



Decisions and Actions of the Board meeting
held on Friday 9 December 2022 at 9.30am at West Dean College (Sussex Campus)

Present	Professor Paul O'Prey (Chair) Alison Richmond (Trustee) Martin Ashley (Trustee) Mike McCart (Trustee) Professor Nigel Llewellyn (Deputy Chair & Trustee) Francis Plowden (Deputy Chair & Trustee)	PoP AR MA MM NL FP
Present via MS Teams	Caroline Griffith (Trustee)	CG
In Attendance	Alex Barron (Chief Executive) Francine Norris (Principal and Deputy Chief Executive) Ian Graham (Director of Estates) Mark Harty (Director of Finance and Business Systems)	APB FN IG MH

	<u>Action/Decision</u>	<u>Summary</u>	<u>Lead</u>
1.0		APOLOGIES FOR ABSENCE. No apologies had been received for the meeting.	
2.0		TO REVIEW TRUSTEES' INTERESTS The Trustees confirmed that they had no new interests to declare.	
3.0	Decision	MINUTES OF THE MEETING HELD ON 14 OCTOBER 2022 The minutes of the meeting were agreed to be a true and accurate representation of the proceedings and were signed as such.	PoP
4.0		CHIEF EXECUTIVE'S REPORT The Chief Executive had circulated a detailed report prior to the meeting and delivered a presentation which highlighted the matters which required decisions.	
4.1	Decision	Brand Creative Development: The proposed 'Make Your Mark' design had been developed in line with discussions held at the Board meeting on 1 July 2022, with subsequent feedback from the Brand Steering Group, student focus groups and individual Trustee feedback about the final design. The proposed design would form the foundation of the re-brand, however as a creative organisation, it would be appropriate to specifically adapt it in a time-limited way for specific projects. After consideration, it was agreed that the latest 'Make your Mark' designs would be introduced during spring 2023 as part	APB

4.2		<p>of a re-brand process that included the brand integration of the School of Design into the College as the third School.</p> <p>The Principal and Deputy Chief Executive left the meeting.</p> <p>London Location:</p> <p>The Board discussed the future development of the London campus. .</p> <p>The Trustees took a short break at 11am</p> <p>The meeting reconvened at 11.10am</p>	
4.3		<p>Sussex Location: Update on peripheral cottage sales.</p> <p>The Director of Estates provided a verbal update of the interest in the 7 cottages currently being marketed for sale.</p>	
5.0		<p>HEALTH AND SAFETY (H&S)</p> <p>Health and Safety Report</p> <p>The Trustees acknowledged the Health and Safety Report that had been circulated prior to the meeting.</p>	
5.1		<p>To receive a verbal update on an insurance claim</p> <p>The Director of Estates provided a verbal update of the administrative progress by NFU Mutual in response to a claimant's request for disclosure.</p>	
6.0		<p>REPORTS FROM SUB-COMMITTEES AND WORKING GROUP</p>	
6.1	<p>Decision</p> <p>Action</p>	<p>Equality, Diversity and Inclusion (EDI) Working Group</p> <p>The Chair of the Working Group provided a verbal update of the discussions held at the meeting on 30 November 2022 and the 'This is me' wellbeing activities that had taken place during student induction week, and highlighted the following matters:</p> <ol style="list-style-type: none"> A student representative, the interim Head of People and Student Support Assistant had joined the Working Group. The Working Group had been established in 2020 for an initial two year period, with the option to extend for a third year. It was proposed that the Working Group extend its term to three years and this was approved by the Board. The following recommendations would be made to the ELT for consideration: <ul style="list-style-type: none"> Toilets at the Sussex campus should be made inclusive through the removal of gendered signage. Toilets at the London campus remained the responsibility of the landlord and it was proposed that the Director of Estates 	<p>PoP</p> <p>APB</p>

		<p>should open discussions to investigate if they could also be made gender neutral.</p> <ul style="list-style-type: none"> Staff and students should be encouraged to use pronouns in email signatures however the matter would be left to individual discretion. 	
6.2		<p>The Principal and Deputy Chief Executive re-joined the meeting.</p> <p>Finance and Audit Committee (F&AC)</p> <p>Verbal update of the ad-hoc meeting held on 1 December 2022</p> <p>The Chair of the F&AC provided a brief update of the ad-hoc meeting.</p>	
6.3		<p>Education Committee</p> <p>The minutes of the meeting held on 11 November 2022 had been circulated prior to the meeting and the Chair of the Committee provided a verbal update of the discussions.</p> <p>The Board acknowledged the Collections Report which had been circulated for information and commended the decision to accept the 'significant' Christopher Clarkson archive, which had been approved in line with the Collections Acquisition Policy.</p>	
6.4	Decision	<p>Governance and Nomination Committee</p> <p>The Chair declared an interest that he had previously worked with Dr Alwani-Starr.</p> <p>Following a thorough Trustee recruitment process, and the recommendation by the Governance and Nominations Committee, the Board approved the appointment of Dr Ghazwa Alwani-Starr and Naomi Davenport who would be invited to attend the Board meeting on 9 February 2023. A formal induction process would take place prior to that meeting and the Chair thanked Mrs Griffith for agreeing to act as mentor to the new Trustees.</p>	APB
	Decision	<p>The Committee had considered the Trustee Retirement Matrix which illustrated that under more normal circumstances, three Trustees were due to retire in 2023. It was acknowledged that the loss of their significant expertise in quick succession would be detrimental as EJP transitioned from the pandemic during the current period of economic uncertainty. Following a recommendation from the Committee, the Board agreed that :</p> <p>a. Two Trustees would be reappointed for an exceptional third term.</p>	PoP
	Decision	<p>b. One Trustee, who had already served the equivalent of a third term, would be reappointed for an exceptional one year term, subject to the successful appointment of a new Trustee with similar education sector expertise.</p>	PoP
	Action	<p>c. The above Governance approach would be outlined in the annual Financial Statement.</p>	APB

	Action	d. A Trustee Recruitment process would commence during the summer of 2023 to appoint Trustees with specific expertise in finance, higher education and Collections management.	APB
	Action	e. To promote equality and diversity within the Board, the Chair emphasised the importance of all Trustees claiming expenses.	APB
	Action	f. It was agreed that the anonymised equal opportunity survey used for the first time during the recruitment process would be sent to all existing Trustees. The Chair stated that the Clerk to the Board had resigned from his voluntary position due to work commitments. On behalf of the Board, the Chair thanked him for his time and professional expertise and the Trustees acknowledged the Governance Review that he had carried out. It was agreed that recruitment to the role would commence in 2023.	APB
7.0	Action	ANY OTHER BUSINESS The Board meeting on Thursday 9 February 2023 would be held at the London campus. There was no further business and the meeting closed at 12.35pm	APB