

Minutes

Appointments & HR Committee 27 March 2018

Present: Jenna Chapman (JC) (Undergraduate Education officer), Ellie Johns (EJ) (Student Trustee), Georgina Burchell (GB) (WCD Officer), Tony Moore (TM) (staff support)

Apologies: Kemi Watchorn (External Trustee), Caroline Wilson (HR Director), Anush Ganesh (Union Councillor)

Chair: Jenna Chapman

New Action Points

- JC
- S

56 Minutes, Apologies and Matters Arising

Reports on Action Points:

- JC to ask for raising the profile of Trustees on the website to be a CEO action point at Board
- JC to email KW and AG for approval – then JC will recommend appointment of Frances Fay as External Trustee and as Supervising Trustee to Board
- JC to email Chief Executive appointment panel's decision to AHRC members for approval and the recommendation to Board
- HR: to inform Frances of recommendation; strongly encourage Tom Lyons to apply for upcoming ET position and give Frances TM's phone number to arrange introductory training prior to Board
- JC to write job description for additional ET positions: University nominee charity/company law and the communications/GDPR for Board
- JC to ask for an ET to attend the appraisal feedback session with the interim CEO
- TM to arrange a meeting with JC and Thai Braddick concerning EDICT
- TM to circulate new declaration requirements to all Trustees

57 External Trustee Recruitment

Chair update:

58 CEO Contract

Chair noted

59 Chief Executive Appraisal

Chair **AP**

60 EDICT

TM

AP

61 Membership of Board Subcommittees

Chair

62 AOB

TM

63 TDP of next meeting

TBC