

Minutes of Trustee Meeting 19<sup>th</sup> May 2016

Venue: Feynman Room, Simon Langton Grammar School for Boys'

Attending : Professor Steven Rose (Chair) , Matthew Baxter , Humphrey Battcock, Becky Parker, Julian Hunt, James Underhill , Steve Greenwood.

Apologies: Dame Julia Goodfellow, Sir Leszek Borysiewicz.

**1. Declaration of Business interests.**

No changes.

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

All actions have been closed, or are subject to ongoing activity.

There was a discussion around action 4:08 and the funding and sourcing of a PhD student to undertake evaluation, and it was agreed that further discussions need to be held. **Action 5:01**

The minutes were approved.

**3. Launch Review**

SR felt the evening had gone very well, with HB endorsing and adding it has exceeded expectations, in particular the student presentations. The Trustees thanked the team formally for their efforts in making the event a huge success.

There is a video of the evening and a further edited highlights version. **SG to provide copies. Action 5:02**

**4. Strategic Objectives & 5 Year Plan**

There was considerable discussion over the plan and the need to make sure there was a balance between quantity and quality, a preference being expressed for potentially lower numbers but to a higher standard.

SG & BP were asked to prepare a revised plan taking this into account for discussion with the Trustees. A date was agreed of 5<sup>th</sup> July at 14:00 , venue to be advised. **Action 5:03.**

JU circulated the current draft fund raising document and updated the Trustees on the work to date developing this and the summary speech/ presentation. Trustees were asked to provide feedback, taking into account that there would be amendments based upon the previous discussion. **Action 5:04**

Fundraising is critical to the success and longevity of IRIS and Trustees were asked to suggest more names of High Net Worth individuals or organisations that the Trustees could introduce the team to in pursuit of additional funding. **Action 5:05.**

It was agreed that the CERN@School and Authentic Biology symposia were good opportunities to showcase student activity to potential investors. ( CERN@School 8<sup>th</sup> November at RAL; Authentic Biology 2<sup>nd</sup> November at Wellcome Trust)

A letter needs to be drafted as a form of invitation. **Action 5:06**

## 5. Financial Update

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

SR queried the expenditure of "Other Professional Fees". SG advised these related to the support in producing the booklets and working with schools undertaken by Laura Thomas.

## 6. Approval of Policies

The Trustees approved the Disaster Recovery and Business Continuity Plan.

The Trustees reviewed the proposed policy developed from recent Charity Commission guidelines (Copy attached), and agreed that given the size and scope of activities that at the current time a reserve of £32,000 would be sufficient, and would act as a trigger point for action once funds reached that level in terms of securing additional funding or proceeding to wind up the charity should that fail. A revised policy to reflect the discussion is attached for approval. **Action 5:07**

## 7. Risk Register

There was discussion around the 7 amber rated risks, and it was agreed that the funding risk remained high.

It was suggested that a simpler register should be presented to Trustees. An amended version is attached to the minutes.

MB raised a new risk related to Government proposals around Academies and Multi Academy Trusts (MAT) and the potential for an impact on existing schools where new management might not be so supportive of participation in IRIS activity, conversely it may also provide an opportunity if a MAT had capacity to create a Director of Research position.

There is a further risk that should Simon Langton Grammar School for Boys' be subject to an enforced conversion the ability to support IRIS as per current activity might be curtailed. It was agreed to monitor the situation.

## 8. Any Other Business

BP raised the possibility of creating an Advisory Board. It was agreed to review this after creating of a draft term of reference for such a group and recommendations as to appropriate attendees. **Action 5:08**

BP outlined an opportunity for wider collaboration with NASA and US schools for use of the TimPix data. NASA want to make the data available to US schools using the existing IRIS infrastructure. There are potential impacts for internet connectivity and to avoid bandwidth issues that might impact the school SG has had discussion with TQS for them to host the

server in their datacentre and use the larger capacity of their connectivity. BP circulated the proposed Press Release from NASA. Jane Millington is working on a similar release from IRIS to be issued in the UK. The Trustees agreed this was a good opportunity to widen the impact and awareness with minimal effort from the team and approved the initiative.

## 9. Next Meeting

**12<sup>th</sup> October 2016**

**Venue to be advised**

The meeting closed at 16:55

Reference	Action	Owner	Due Date	Update
5:01	Follow up initial discussion with Michael Reiss over funding and sourcing a PhD student	BP		
5:02	Provide copies of launch videos	SG	23/5	Copied to USB memory sticks for despatch to each of the Trustees.
5:03	Prepare and present revised plan on 5 <sup>th</sup> July	BP & SG	5/7	Completed
5:04	Feedback on draft fundraising document to James Underhill	Trustees	ASAP	A hard copy will be sent to absent Trustees for review.
5:05	Provide leads for income generation to JU	Trustee	ASAP	
5:06	Draft letter for potential investors inviting them to symposia	BP & SG	June	Invitations issued for CERN@School Symposium.
5:07	Email approval of amended Reserves Policy to SG	Trustees	ASAP	Completed
5:08	Draft Terms of Reference for Advisory Board	BP	June	Completed – initial meeting held September.