

Minutes of the Meeting of the Institute of Physics Council

held at 9.00 a.m. on 22 June 2023 in 37 Caledonian Road and by videoconference

Trustees Present:

Sheila Rowan	President and Chair of the Meeting
Keith Burnett (by video)	President-elect
David Delpy	Honorary Treasurer
Alison McMillan (for Items 2.5 and 2.6) (by video)	Honorary Secretary
John Bagshaw	Vice-President for Business
Elizabeth Cunningham	Vice-President for Membership
Martin Freer (until and including Item 2.4) (by video)	Vice-President for Science & Innovation
Lisa Jardine-Wright	Vice-President for Education and Skills
Philip Burrows	General Trustee
John Dainton (by video)	General Trustee
Claudia Eberlein	General Trustee
Martin Hendry	General Trustee
Yvonne Kavanagh	Co-opted Trustee
Alix Pryde (except Item 2.9)	General Trustee
Peter Thompson	General Trustee
Melissa Uchida (from Item 2.2)	General Trustee
Jane Weir	General Trustee

Apologies

Rosalie Benjamin	General Trustee
Gayle Calverley-Miles	General Trustee
Rachel Youngman	Deputy Chief Executive, IOP

IOP/ IOP Publishing Attendees

Tom Grinyer	Group Chief Executive Officer
Sukhraj Dhadwar	Group Chief Financial Officer
Louis Barson	Director of Science, Innovation & Skills, IOP
Tony McBride	Director of Policy and Public Affairs, IOP
Antonia Seymour	Chief Executive, IOP Publishing
David Howitt	Head of Governance & Compliance, IOP

Attendees for Specific Matters

Sarah Bakewell (by video) (Juno and I&D)	Head of Equality, Diversity and Inclusion, IOP
Andrea Barber (Gender and Ethnicity Pay)	Head of People and Organisational Development, IOP
Anne Crean (Awards)	Head of Science and Innovation, IOP
Professor Helen Gleeson (by video) (I&D)	Representative to Council for Inclusion & Diversity
Andy Kirkman (by video) (Strategy)	Strategic Programme Consultant
Professor Nicola Wilkin (by video) (Juno)	Chair of Juno Steering Group

Trustee Training

Prior to the formal business of the meeting, Chris Priestley (Withers LLP) gave a training presentation to trustees. This included a recap of the IOP's legal status and purposes, a reminder of trustees' legal duties and powers and guidance on decision making, an overview of trustees' personal liability, and recent and forthcoming legal developments relevant to IOP, including the Charities Act 2022, ethical investing, annual returns and social media guidance.

1 Standing Items

1.1 Welcome, Apologies and General Updates

- 1.1.1 Following a closed session of trustees and then with the CEO, the Chair welcomed everyone to the meeting. The meeting was quorate.
- 1.1.2 Apologies had been received from Rosalie Benjamin, Gayle Calverley-Miles and Rachel Youngman. It was noted that Alison McMillan would be joining the meeting by video later, for the review of the Annual Report and Accounts, and that Martin Freer would need to leave the meeting early.
- 1.1.3 It was noted that some members were joining the meeting by video (details above).

1.2 Declarations of Conflict of Interest

It was noted that Dave Delpy and Antonia Seymour had been on the interview panel for the appointment of a new IOP Publishing non-executive director which was to be tabled for approval later in this meeting.

1.3 Minutes

The minutes of the meeting held on 2 March 2023 were approved and were authorised to be signed by Sheila Rowan subject to minor amendments, specifically the clarification that the resources needed for the income diversification approach would be both human and financial, a clarification around the meaning of exceptional expenditure in the financial updates, and confirmation of the full name of IOP's internal audit provider.

1.4 Action Status Report

The Actions Status Report was reviewed, and it was noted that of the two actions, one had been closed and the other (net zero aspirations update) was to be brought to a future meeting of Council.

2 Matters for discussion

A pre-recorded video from Rachel Youngman was then shown. This set out her update on membership engagement including membership retention which was strong and membership recruitment, where more work was being undertaken to secure membership particularly amongst younger members, whilst also keeping a focus on the membership at all levels. She reported that plans for the Festival of Physics on 27 June were progressing well, with around 400 members expected to attend. The new inclusion award to be discussed later in the meeting was also being progressed. It was seen as ambitious and, critically, to recognise intersectionality. There had been positive discussions with Advanced HE which were important to ensure alignment with the Athena Swan Award. IOP would not be putting itself into the pilot for the new scheme, having regard to potential conflicts of interest in doing so and also resource requirements.

