

Decisions and Actions of the Trustees of The Edward James Foundation Ltd (EJF) at the meeting held on 14 February 2020

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

NOTE: Following the outbreak of the Coronavirus pandemic and the resulting national lockdown on 23 March 2020, the timeframe for many of the actions reported below was delayed.

	<u>Action/Decision</u>	<u>Summary</u>	<u>Lead</u>
1	Action	Final Salary Pension Scheme The Chair has been appointed a Trustee of the Edward James Foundation Ltd Final Salary Pension Scheme, following the resignation of the previous Chair.	APB
2	Decision	Vision 2027 Interim Update and Workshop Sessions. An Interim Update presentation on Vision 2027 was given by the Executive and a related workshop session was held regarding future steps. During the discussions the following items were noted: <ul style="list-style-type: none"> It was agreed that in future the Edward James Foundation should be removed from the Brand and replaced by West Dean College of Arts and Conservation. It was further agreed that, prior to any changes, a ‘clear and compelling’ narrative should capture Edward James’ heritage and values. An interim case study for the Metals Practice Hub would be considered at the Project Steering Group meeting on 13 March 2020. 	APB FN

		<ul style="list-style-type: none"> The Quinquennial survey was complete and the work would be scheduled as part of a 10-year planned maintenance programme. Trustees were invited to attend a complimentary short course. 	IG APB
8	Action	<p>Report from the Finance and Audit Committee. (F&AC)</p> <p>A report on the implications and cost of introducing ethical considerations into the Investment Policy would be provided to the F&AC meeting on 3 April 2020. A recommendation would be made to a future Board meeting to include a timetable for consultation.</p>	MH/APB
10	Decision	<p>Approval of the 2018/19 Annual Accounts.</p> <p>During consideration of the 2018/19 annual accounts:</p> <ul style="list-style-type: none"> The Accounts were approved, subject to a few minor amendments. A third party valuation of investment properties would be carried out, to be effective from 30 September 2020. The Trustees approved the contents of the Letter of Representation. An insurance claim had been made following the cancellation of the 2019 Chilli Fiesta. 	MH MH PoP MH
16	Decision	<p>NatWest bank loan</p> <p>During a discussion regarding the proposed bank loan:</p> <ul style="list-style-type: none"> The Trustees confirmed that they were satisfied with the advice received about the NatWest loan (as required under section 124 of the Charities Act 2011) and delegated authority to the F&AC to enter into a loan agreement with NatWest. It was agreed that NatWest would be approached to arrange a short-term overdraft facility until the loan proceeds were received. 	MH/F&AC MH
17	Decisions	<p>Critical Risk Register</p> <p>The Critical Risk Register was reviewed and changes agreed in respect of Information/Cyber Security, Governance and Sustainability.</p>	APB
18	Decision	<p>Office for Students (OfS) Financial Return.</p> <p>The Board approved the proposed financial forecasts and commentary for submission to the OfS.</p>	MH/FN
19	Decision	<p>Report from the Education Committee.</p> <p>It was agreed that the Board would consider the Institutional Report section of the Annual Monitoring Report for approval at the Board meeting on 1 May 2020.</p>	FN

20	Decision	Fellowship Nomination Proposals for 2020. The Board considered prospective nominees for Honorary Fellowship, to be awarded at Graduation Day on 11 July 2020.	FN
21	Action	Report from the Estate Committee. It was agreed that a proposal should be drafted to create a tree nursery to supply the Estate with saplings for replanting.	IG
22	Decision	Refurbishment of Kitchen Roof. Following discussion, the Board agreed to complete as much work as possible within the original contract time, then to make a temporary fix on the remaining roofs and junctions, with a view to completing the roofs when future works commence on the Workshops.	IG
23	Action	Conservation Management Plan. The Project Steering Group (PSG) would consider the revised text for the Conservation Management Plan, prior to recommendation to the Board on 1 May 2020.	APB
24	Action	Design Aesthetic Approach. A long-list of 'Architectural Commentators' would be considered by the PSG on 13 March 2020.	APB
25	Action	Covid 19. The Executive would continue to liaise with the University of Sussex as part of ensuring the College was prepared to respond to Covid 19.	
26	Action	General Update Report. During consideration of the Report, it was agreed that: <ul style="list-style-type: none"> • Activities to mark the College's fiftieth birthday would be considered at a future date. • Gift Acceptance Policy: the current policy would be revised alongside any changes in ethical considerations included in the Investment Policy. • Number plate recognition system: An update would be provided to the Estate Committee on 3 April 2020. • Re-interpretation of House Collection: A proposal for the re-interpretation would be considered at a future meeting of the Board. 	APB APB/MH IG FN