

**Decisions and Actions of the Trustees of The Edward James Foundation Ltd (EJF) at the meeting held electronically on 19 June 2020**

<b>Present</b>	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
<b>In Attendance</b>	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

	<b><u>Action/Decision</u></b>	<b><u>Summary</u></b>	<b><u>Lead</u></b>
1	Decision	<p><b>Update on the impact of Coronavirus:</b> The Board ratified the decisions that had been taken by the Urgent Situation Committee (USC) since the last Board meeting on 1 May:</p> <ul style="list-style-type: none"> <li>• Cancellation of all Short courses originally planned, up to and including 27 September 2020.</li> <li>• Recommencement of roof hot works (under strict conditions.)</li> <li>• Preparation of Covid-19 H&amp;S Management Policy and Hazard Risk Assessment.</li> <li>• Continuation of the NatWest loan application.</li> <li>• Cessation of full-pay guarantee for furloughed staff w.e.f 1 July (i.e. reduction to 80% pay.)</li> <li>• Preparation for a single-phase redundancy programme.</li> </ul>	APB IG APB/IG APB/MH APB APB
2	Decision	<p><b>Staffing</b> Following a full discussion, the Board agreed that the proposed Redundancy process should commence in July 2020.</p>	APB
3	Decision  Action	<p><b>Board Governance arrangements</b></p> <ul style="list-style-type: none"> <li>• It was agreed that USC should be held in abeyance in case of future need but that two ad-hoc meetings of the Board would be convened electronically in July and September 2020, ahead of the next ordinary meeting scheduled on 16 October 2020.</li> <li>• A ‘light touch’ review of EJF’s governance structure would take place over the coming months.</li> </ul>	APB  PoP/APB

4	Decision	<b>Report from the Finance &amp; Audit Committee (F&amp;AC) held on 16 June.</b> <ul style="list-style-type: none"> <li>The Board approved the FA&amp;C's recommendation that all aspects of 2021/22 MA and Diploma fees were maintained at the same level as 2020/21.</li> <li>The Board approved the F&amp;AC's recommendation that all 2020/21 Short Course fees be held at the same level as 2019/20.</li> </ul>	APB
	Decision		APB
5	Decision	<b>NatWest Loan.</b> The Board agreed a Resolution to approve a Loan Agreement for £6,000,000 offered by National Westminster Bank PLC.	APB/MH
6	Action	<b>Risk Register</b> It was agreed that the register would be updated to include risks from Covid-19 and the external economic environment.	APB
7	Action	<b>Annual Monitoring Report</b> The Board approved the Annual Monitoring Report for the academic year 2018/19, which had been discussed at the Education Committee on 31 January 2020. During the associated discussion, it was agreed that increasing diversity in the student body would be added as a standard agenda item of the Education Committee. The Executive's proposals to pilot the use of bursaries and scholarships to increase diversity and to commission an Equality & Diversity audit were supported by the Board.	APB
	Decision		APB