- 2.1 Andy Kirkman, Strategic Programme Consultant, then joined the meeting and there was a discussion on the IOP strategy review.
- 2.1.1 Tom Grinyer introduced the matter and set out key aspects of the strategy review. He reaffirmed the ambition of the strategy, being to maintain the focus and ambition of the current strategy, to deliver a strategy that will build on that ambition, to value staff and to enable better prioritisation. He set out the roadmap to develop the strategy and the sequencing of the development of the strategy and the budget.
- 2.1.2 Andy Kirkman then gave an overview of responses from the initial consultations on the proposed strategy. He reported that there had been a broad consultation which included regular discussions with Senior Officers and other trustees, a strategy session with all staff, feedback from a strategy discussion document issued to IOP committees and groups, feedback from IOP heads of department, and a discussion with IOP Past Presidents.
- 2.1.3 The response had generally been positive, with a number of comments questioning how the strategy could be more focussed and action oriented. There were a number of key themes identified but most of the responses and comments centred on membership and EDI. The feedback received was generally aligned to the guiding principles agreed by Council, although there were two issues to be specifically addressed – how specific challenges should be used to provide focus and engagement, and how the IOP’s long term financial sustainability should be addressed in the strategy.
- 2.1.4 It was commented that support for teachers and promoting the value to society of teaching was critical.
- 2.1.5 It was noted that a further iteration of the strategy would be developed and a wider group of stakeholders would be consulted. A broader membership survey would also be undertaken which would include key elements of the proposed strategy, this survey being undertaken in consultation with the Council Member’s Reference Group. Any survey would also be backed up with focus groups for more qualitative responses from harder to reach members.
- 2.1.6 There was a discussion about how EDI should be reflected in the strategy. It was suggested that it should flow throughout all aspects of the strategy rather than being an individual theme but that, in doing so, it should still be very visible in the strategy documentation.
- 2.1.7 It was also noted that the new strategy must include a solid membership proposition.
- 2.1.8 It was reported that, following the further engagement and consultation, an updated draft strategy would be taken to the September Council meeting, having consulted with the Senior Officers first, and that a final version would then be taken to the December Council meeting for approval and for implementation from January 2024.
- 2.2 Sukhraj Dhadwar presented a paper on IOP’s financial strategy to 2030.
- 2.2.1 He reminded Council that IOP Publishing had embarked on an investment programme which was to be funded from its profits and that it also expected publishing income to fall with the move to Open Access. Together, these would mean less gift aid income to the IOP which would impact on its future budgets.

- 2.2.2 Council then considered the profit projections through to 2030 based on different exchange rates, the impact on reserve levels if no savings were made, and considering the impact of different inflation and exchange rate scenarios.
- 2.2.3 There was a discussion about the sensitivity of the modelling to different interest and exchange rates and how the modelled rates had been selected. It was recognised that there were many possible scenarios but that, whilst the forecast inflation rate was lower than the current headline rates, it was considered a prudent level for long term forecasting. Forecast exchange rates had been based on historical rates. It was also reported that the IOP was taking a prudent approach to its forecasts and was reviewing the planning year on year. There was active management and strong monitoring systems in place to address any deviations from the assumptions or financial returns.
- 2.2.4 There was a discussion about the level of planned expenditure reductions for the next three years. It was noted that zero based budgeting would be considered in 2024 for the 2025 budget.
- 2.2.5 There was a discussion about the Reserves Policy and it was commented that the reserve levels set in the policy were considered to be very cautious. The Reserves Policy would therefore be reviewed in the light of likely thresholds needed for different scenarios and the new strategy.
- 2.2.6 After careful consideration, Council:
- (a) noted the uncertainties and assumptions and the financial results in the scenarios presented;
 - (b) noted the plan to review the Reserves Policy to take into account changes to the operating environment; and
 - (c) agreed the proposed level of expenditure as the basis for a budget envelope.
- 2.3 Tom Grinyer then introduced the CEO and Executive Priorities Updates.
- 2.3.1 It was noted that Rachel Youngman had provided an update on membership and the wider physics community in her pre-recorded video played earlier in the meeting.
- 2.3.2 Tony McBride provided a verbal update on the IOP's influencing work. He explained that there was not a written paper on influencing in the Council pack because it already flowed through many other papers. This was a positive demonstration of how much programmatic work was now tilted towards influencing. He outlined, however, some key illustrative examples of influencing activities being undertaken:
- (a) the Africa-UK Physics Partnership Programme had led to the IOP working closely with STFC, EPSRC and others in the development of a project and funding proposal which had resulted in a positive conversation with STFC about potential funding opportunities;
 - (b) the 'Bin the Boffin' campaign, launched on 29 March, had had a positive reception, with much national mainstream media coverage;
 - (c) the second 'Eurekas' competition had been launched and had been widely promoted on social media;

