



MINUTES

Meeting Date & Time Location	EBED Trustee Meeting 18th June 2020 at 12.30 via Zoom	
Attendees	<p>Andy Margetts – Chair (AM) Terry Hewett – Trustee (TH) Mary Sharp – Trustee (MS) Donna Wright – CEO (DMW)</p> <p>Apologies received from Michael Hill – Trustee (MH)</p>	<p>Gillian Fawcett – Trustee (GF) Douglas Wright – Trustee (DBBW) Dom Wilson – Trustee (DoW)</p>

1 – New CEO

- The board reviewed progress on the ongoing interviews for a new CEO which has involved six of the trustees together with the current CEO in a series of three back-to-back interviews for each candidate held by Zoom.

2 – eLearning

- Progress on the eLearning Project was evaluated
 - Good progress is being made by Kiat Huang on the systems front and the team is working to be capable of launching the product by as early as July 16th
 - The prototype lesson has now been completed by MS and the writing team is in the process of being compiled. Jacks Morcombe will be assigned to assist MS for a one-week trial (with DMW covering much of her day-to-day role) to assist.
 - The importance of announcing publicly the intention to launch the product ahead of the new academic year was recognised with a target date of 1 August established
 - The balance between getting a basic product to market quickly versus producing a polished version that had been tested on focus groups after appropriate marketing was discussed and the imperative to move as quickly as possible was agreed to be the over-riding influence
 - However, quality assurance was also recognised to be important and it was agreed we should release modules on a phased basis rather than all at once with at least one term's worth being available at the outset (probably the first 10 modules) and that the videos to accompany lessons may have to follow later

3 – Staffing

- DMW updated the board on a review of staffing roles for those on furlough and how our resources might be deployed and roles amended to adapt to a post-covid world.
- No formal decisions were made at this stage pending a review of the skill sets of the new CEO and an update on EBU finances.

4 – Next meeting



- The next board call will take place at 4pm on Thursday 25th June.

MEETING CLOSED 13.30