

APM Board Meeting Summary

23 January 2023

Please note this is a summary for publication purposes and not the formal Board minutes.

- Trustees welcomed a presentation on APM’s knowledge content and plans.
- Trustees congratulated the CEO, Prof Adam Boddison, on the award of his OBE.
- Minutes from the previous meeting were considered and approved. Actions were noted.
- A draft of the three-year business plan and budget was reviewed; the final version would be presented for approval at the next meeting. A below inflation increase to the 2023/24 membership fee was approved.
- The Board agreed an update to the Chartered Standard. Key updates were to align with the revised competence framework and for the standard to be accessible to all parts of the profession.
- Trustees noted and discussed the emerging findings from the volunteer review project.
- The Board noted the Chief Executive’s report. This set out key successes, issues, activities and risks from across the business.
- The Board noted the business performance report; this included financial metrics as well as performance against KPIs.
- The risk management report was noted, including updates to the corporate risk register.
- A contract extension for website support was approved.
- Updates to the APM Regulations on staff financial delegations were approved, as was an updated list of signatories for bank approvals.
- The annual board evaluation continued, with a review of APM against the recommended practice points for two principles in the Charity Governance Code. Trustees concluded evidence of good performance was present. Suggestions for further improvement to meeting arrangements and team building were discussed.
- A governance report was reviewed with updates and approvals on: the trustee declarations of interest register; an analysis of trustees’ skills, experience and diversity; board roles and committee memberships; President and Vice-President terms of office; a governance action plan; and the board agenda plan.
- Reports from committee chairs and board champions were noted. A review of the meeting was held and the date of the next meeting noted.

Appendix 1 – Board Meeting Attendance Record 2023

NAME	PRESENT	OUT OF
Yetunde Adeshile	1	1
Jon Broome	1	1
Emma Carroll-Walsh	1	1
Bel French	1	1
Sorrel Gilbert	1	1
Milla Mazilu	1	1
Charles Mills	1	1
Amy Morley	0	0
Sue Simmonite	1	1
Sheilina Somani	1	1
Karen Whelan	0	1
Ian Williams	1	1