

22 April 2021

PAPER CLASSIFICATION: OPEN

**Minutes of the Meeting of the
BOARD OF TRUSTEES
to be held on Monday, 19 April 2021 at 4.00 pm
via virtual meeting**

Present: Professor Danielle George (President)
Miss Yewande Akinola
Dr Colin Arthur
Dr Ian Belger
Dr Bicky Bhangu
Professor Phil Blythe
Dr Peter Bonfield
Professor Bob Cryan
Mr Joe Dunn
Dr Andy Harter
Dr Gopi Katragadda
Professor Paul Needham
Professor Kate Sugden
Air Marshal Sir Julian Young

In attendance: Ms Toni Allen (Director of International Strategic Marketing and Engagement)
Mr Ed Almond (Director of Finance and Planning)
Mr Richard Best (Director of IT and Digital Services)
Mr David Bunyan (Group Financial Controller)
Mr Simon Edwards (Director of Governance and External Engagement)
Mr Nigel Fine (Chief Executive and Secretary)
Ms Eloisa de la Maza (Governance Executive)
Mr Andrew F Wilson (Head of Governance)

1. Apologies for Absence

Apologies for absence were received from Ms Rachel Hurst and Ms Dawn Ohlson.

2. Conflicts of Interest

No conflicts of interest were declared.

3. Minutes

The Minutes of the meeting held on 25 March 2021 (T(21)M2) were approved and signed as a correct record.

4. Audit and Risk Process Committee

- 4.1. Professor Cryan introduced and the Board noted a report from the Audit and Risk Process Committee (T(21)26).

- 4.2. Professor Cryan gave an oral report on the Trustees Annual Report and Financial Statements for the year ended 31 December 2020 and explained the changes which had been made since the draft had first been presented to the Board of Trustees in March 2021. He drew attention to the unqualified audit opinion.
- 4.3. Following discussion the Board approved:
 - 4.3.1. the Trustees Annual Report and Financial Statements for the year ended 31 December 2020 (Appendix A to T(21)26);
 - 4.3.2. the Letter of Representation to the auditors (Appendix B to T(21)26);
 - 4.3.3. the submission of Annual Returns to the Charity Commission for England & Wales and the Office of the Scottish Charity Regulator.
- 4.4. It was agreed to record a Vote of Thanks to everyone who had been involved in the preparation of the Annual Report and Accounts and the audit.

5. Classification of Board Papers

The Board noted that all of the papers that had been considered at the meeting were Private and Confidential. The Private and Confidential papers had been so-classified because they contained information considered confidential to a third party relationship, or which could be used externally to create legal challenge, reputational risk or commercial advantage.

6. Dates of Next Meetings

Thursday, 6 May 2021 at 5.00 pm (virtual meeting).