation providing background information on the landscape collections at MERL

6. Governance Matters

6.1 LI Election and Board Membership

6.1.1 Trustee Terms

Terms record will be updated to reflect departure of MvG. Independent Trustees Marc Norden (NC) and Jane Clarke (JC) were formally reappointed

DECISION: To reappoint Independent Trustees Marc Norden and Jane Clarke for a second term

ACTION: To update terms record to reflect departure of Marc van Grieken

6.1.2 LI Election

GO confirmed that the election timeline has now been adjusted by 1 week and gave an overview of the suite of documents that have been developed related to the election

6.2 RemCo Membership

Penelope McNeile (PM) volunteered for Independent Trustee vacancy and Board AGREED

DECISION: To agree Penelope McNeile as IndT member of RemCo

6.3 Safeguarding Policy

GO confirmed that currently the HonSec Role Description includes requirement to act as Safeguarding Champion. The paper as drafted doesn't set out the safeguarding responsibilities of a Board of Trustees and is currently drafted as an operational policy.

Board AGREED to implement as an interim policy subject to review.

ALL to consider and notify SM if they are prepared to act as an interim Safeguarding Champion

DECISION: To remove Safeguarding Champion reference in the 2023 election HonSec RD

ACTION: ALL to consider and notify SM if they are prepared to act as an interim Safeguarding Champion

6.4 College of Fellows Convenor

Board considered whether to renew Adam White as College of Fellows Convenor for a 2nd term 01 July 2023 - 30 June 2025.

1615 DN and AB left mtg

COMMENTS:

- i. Clarification regarding the 'Co Convenor' role of Helen Tranter – *Adam White was elected to the role of College of Fellows Convenor and there is no provision for a co-convenor*
- ii. The CoF is included in Project Swift

Board AGREED to renew Adam White as College of Fellows Convenor

DECISION: To renew Adam White as College of Fellows Convenor for a 2nd term 01 July 2023 - 30 June 2025.

7. Behaviours Framework

KJ and JC spoke to the paper noting that these draft documents are key elements of the communications strategy building on the AGM and that the document needs another week to finalise the draft. All to forward any comments, particularly on the scope, style and presentation

ACTION: All to forward any comments on the Behaviours Framework, particularly on the scope, style and presentation

8. EMC Report

EMC Chair Chris House (CH) introduced new Head of Education & Careers John O'Keefe (JO) and spoke to the paper

9. Member Survey

It was AGREED that a detailed update would be added to the June agenda

ACTION: Detailed Member Survey to be added to June agenda

10. End point assessment update

NT updated on the apprenticeship programmes noting that Level 3 is live with 1st cohort due to go for assessment in May and then to final end Point assessment as TMLI

11. AOB and Papers for Information

11.1 Papers for Information were noted

11.2 AOB

- i. An update paper has been added to the Board Pack. ALL to note
- ii. KJ confirmed last Board mtg as won't be standing for re-election. Thanks to KJ for her commitment as Honorary Secretary - her depth of thinking, contribution to the IndRev, and the stability and common sense approach she provided during the change of CEO
- iii. Board recorded thanks to Gideon for all his support and best wishes

12. Close

There being no other business the meeting closed at 1705