

Minutes of Trustee Meeting 15<sup>th</sup> January 2016

Venue: College Room, Imperial College London.

Attending : Professor Steven Rose (Chair) , Sir Leszek Borysiewicz, Humphrey Battcock, Becky Parker, Julian Hunt, James Underhill (part), Steve Greenwood.

Apologies: Dame Julia Goodfellow, Matthew Baxter.

**1. Declaration of Business interests.**

SR asked the attendees to forward details of all positions held, both employment and voluntary, to SG who will maintain a register on behalf of the Institute. **Action 1.**

**2. Minutes & Actions from Previous Meeting.**

All actions have been closed, or are subject to ongoing activity e.g. the official launch.

The minutes were approved.

**3. Official Launch Update**

The current list has a total of 644 names of individuals and organisations to be invited excluding names to be provided by the Science Museum.

135 schools are listed and invitations will be issued to the Headteacher as well as Heads of subject areas.

All universities are to be invited and specifically the Pro Vice Chancellors for Research.

To date (18/1), and prior to issue of official invitations 16 acceptances have been received, including 9 from The Wellcome Trust.

There was considerable discussion over potential additional invitees.

Updated list to be circulated to all Trustees for further comment and review. **Action 2.**

It was agreed that a briefing document to assist Trustees in sending personal invitations would be of use. BP agreed to send. **Action 3.**

Logistics for the evening need to be planned in further detail , including use of students to host guests from the outset and post event follow up, and issued to the Trustees. SG to provide. **Action 4.**

**4. Fundraising**

JU provided an overview of his recommended approach for accessing “High Net Worth” individuals as well as Charitable Trusts and companies. It was agreed that JU will submit an updated proposal outlining his suggested methodology and associated costs. **Action 5.** JU left the meeting at 1600.

## 5. Financial Update

JH briefly outlined current expenditure as per the previously circulated document.

The Trustees approved the appointment of Baxter & Co as accountants and auditors to the Institute.

SG explained the 2016/17 budget proposal is still work in progress and is being expanded to provide a high level 5 year plan. A submission will be prepared for discussion at the next Trustee Meeting. **Action 6.**

## 6. Approval of Policies

The Trustees approved the Financial Regulations, Bribery & Leave of Absence Policy.

Suggestions were made to improve the Gifts & Hospitality policy. An amended version is attached to the minutes.

## 7. Strategic Objectives Update

BP provided an overview of the number of schools participating in projects and the additional discussions being held to establish additional workstreams. The Trustees acknowledged the progress and suggested the need to prioritise activity to ensure successful delivery. BP to provide plan re priorities and workload for the next meeting. **Action 7.**

SG advised the group that the SLA with The Langton was close to conclusion and a draft collaboration agreement for schools to sign confirming their commitment and IRIS's reciprocation was close to being ready to sending to the Lawyers for review.

The model is being developed to support wider rollout BP is in discussion with National Science Learning Network.

The group discussed the ongoing analysis of data from participants to understand the impact of the workstreams at A Level, university and beyond as per the strategic objectives. This will be a major task. SR to meet with Michael Reiss to discuss use of a PHD student. **Action 8.**

## 8. Risk Register

SR provided background on the register and committed to review line by line with SG before the next meeting. **Action 9.** LB shared the University of Cambridge register to help with rationalising the list of identified risks.

## 9. Terms of Reference

The previously circulated draft was discussed and amendments agreed. Revised version attached.

## 10. Future Meetings

It was agreed that the group will meet once per academic term each year, planned 2 years in advance.

Proposed dates amended to:

2016 – week commencing 9<sup>th</sup> May & week commencing 10<sup>th</sup> October

2017 – Week commencing 6<sup>th</sup> February , 9<sup>th</sup> May, week commencing 9<sup>th</sup> October.

Please advise availability. **Action 10.**

LB raised the question of the need to hold a public AGM.

**Update - The IRIS Constitution states that the Trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must be by law discharged by a resolution of the members of the CIO as specified in Clause 18.**

**Clause 18 covers the decisions to be made.**

**Clause 16 defines member as being the trustees, and they are the only people who can be a member under the constitution.**

**Clause 17 specifies that the Trustees can create associate or other NON-VOTING membership.**

**At this point in time there are no other members and there is no need for IRIS to hold a public AGM.**

The meeting closed at 17:15.

Reference	Action	Owner	Due Date	Update
4:01	Provide details of all employment and voluntary positions held to SG for the Register of Business Interests	All	31/1/2016	
4:02	Circulate updated invitation list	SG	22/1/2016	Circulated and updated
4:03	Issue briefing document for Trustees	BP		Sent by email 17/1/2016
4:04	Produce detailed plan for launch event	SG	23/1/2016	Issued 20/1/16
4:05	Provide revised proposal for fundraising initiatives	JU	ASAP	Received and approved via email
4:06	Produce 5 year financial plan & associated strategy	SG	Next Trustee meeting	Agenda 19/5/16
4:07	Produce priorities document	BP	Next Trustee Meeting	Agenda 19/5/16
4:08	Meet with Michael Reiss re PHD student	SR	ASAP	BP Conversation with Michael Reiss 3/2
4:09	SR & SG to meet re Risk Register	SR/SG		Review Completed 1/2
4:10	Confirm availability for planned Trustee Meeting Dates	All	ASAP	