- (d) there had been much engagement with government ministers and officials. A meeting with the Science Minister had unfortunately been cancelled but there had been meetings with Nick Gibb, the UK Schools Minister, the Department for Education Permanent Secretary and with senior representatives of the Department for Education in Ireland;
- (e) there was also regular engagement with various think tanks, including the Institute for Public Policy Research (IPPR) and the Tony Blair Institute.

2.3.3 Louis Barson tabled a paper on 'Shaping the Debate'. This outlined a number of IOP impact projects including projects undertaken in 2022 (specifically a Quantum Impact Project and a Semiconductor Impact Project) and the 2023 projects (Physics and the Green Economy, Positioning, Navigation and Timing, and Physics Deeptech Venture Capital, with a fourth impact project on Space deferred to 2024 for consideration). It also set out an update on the 'Call for Ideas' for 2024 projects. Council noted the paper tabled and commented on how successful the Quantum Technology Impact Project had been.

2.4 Antonia Seymour then gave an update on IOP Publishing which was duly noted. The following matters were reported and/or discussed:

- 2.4.1 performance in 2023 had been better than expected, with net profit performance likely to be better than forecast. This was however largely because of deferred investment expenditure which would need to be made in future years;
- 2.4.2 a two day strategy meeting of the IOPP Board was scheduled for August. At that meeting, the IOPP Board would revisit the high level strategic assumptions against the latest reality, view an updated financial outlook for IOPP, and consider the implications for IOP;
- 2.4.3 article growth was key to being successful under an Open Access model;
- 2.4.4 a Transformation Director was being appointed to oversee how IOPP's major investments in data, technology and people were being implemented, including the Vantage programme which was about implementing a new CRM system, with delivery of Phase 1 delayed by one month;
- 2.4.5 there was a programme to digitise Physics World with a new IOP member offer, an update on which would be taken to a future meeting of Council;
- 2.4.6 there had been a shortfall of articles in some journals which covered less vibrant disciplines. There was a discussion about the benefits of tracking research funding as a leading indicator of future article growth areas and about the consequences of renaming and reshaping publications with a view to improving article growth. It was noted that IOPP did collect relevant data to assess trends and that this would be included in the IOPP discussions in August. It was noted also that the IOP may have relevant data too to assist in this regard.

- 2.5 Sukhraj Dhadwar presented for approval the Annual Report and Accounts, the Trustee Letter of Representation and the Annual Returns data.
- 2.5.1 Council noted that an earlier draft of the Annual Report and Accounts had previously been circulated to all trustees and that such draft (together with the draft Letter of Representation) had been reviewed by the Audit and Risk Committee on 8 June. There had been minor corrective amendments made but the only amendment of substance made since those earlier drafts were circulated was in relation to the finalised valuation of 33 Caledonian Road, London and the inclusion of an impairment loss in the accounts for both 33 Caledonian Road and for 35 Westland Row, Dublin.
- 2.5.2 Council also noted the Executive Statement signed by the Group Chief Executive Officer who had also received assurances from key officers, with such Executive Statement recommending to Council that the Letter of Representation is signed and giving trustees assurance over the declarations therein.
- 2.5.3 It was noted that the Annual Report and Accounts and Letter of Representation were both recommended by the Audit & Risk Committee (the Audit and Risk Committee having been verbally updated on the updated property valuation for 33 Caledonian Road).
- 2.5.4 After due discussion and careful consideration, and with the correction of an error identified in one of the trustee roles listed in the Related Parties note, Council approved and authorised:
- (a) the Letter of Representation to be signed by the President on behalf of the trustees; and
 - (b) the Annual Report and Accounts to be signed by the President, Honorary Secretary and Honorary Treasurer and issued.
- 2.5.5 It was noted that both documents would be circulated by DocuSign for signature.
- 2.5.6 It was further noted that the Annual Report and Accounts would in due course be published to members and would be submitted to the Charity Commission and Office of the Scottish Charity Regulator.
- 2.5.7 Sukhraj Dhadwar then presented the proposed Annual Returns. He reported that an Annual Return was required to be submitted to the respective Charity regulators, together with the Annual Report and Accounts, by 30 September (Scotland) and 31 October (England and Wales). He reported that the Annual Returns were completed in large part from information from the Annual Report and Accounts.
- 2.5.8 After due discussion and careful consideration, Council:
- (a) approved the submission to the Charity Commission for England and Wales and to the Office of the Scottish Charity Regulator of the respective Annual Returns based on the data presented;
 - (b) authorised the Group Chief Executive Officer to approve any final amendments made prior to filing such Annual Returns; and
 - (c) authorised any one of the Group Chief Financial Officer and Head of Governance and Compliance to duly file each of such Annual Returns (with the Annual Report and Accounts) with each of the Charity Commission for England and Wales and the Office of the Scottish Charity Regulator.

