

Decisions and Actions of the Trustees of The Edward James Foundation Ltd (EJF) at the meeting held electronically on 1 May 2020

Present	Professor Paul O’Prey (Chair) Lady Egremont (Trustee) Caroline Griffith (Trustee) Alison Richmond (Trustee) Martin Ashley (Trustee) Professor Nigel Llewellyn (Trustee) Mike McCart (Trustee) Francis Plowden (Trustee) David Seddon (Trustee)	PoP CE CG AR MA NL MM FP DS
In Attendance	Alex Barron (Chief Executive) Francine Norris (Director of Education) Ian Graham (Director of Estates) Mark Harty (Head of Finance and Business Systems)	APB FN IG MH

	<u>Action/Decision</u>	<u>Summary</u>	<u>Lead</u>
1	Action	Nominations Committee. The Nominations Committee would continue to be held in abeyance during the Coronavirus pandemic.	APB
2	Action	Fellowship Nominations. The 2020 Fellows, who had provisionally accepted the honorary award, would be contacted once a possible timescale to re-schedule Graduation Day had emerged.	FN
3	Decision	An operational update of the impact of Coronavirus and to consider future action plans. The Board formally approved and endorsed the following decisions taken by Urgent Situation Committee (USC) since the previous Board meeting: <ol style="list-style-type: none"> 1. The cessation of all face-to-face teaching w.e.f 17 March 2020, followed by a move to online teaching from 20 April 2020 for award bearing courses. 2. The cancellation of short courses, currently in place until 7 June 2020. 3. The offer of a 20% incentive for short course students to transfer their booking as a future credit rather than seek a refund. 4. To communicate a range of options to HE students, for the continuation of their studies. 5. Submit Serious Incident Reports to the Office for Students (OfS) and the Charity Commission. 	FN FN FN/APB FN/APB APB

		<p>6. Draft an Open Letter to the sector, inviting collaboration in support of creative arts, craft and conservation teaching.</p> <p>7. Close public access to the Gardens 'for the foreseeable future.' Access for staff and the local community would be maintained.</p> <p>8. Adopt a standard approach to processing any requests to defer rent from residential and commercial tenants.</p> <p>9. The disposal of some financial investment holdings to protect the cash position.</p> <p>10. Guarantee 100% pay levels for staff (inc. casuals) until 30 June 2020.</p> <p>11. Furlough staff (in two phases to date).</p> <p>12. Progress the application for the NatWest bank loan and consider other options to raise cash funds including the Coronavirus Business Interruption Loan Scheme (CBILS)</p> <p>13. To progress 9 models for worst, base and best case Scenario plans across 3 different end of lock down dates.</p>	<p>APB</p> <p>IG/APB</p> <p>IG/APB</p> <p>MH/APB</p> <p>APB</p> <p>APB</p> <p>MH/APB</p> <p>MH/APB</p>
4	Action	<p>Short Courses cancellations</p> <p>The Short Course cancellation period, which currently ran until 7 June 2020, would be re-considered following the Government review of the lockdown on 7 May 2020.</p>	APB
5	Action	<p>Campus facilities</p> <p>A review would take place to investigate the College's possible social distancing 'pinch points' including toilet facilities, movement around the College and catering provision.</p>	IG
6	Decision	<p>Roof Project</p> <p>It was agreed that the roof project would be completed, rather than work suspended, during the pandemic.</p>	APB/IG
7	Decision	<p>Recommendations from USC made at the meeting on 23 April 2020.</p> <p>After a full discussion, the following recommendations were approved by the Board:</p> <ul style="list-style-type: none"> • To commence a short 'phase 3' additional furlough process • To use part of the bank loan to pay the balance of the roof project. • The Chief Executive would commence drafting redundancy proposals in case they become necessary. 	<p>APB</p> <p>APB/MH</p> <p>APB</p>

8	Action	Marketing Relaunch: The Chief Executive reported on the appointment of a Marketing Agency to assist with a tactical campaign around the relaunch of the Short Course programme.	APB
9	Decision	Final Salary Pension Scheme It was agreed that preparations for a Liability Management Exercise would be held in abeyance during the pandemic.	APB
10	Decision	To consider the appointment of a Clerk to the Board It was agreed that Mark Ellul would be appointed as Clerk to the Board for an initial six month period.	APB
11	Decision	To consider the re-appointment of Professor O'Prey for a second, four year term. It was agreed that Professor O'Prey would be reappointed for a second term of four years from 23 June 2020.	APB