

## Agenda

### CIEA Trustees' Meeting

10:30 am Tuesday 16<sup>th</sup> July 2019

Room R010 School of Education, de Havilland Campus,  
University of Hertfordshire, HATFIELD AL10 9EU

#### Trustee Meeting 10.30 am – 3.30 pm

- |    |   |                               |
|----|---|-------------------------------|
| 1. | Welcome, introductions & apologies <sup>1</sup>   | SS                            |
| 2. | Minutes of the meeting held on Wednesday 13 <sup>th</sup> March 2019                      | SS (Attached)                 |
| 3. | Matters Arising   | SS                            |
| 4. | Progress Report and plans for the next quarter  | AMcC (Attached)               |
| 5. | Finance Report  | SS/AMcC                       |
| 6. | Advisory Groups   |                               |
|    | To review the allocation of trustees to each Advisory Group                               | SS                            |
|    | Separate discussions to take place  | (Terms of Reference Attached) |
|    | a. Training   | MW                            |
|    | b. Membership   | IH                            |
|    | c. Communications   | IC                            |
|    | d. Governance   | JG (Risk Register attached)   |
|    | To share issues arising that require further discussion/debate                            |                               |
| 7. | Strategy for the future   | SS/AMcC                       |
| 8. | Code of Practice  |                               |
|    | To review the CoP to ensure it is up-to-date and appropriate                              | SS/IH (Attached)              |
| 9. | Frequency, dates and venues for future meetings   |                               |
|    | To review whether the three or four formal meeting schedule should continue for 2019/2020 |                               |

<sup>1</sup> **Declarations of interest;** Members are reminded that they are required to declare any personal interest, financial or otherwise, which they may have in relation before the Board for discussion and/or decision. Such a declaration may be made at the appropriate point during the meeting.

To agree dates and venues for the meetings

**Three dates**

Tuesday 19th November 2019

Wednesday 18th March 2020

Thursday 16th July 2020

**Four dates**

Tuesday 5<sup>th</sup> November 2019

Wednesday 29th Jan 2020

Thursday 23rd April 2020

Tuesday 21st July 2020

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|-----|---|--------------------|
| 10. | Confidential Business (Trustees only)   | SS                 |
| 11. | Any Other Business  |                    |
| 12. | <b>Registration Authority Meeting</b>   | SS, MW, IH, JG, IC |
|     | To review the suitability of the Terms of Reference   | (RA ToR Attached)  |
|     | To consider any matters related to carrying out the requirements of the ToR and agree ways of working |                    |