- 2.6 Sukhraj Dhadwar presented, for note, the first quarter results and the first reforecast and, for approval, a draft Responsible Investment Strategy.
- 2.6.1 The first quarter results and the first reforecast were duly noted. It was noted that these results had also been reviewed in detail by the Finance & Investment Committee. He reported that the results for the first quarter showed a positive variance to budget of £0.8 million, although some of that expenditure was expected to be incurred later in the year. It was still anticipated however that there would be an overall accounting surplus for 2023.
- 2.6.2 Council then discussed the proposed Responsible Investment Principles and Policy. There was a discussion about the duty of trustees when making investment decisions, having regard to financial returns but also recognising the wider objectives of the charity and Council noted the current guidance from the Charity Commission on ethical investments, as set out in the paper presented to the meeting.
- 2.6.3 There was some discussion about the scope of the investment principles which should apply and so it was agreed not to make any decision in the meeting to approve the principles and policy or to approve any specific investments. Trustees were invited to send any comments to David Delpy and Sukhraj Dhadwar as Honorary Treasurer and Group Chief Financial Officer respectively, and for a set of agreed principles to then be developed and brought back to the September meeting of Council with a proposal for formal approval of the Responsible Investment Principles and Policy and of any specific investments under those principles and policy.
- 2.7 Tom Grinyer then presented a paper on the IOP Annual General Meeting (AGM) and Special General Meeting (SGM). Council carefully considered the matters reported, including the draft resolutions for both meetings.
- 2.7.1 After due discussion, Council:
- (a) noted that an AGM and (to approve amendments to the Bylaws) an SGM would be held on 28 September 2023, with both being held as hybrid meetings;
 - (b) approved the resolutions set out in the paper presented, for submission to the members at the AGM (noting that the re-appointment of PwC as auditor was recommended by the Audit & Risk Committee and the IOP membership and registration fees were recommended by the Vice-President for Membership);
 - (c) approved the resolution and proposed amended Bylaws set out in the paper presented, for submission to the members at a Special General Meeting to be held on the same day as the AGM (delegating to Tom Grinyer as Group Chief Executive Officer, in consultation with the President, authority to make any further non-material amendments which may be identified prior to issue of the Bylaws to members, including any which may arise as a result of consultation with the Engineering Council or the informal review with the Privy Council); and
 - (d) delegated to Tom Grinyer, as Group Chief Executive Officer, authority to appoint two trustees as scrutineers for the AGM and SGM.

