

**Board Meeting Summary – May 2022**

*Please note this is a summary for publication purposes and not the formal Board minutes.*

- An awareness raising session was held for trustees setting out APM’s new stakeholder engagement plan.
- Trustees detailed success stories and updates. These included feedback from a recent conference: *Trustee Exchange*. It was also noted that Milla Mazilu was shortly to collect her British Empire Medal.
- Minutes and actions from the previous meeting and away day were considered and approved.
- The CEO presented a detailed update on the continuing work on APM’s international positioning. This set out options for new relationships and joint work with key stakeholders and partners. Trustees approved and welcomed the direction of travel.
- The Board noted and discussed a detailed assessment of APM’s Project Management Qualification. The changes made to the PMQ’s assessment had been necessary and were robust. There was strong employer support for PMQ. APM’s training providers were increasingly delivering improved pass rates. Whilst progress was needed, more support for candidates, trainers and employers was now available. A wider review of the assessment methodology for PMQ was underway.
- The Board noted the Chief Executive’s report. This set out key successes, issues, activities and risks from across the business.
- The Board noted the business performance report; this included updated financial metrics as well as performance against KPIs. APM’s year-end performance had been better than budgeted and the majority of KPIs had been met or exceeded.
- Trustees reviewed APM’s current approach to terms of office for trustees and the size and composition of the Board. Current arrangements remained appropriate with one change suggested: that there be an increase in the number of trustees the Board might choose to appoint directly. It was proposed that this increase from three to five. An update to the Royal Charter to enable this would be submitted to the members’ AGM and Privy Council for review and approval.
- The Board welcomed and approved a new trustee training and development plan. This would make available increased support for individual trustees and deliver more collective training sessions.
- The Board reviewed a governance report setting out: an action plan to take forward continuous improvement recommendations made in a recent board evaluation; a new trustee skills matrix; arrangements for the 2022 trustee elections; a minor update to the APM Regulations; and a small change to the terms of reference for the Chartered Panel.
- The risk management report was noted, including updates to the corporate risk register.
- Reports from committee chairs, committee minutes and board champions’ reports were noted.
- The agenda plan of forthcoming business was noted and a review of the meeting held.

**Appendix 1 – Board Meeting Attendance Record 2022**

NAME	PRESENT	OUT OF
Yetunde Adeshile	3	3
Jon Broome	3	3
Emma Carroll-Walsh	3	3
Sorrel Gilbert	3	3
Debbie Lewis	3	3
Milla Mazilu	2	3
Charles Mills	3	3
Amy Morley	2	3
Sue Simmonite	2	3
Karen Whelan	2	3
Ian Williams	3	3