22 April 2021

PAPER CLASSIFICATION: OPEN

Minutes of the Meeting of the BOARD OF TRUSTEES to be held on Monday, 19 April 2021 at 4.00 pm via virtual meeting

Present:

- Professor Danielle George (President)
- Miss Yewande Akinola
- Dr Colin Arthur
- Dr Ian Belger
- Dr Bicky Bhangu
- Professor Phil Blythe
- Dr Peter Bonfield
- Professor Bob Cryan
- Mr Joe Dunn
- Dr Andy Harter
- Dr Gopi Katragadda
- Professor Paul Needham
- Professor Kate Sugden
- Air Marshal Sir Julian Young

In attendance:

- Ms Toni Allen (Director of International Strategic Marketing and Engagement)
- Mr Ed Almond (Director of Finance and Planning)
- Mr Richard Best (Director of IT and Digital Services)
- Mr David Bunyan (Group Financial Controller)
- Mr Simon Edwards (Director of Governance and External Engagement)
- Mr Nigel Fine (Chief Executive and Secretary)
- Ms Eloisa de la Maza (Governance Executive)
- Mr Andrew F Wilson (Head of Governance)

1. **Apologies for Absence**

   Apologies for absence were received from Ms Rachel Hurst and Ms Dawn Ohlson.

2. **Conflicts of Interest**

   No conflicts of interest were declared.

3. **Minutes**

   The Minutes of the meeting held on 25 March 2021 (T(21)M2) were approved and signed as a correct record.

4. **Audit and Risk Process Committee**

   4.1. Professor Cryan introduced and the Board noted a report from the Audit and Risk Process Committee (T(21)26).
4.2. Professor Cryan gave an oral report on the Trustees Annual Report and Financial Statements for the year ended 31 December 2020 and explained the changes which had been made since the draft had first been presented to the Board of Trustees in March 2021. He drew attention to the unqualified audit opinion.

4.3. Following discussion the Board approved:

4.3.1. the Trustees Annual Report and Financial Statements for the year ended 31 December 2020 (Appendix A to T(21)26);

4.3.2. the Letter of Representation to the auditors (Appendix B to T(21)26);

4.3.3. the submission of Annual Returns to the Charity Commission for England & Wales and the Office of the Scottish Charity Regulator.

4.4. It was agreed to record a Vote of Thanks to everyone who had been involved in the preparation of the Annual Report and Accounts and the audit.

5. **Classification of Board Papers**

The Board noted that all of the papers that had been considered at the meeting were Private and Confidential. The Private and Confidential papers had been so-classified because they contained information considered confidential to a third party relationship, or which could be used externally to create legal challenge, reputational risk or commercial advantage.

6. **Dates of Next Meetings**

Thursday, 6 May 2021 at 5.00 pm (virtual meeting).