- 2.8 Council then reviewed the Risk Register, noting that this had previously been reviewed by the Audit & Risk Committee. Council noted the risks reported, the mitigations/controls and the actions to be undertaken and confirmed its support to the risk process. It was agreed that, in respect of Risk P1 (attracting and retaining talented staff and succession planning), a paper would be brought to a future meeting of Council setting out the IOP's approach in this area.
- 2.9 Anne Crean, Head of Science and Innovation, joined the meeting and presented a paper on the 2023 Awards.
- 2.9.1 She reported that the IOP Awards Committees and Judging Panels had met over the period April to June to review and consider the winners for 2023 and all recommended winners had been approved by the Nominations Committee when it met on 19 June.
- 2.9.2 Included in the paper presented to Council was the EDI data for the 2023 nominations, which showed that reduced nomination levels since the pandemic were impacting and causing risk.
- 2.9.3 Anne Crean reported that it was proposed that the IOP held a review of the Awards, with recommendations to be submitted to the September Council meeting for approval before the 2024 IOP awards open in November.
- 2.9.4 It was noted that, in addition to the awards set out in the paper presented, the IOP also jointly made a number of international awards.
- 2.9.5 After due discussion, Council:
- (a) noted and ratified the 2023 IOP Awards winners as recommended by the various Awards Committees and Panels and approved by the Nominations Committee;
 - (b) noted the IOP Awards' 2023 EDI data presented to it; and
 - (c) noted that a three-month review of the Awards would be undertaken to ensure that they are fit for purpose.
- 2.10 Sarah Bakewell (Head of Equality, Diversity and Inclusion) and Professor Nicola Wilkin (Chair of Juno Steering Group) joined the meeting to give an update on the project to develop a new Juno accreditation.
- 2.10.1 Council were reminded that the IOP was designing, developing and testing a new inclusion model to replace Project Juno in collaboration with the physics community.
- 2.10.2 It was noted that the new inclusion model would go beyond gender equality and look at equality, diversity and inclusion more widely to encompass the broader range of challenges now facing the physics community within higher education.
- 2.10.3 Professor Wilkin reported that good progress was being made and she set out the project timeline showing progress made.
- 2.10.4 She reported that there had been constructive discussions with Athena Swan and that the next stage was to formalise the informal agreements with them.
- 2.10.5 The draft high level criteria were outlined and it was noted that these continued to be developed, particularly the next level of criteria which sat below them. Case studies would also be developed.
- 2.10.6 There were to be three levels of maturity for the award, potentially using the terms 'Gold', 'Silver' and 'Bronze' although these were to be confirmed.

- 2.10.7 It was noted that updates would be provided by the Juno team to Council over the summer so that Council would be fully informed by the time it was asked to approve the new scheme at the Council meeting in September.
- 2.10.8 Council thanked Professor Wilkin and the EDI Team for the progress being made and:
- (a) approved the draft criteria of the new inclusion model (set out in the paper presented to Council) ahead of further discussion with IOP members in key stakeholder groups; and
 - (b) noted the reduction of risk with the alignment with Athena Swan and the closure of Project Juno.
- 2.11 Professor Helen Gleeson (Representative to Council for Inclusion & Diversity) joined the meeting to give a presentation to Council on her two year term as Representative to Council for Inclusion & Diversity (I&D). She reported on the following matters.
- 2.11.1 Having been appointed in November 2021 for a two year term, a search for her replacement would commence shortly.
- 2.11.2 As part of her role, she was also Chair of the Inclusion & Diversity Committee, a member of the Council Members Reference Group, and a member of the Inclusion Model Steering Group.
- 2.11.3 She was also Chair of the Bell Burnell Graduate Scholarship Fund, although that was not linked to her position as Representative to Council for I&D. She then set out a summary of activities of the Fund.
- 2.11.4 She set out key activities of the Inclusion & Diversity Committee with some observations on the committee terms of reference and it was agreed that these would be reviewed as part of the broader committee terms of reference review at the September Council meeting.
- 2.11.5 Council noted other activities of the Representative to Council for I&D role, including presenting at conferences, supporting the review of the awards process, and inputting into other activities and the strategy.
- 2.11.6 Council also noted some issues for further consideration, including the term and required time commitment for the Representative to Council for I&D, and the scope for regular reporting to Council.
- 2.11.7 Council:
- (a) approved the suggested changes to the role of Representative to Council for Inclusion & Diversity; and
 - (b) noted the recruitment process and timeline for the appointment of the new Representative to Council for Inclusion & Diversity.
- 2.11.8 Professor Gleeson was thanked for all her work during her term of appointment.
- 2.12 It was agreed that the Council and Committee Evaluations and Trustee Skills Questionnaire had been a valuable exercise and the results from the surveys were noted. It was noted that it was a positive set of results which would be analysed. It was agreed that the trustee training at the start of this meeting had been very valuable and should continue to be run as an annual exercise.

