

In confidence

BCB(17)5th meeting

Tuesday 19 September 2017

This meeting took place from 14.40 to 16.00 directly after the Board Strategy Away Day.

MINUTES

Present

Christopher Rodrigues Chair
Janet Beer
Deborah Bronnert
James Cronin
Yasmin Diamond
Rohan Gunatillake
Oliver Laird
Kirsty Lang
Usha Prashar
Willy Roe
Tom Thomson
David Verey

In attendance

Ciarán Devane, Chief Executive
Nigel Arthur, Interim Chief Financial Officer
Alison Coutts, Secretary

1. Apologies for absence & declarations of interest

Gareth Bullock, Ros Marshall and Kevin Havelock had sent apologies for their absence.

There were no declarations of interest.

2. Q1 review and forecast

Nigel picked out the following from the papers. The exams business continues to perform well though teaching faces some challenges with income and surplus down versus last year. Contract activity is broadly in line with budget and prior year. He noted that overall the position against target looks reasonable for this point in the year. He confirmed that the Executive is focussed on the challenges including options for filling the financial gap through efficiencies and discussions with government on non-ODA.

3. Update on UK lease arrangements

Ciarán confirmed that the Cabinet Office had agreed to the move to Stratford with certain conditions which we will address. The Audit & Finance Committee approved the signing of the lease using the delegated powers given to them and the Chair of the Board. On-going communications are taking place with staff.

4. Annual agendas and sub-committees

The Chair talked through the rhythm for Board meeting agendas which he had discussed with Trustees during the one-to-ones over the summer. Outstanding action points for agendas will come off the list as are incorporated in the schedule. Trustees were supportive of this and agreed it would give structure to the meetings. He also noted the proposal for two new sub-committees – a Transformation Committee and a Commercial Board. Terms of reference and membership for these as well as any changes to membership of other sub-committees agreed over the summer will come to the Board for approval.

5. Trustee elections

Janet Beer, Kirsty Lang and David Verey left the room. The Chair shared the recommendation of the Nominations Committee for the re-election of all three for a second term as trustees on the Board. The election was unanimously approved.

6. Any other business

There was no other business and the meeting ended at 16.00.

Summary of action points arising

Updated from previous meetings

17(03)9	A proposal to be shared on Board effectiveness review	2017
17(04)3	IELTS partnership to come back to Board as part of exams deep dive	2017
17(04)4	Update on Triennial Review to come to the Board	2017
17(04)10	Share new structure and focus of Board agendas for agreement: will take into account outstanding agenda items above	2017
17(04)13	Separate child protection into a separate risk on the register	2017

Current meeting

17(05)10	Changes on subcommittees, their focus and membership to come to the board for approval	2017
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