

**Decisions and Actions of the Board meeting held electronically on 16 October 2020**

<b>Present</b>	Professor Paul O’Prey (Chair) Caroline Griffith (Trustee) Alison Richmond (Trustee) Mike McCart (Trustee) Professor Nigel Llewellyn (Trustee) Francis Plowden (Trustee) David Seddon (Trustee)	PoP CG AR MM NL FP DS  MA
<b>Apologies</b>	Martin Ashley (Trustee)	
<b>In Attendance</b>	Alex Barron (Chief Executive) Francine Norris (Director of Education) Ian Graham (Director of Estates) Mark Harty (Director of Finance and Business Systems) Mark Ellul (Clerk to the Board)	APB FN IG MH ME

	<u>Action/Decision</u>	<u>Summary</u>	<u>Lead</u>
1.	Decision	It was agreed that Professor Llewellyn would succeed Professor O’Prey as Chair of the Education Committee.	PoP
2.	Action	<b>Matters Arising: To Receive an Update on Diversity</b> The Chair of the Working Group on Diversity provided an update on the actions that had already commenced and reported that she and the Principal and Deputy Chief Executive would develop a scope for the Working Group, which, together with the Terms of Reference and a timescale for the work, would be provided to the Board for consideration.	AR/FN
3.	Action	<b>To Receive an Update on the Estate Committee meeting held on 25 September 2020.</b> <ul style="list-style-type: none"> <li>• A draft Asset Management Plan would be provided to the Estate Committee for consideration on 22 January 2021, prior to recommendation to the Board on 12 February 2021.</li> </ul>	APB
	Action	<ul style="list-style-type: none"> <li>• The Head Gardener’s plans for the development of the Gardens would be considered at the Strategic Focus Group on 16 November 2020 with a view to convening an ad-hoc Estate</li> </ul>	APB/IG/PoP

		<p>Committee meeting at West Dean (if allowed by Government guidance.)</p> <p>[Later: national lockdown restrictions means alternative arrangements are being made in this regard.]</p>	
4.	Action	<p><b>To receive a Strategic Update</b></p> <p>A draft timescale was proposed for the development of Vision 2030 Strategic Focus Groups (SFG) which would meet to consider specific areas of strategic ambition. The Board would be updated on progress at the meeting on 8 December 2020, following which monthly meetings would be scheduled with the intention that <i>Vision 2030</i> would be drafted in March 2021 and recommended to the Board for approval at the Board meeting on 14 May 2021.</p>	PoP/APB
5.	Action  Action	<p><b>Sustainability</b></p> <p>The direction of travel for the Sustainability Policy was approved and it was agreed that:</p> <ul style="list-style-type: none"> <li>• A selection process would take place to appoint a firm of consultants to support the drafting of the Policy and the development of an action plan;</li> <li>• The United Nations Sustainable Development Goals (UNSDG) would be reflected within the draft policy, to indicate the scale of ambition.</li> </ul>	APB  APB
6.	Decision	<p><b>Reserves Policy</b></p> <p>The direction of travel for the Reserves Policy, which proposed that EJJ held six months of free reserves, was approved.</p>	APB
7.	Decision	<p><b>Investment Assets</b></p> <p>The direction of travel for the Investment Assets Policy was approved. It proposed that one policy would be drafted to cover both financial and property investment assets and that it would introduce safeguards around the Reserves, Sustainability and Charitable Objectives. The Reserves Policy, Sustainability Policy and Investments Assets Policy would be reflected in the proposed Asset Management Plan, which would be proactively implemented with EJJ seeking regular advice from external advisors.</p>	APB
8.	Decision	<p><b>Investment Advice and Management</b></p> <p>The Board agreed that following the retirement of the current Investment Manager, responsibility for the appointment of an Investment Consultant would be delegated to the F&amp;AC.</p>	FP/APB/MH

9.	Action	<p><b>Strategic Capital</b></p> <p>The Director of Finance and Business Systems presented a breakdown of the strategic areas for which capital was proposed. It was agreed that the EMT would review the refurbishment of the residential letting properties against the criteria of stewardship, accelerated financial return and the available capacity for construction and management, to identify the most urgent. An updated proposal would be provided for consideration at the Board meeting on 8 December 2020.</p>	APB/FN/IG/MH
10.	Decision	<p><b>Consideration of the Health and Safety Report (including the Coronavirus (Covid-19) Management Policy.</b></p> <p>The updated Coronavirus (Covid-19) Management Policy was reviewed and the minor changes noted and approved.</p>	IG
11.	Decision	<p><b>Governance Review</b></p> <p>It was agreed that the Clerk to the Board would carry out a 'light touch' desk-based review of EJF's governance, which would include discussions with individual Trustees.</p>	APB
12.	Decision  Action	<p><b>Tenants Evening 8 December 2020</b></p> <p>It was agreed that due to the pandemic, the Tenants Evening planned for 8 December 2020 would be cancelled. In future, a less formal annual Community Evening for Tenants, Students and Staff would be planned during the summer months.</p>	APB/IG