3 Matters for Approval

- 3.1 Antonia Seymour introduced this item. She reported that, following the retirement of Sarah Flannigan as a non-executive director of IOP Publishing Limited on 3 March 2023, IOPP had conducted a search and was recommending the appointment of KitPing Au-Yeung as a non-executive director, with such appointment to be effective on and from 1 July 2023. It was noted that this appointment had been reviewed and was also being recommended by the Nominations Committee. It was further noted that, under the Scheme of Delegation, a role of Council is to approve all IOPP non-executive directors (except ex-officio appointments). Antonia Seymour and David Delpy both declared that they had been on the selection panel for this appointment. After due consideration, Council approved the appointment of KitPing Au-Yeung as a non-executive director of IOP Publishing Limited with effect from 1 July 2023.
- 3.2 Sukhraj Dhadwar then presented a paper on member fundraising. He reported that, in March 2023, Council approved the Income Diversification Strategy including a recommendation to undertake a wealth screening exercise, provided such exercise was compliant with data protection rules. The paper presented outlined the proposal to subscribe to a third-party wealth screening provider as part of the IOP's major gifts programme. It was reported that, to ensure data protection compliance, a Data Protection Impact Assessment (DPIA) and Legitimate Interest Assessment (LIA) had both been completed and changes drafted to the Privacy Notice. There was some discussion about the clarity of the proposed updates to the IOP Privacy Notice. After careful consideration, subject to Tom Grinyer (on behalf of the Executive) and Lisa Jardine Wright (on behalf of the trustees) confirming their agreement with any updates to the Privacy Notice, Council approved the recommendation to proceed with subscribing to a third-party wealth screening organisation to process members' data for the purposes of identifying prospective major gift donors.

4 Matters for Note

Council then considered and noted the following matters:

- 4.1 Council noted that the Council Elections opened for voting on 5 June and were scheduled to close on 3 July, with forty candidates for six vacant roles. Council noted that, following voting close, the results would be validated by the scrutineers and Council would then be notified by email of the results which would then be published on the IOP website.
- 4.2 Council noted the previous updates on charity registration in Ireland and that there continued to be an on-going engagement with the Ireland Charities Regulator.
- 4.3 Council noted the update on progress with the refurbishment of the IOP building in Dublin.
- 4.4 Andrea Barber, Head of People and Organisational Development, joined the meeting to present the Gender Pay and Ethnicity Pay Gap Reports. Council noted the reports presented.
 - 4.4.1 It was noted that the IOP was not required by law to publish either report but that it had voluntarily published its Gender Pay Gap report for a number of years. The reporting of gender pay was in the format required to enable comparisons with other organisations and for it to be published on the government website. It was noted that both the mean and median gender pay gap had increased and that this was partly driven by gender imbalance, with a disproportionate number of higher paid men in the upper quartile and a smaller number of lower paid men in the lowest quartile.
 - 4.4.2 It was reported that the mean and median ethnicity pay gaps had also increased although the small size of the data set made it difficult to draw any

meaningful conclusions from the data. It was noted that it was encouraging that 98% of staff had voluntarily disclosed their ethnicity. Council noted that the data had been prepared and presented in accordance with the government guidance. Council expressed its concerns with the robustness of the means of presentation and recommended that, if published, a note should be included with the data including a statement that, given the size of data set, year on year comparisons could not reasonably be made.

- 4.5 Programme Reports. Council noted the corporate dashboard and the programme activity narrative, setting out updates on IOP Publishing and the Productivity, Limit Less, Ecosystem and Transformation Programmes.
- 4.6 Board and Committee Reports. Council noted the reports from the meetings of the IOPP Board and the Nominations, Finance & Investment and Audit & Risk Committees.
- 4.7 Policy Updates: Council noted the updates on the key policy developments and IOP policy activities since their last meeting in March 2023. This included updates on the publication of the Science and Technology Framework, the Spring Budget and National Quantum Strategy, and the Horizon Association negotiations and publication of Pioneer Prospectus.

5. EDI and Net Zero Considerations from the Meeting

The EDI matters considered, particularly as part of the awards presentation and the gender and ethnicity pay updates, were noted.

6. Any Other Business

There was no further business raised.

7. Dates of Next Meeting

It was noted that the dates for the next meetings were 28 September (with the AGM on the same day) and 7 December 2023.

It was noted that the 2024 dates of meetings had been circulated to trustees by email.

8. Close of Meeting

There was no further business and so the Chair declared the meeting closed.