

**Board Meeting Summary – July 2022**

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

- An awareness raising session was held for trustees on the charity governance code. The Board agreed to undertake an ‘apply or explain’ analysis against the code for its annual evaluation and for this to be a continuous process of improvement.
- Trustees detailed success stories and updates. These included feedback from the recent Volunteers Forum and the launch of nominations for the trustee election.
- Minutes and actions from the previous meeting were considered and approved.
- Trustees received a presentation from APM’s investment fund managers. APM’s investments had performed well against the market; albeit investments were volatile in the current climate. The Board discussed possible approaches to ethical and sustainable investment. APM’s fund was currently ranked as AA against one ESG benchmark.
- The 2021/22 annual report and financial accounts was reviewed and approved. The report from the new external auditors was noted; the finance team had worked hard to address points raised and a full, unqualified audit opinion had been received.
- Trustees received an update on a project to upgrade the main CRM database and on support and transition arrangements with the current supplier.
- 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 first quarter’s performance was ahead of budget.
- An update on APM developing a carbon reduction plan was received. A consultant would assist APM in scoping current emissions and developing a plan to reduce them.
- A recommendation from the Nominations Panel for the Outstanding Achievement Award was approved.
- The risk management report was noted, including updates to the corporate risk register.
- Reports from committee chairs, committee minutes and board champions’ reports were noted.
- The Board reviewed a governance report on: a minor update to Regulations to reflect new branding; an update on a draft change to the Royal Charter; detail on the trustee election process; an update to the expenses policy; and appointments to Board roles. The forward agenda plan was also noted.

**Appendix 1 – Board Meeting Attendance Record 2022**

NAME	PRESENT	OUT OF
Yetunde Adeshile	3	4
Jon Broome	4	4
Emma Carroll-Walsh	3	4
Sorrel Gilbert	3	4
Debbie Lewis	4	4
Milla Mazilu	3	4
Charles Mills	4	4
Amy Morley	3	4
Sue Simmonite	3	4
Karen Whelan	3	4
Ian Williams	4	4