

Board of Trustees: Full Board Meeting

Summary Minutes

Date: 12th June 2025

Time: 3pm, Church House, 5500 Daresbury Park, WA44GE

A: Standing Items		
#	Item	
1	Prayers (+PN)	
2	Attendance (+PN) +Philip North (+PN - Chair), Admos Chimhowu (AdM), George Colville (GC), Richard Pennystan (RP), Addy Lazz-Onyenobi (AL), David Craven (DC), Alex Brown (AB), Alec Ham (AH), Ann Cheung (AnC), Michael Leyden (MJL), Shemil Matthew (SM), Peter Robinson (PER inspector), Ed Moffett (PER inspector), Dawn Graham (DG) Minuting.	
3	Apologies (+PN) Nigel Robson (NR), Rachel Mann (RM), Ruth Newton (RN), Matthew Porter (+MP).	
4	Declarations of Interest in addition to those in the register (+PN) No additional declarations were received.	
5	Receiving Standing Orders (+PN)	
6	Minutes of the last meeting to be approved (+PN) Received as an accurate record. DG to distinguish Anne and Admos's initials moving forward.	
7	Matters arising (+PN) None beyond the current agenda	
8	Notification of AOB (+PN) None received	

B: Reports		
#	Item	
9	Business and Finance Report (GC) GC highlighted key points from the subcommittee report and noted that the auditors have changed the inclusion of the restricted funds as discussed at the last BOT. Budgeting: We are now able to think about setting an annual budget and looked at a suggested format. It was agreed to break down the 'other' income heading into 4/5 categories as income streams diversify. Forecasts: Looking healthy and close to breaking even. Risk Register is being reviewed by ML. We need to consider whether there are any sub-risk registers that feed into this that require a sub category. In the coming year we	

	may need to look at how risk scoring is being done, as low likelihood/high impact events tend to be more problematic than high likelihood/low impact events. Friends of Emmanuel: We are working on this and seeking advice. We will consult with partners including OfS before we start the conversation as they have a view on what we are required to do.	
10	Curriculum and Partnerships Report (AC) AdC highlighted 3 areas from the minutes of the previous C&P meeting. 1. Ongoing Curriculum Innovation and Development: Continue to calibrate whilst being careful with resources. 2. Development of Partnerships: 3. Areas of training, CYPF Incumbent Development Programme and Youth and Children's Ministry Programme. 3. Approach from other Diocese (for discussion, see section B) MJL reported that the dropout rate is a recruitment problem with partnership dioceses and is not systemic of Emmanuel (the ordinands are within the usual parameters but there is a quality issue with readers). Reasons for withdrawal are rooted in personal and pastoral issues not the nature of the programmes. This will be a focus for further discussion with the Dioceses in the autumn ahead of next years recruitment cycle.	
11	Standing Committee Report - No meeting of the SC has taken place since the last Board	
12	Audit Committee Report (NR) NR sent his apologies. The minutes are available, but as yet, there is no submitted report.	
13	Deans Review and Remuneration Committee Report (+PN) AnC and +PN have met twice with the Dean. The report is structured around the three columns of ETC training, Theological, Practical and Formational. The structure and size of the staff team is the most challenging. As ETC grows, there is a risk that the Dean's workload becomes overwhelming. This is further to what was discussed at the February 2025 Trustees Residential. Therefore, it is a key point to allow MJL to move into a more ambassadorial role. MJL - Re-structuring is a stepped/phased development piece but it MUST happen in 2025/26. The trustees discussed the importance of the Dean continuing to teach to help maintain the college culture and ethos. Trustees need to help the dean to maintain a balance. This is for further discussion at the Autumn Full Board Meeting.	
14	Safeguarding Report (NR) The report was submitted in advance, though NR gave apologies for this meeting. AB commented, it is good that SG is part of our training at ETC and not an add on, but who we are.	
15	Chair's Report to include any Chair's Action (+PN) Trustees were reminded that the annual meeting of the members is on Friday 27th 9am.	
16	Dean's Report (MJL) MJL updated he trustees on current leavers and future candidates. • We have had 56 leavers in total (19 LLMs, 37 ordinands). • Pre-OfS projected recruitment stands at 17 LLMs, 26 ordinands (11 FT, 15 PT) = 43. • But, OfS has opened up possibilities with CYF programme: 6 candidates from Liverpool, 3 from Blackburn. MJL gave further updates on the following:	

	Marketing Newly Appointed Staff Church of England 30K Project GMH Mentoring	
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C: Business Items		
#	Item	
17	OFS Update (MJL) Trustees reflected on the recent inclusion on the OfS Register. MJL informed Trustees they need to appoint a prevent duty (anti terrorism) trustee alongside safeguarding. It makes sense for it to sit with risk and audit, and to be paired with Safeguarding. Trustees agreed to appoint NR as jointly Safeguarding and PREVENT Trustee. It was agreed to make PREVENT a standing item on the Full Board Agenda alongside Safeguarding.	
18	Policies: annual review and updates (MJL) The following policies were reviewed and updates approved: a. Freedom of Speech Policy b. Privacy Notice c. Terms and Conditions d. Student Protection Plan e. H&S Policy f. Student Fees g. Visiting and External Speakers' Policy h. Staff Terms and Conditions i. Refund and Compensation Policy j. Staff Code of Conduct k. Access and Participation Statement l. Whistle Blowing Policy m. Grievance Policy n. PREVENT Policy and Procedure o. Safeguarding Policy and Procedure	
19	Wider Diocesan Partnership (MJL) MJL informed Trustees of an approach from another Diocese regarding establishing an Emmanuel Teaching Centre in their Diocese. A thorough conversation was had, and MJL was commissioned to gather further information to test the viability.	
20	AOB	
21	Closing Prayers The Meeting ended with the College prayer	

The College Prayer:

*Merciful Father,
Your Son Jesus Christ is Emmanuel, God with us;
Give us grace,
that we who bear his name may fix our eyes on him,
And in the power of the Holy Spirit
Proclaim his gospel in word and deed;
Until that day when he shall come again
And all things shall be made new. Amen.*