

MINUTES OF THE TWENTY SECOND ANNUAL GENERAL MEETING

11th June 2019

Present: Rotha Johnston (Chair), Michael Kuhn, Jennifer Johnston, Fiona MacMillan, Ian Parsley, Adeline Dinsmore, Greg Maguire

In attendance: Richard Williams (CEO), Linda Martin (Director of Finance and Corporate Services); Andrew Reid (Head of Production), Aine Walsh (Head of ILBF), Mary McVey (Marketing Manager), Linda McGuinness (Financial Controller), Marie Shivers (Minutes), Dr Rosemary Peters, Moore Stephens, Brian O'Neill, NIAO

Apologies: Elaine Sperber, Bernard McCloskey (Head of Education)

1. Minutes of nineteenth AGM

- 1.1 The Minutes of the 21st AGM, held on 5th June 2018, were agreed as accurate and signed.
- 1.2 The Chairwoman confirmed that the Meeting was quorate, due notice had been given and that the meeting had been properly convened.

2. Management Accounts, 12 months to 31st March 2019 and Acceptance of Strategic Report, Directors' Report and Financial Statements for Year Ended 31 March 2019

- 2.1 The accounts were presented in their statutory format and there were no material changes to the numbers and no significant disclosures.
- 2.2 The Accounts were approved by the Board.

3.0 Report to Those Charged with Governance

- 3.1 Rosemary Peters summarised the audit of accounts noting a clean audit report with no items of concern or adjustments identified and confirmed that this will be recommended to NIAO for approval by the Comptroller and Auditor General.
- 3.2 Brian O'Neill and Rosemary thanked the finance teams for the prompt completion of the Financial Statements, commending them on their work. The Chairwoman thanked Rosemary and Brian for their work and cooperation over the last year.

4. Annual Report of the Audit and Risk Committee

- 4.1 Fiona MacMillan updated the AGM on the Annual Report of the Committee
- 4.2 The Board accepted the Annual Report of the Audit and Risk Committee and thanked them for their assistance during the course of the year.
- 4.3 The Audit and Risk Committee and Strategic Resource Committee reviewed the Management and Statutory Accounts on 4th and 11th June respectively and recommended these to the Board for approval.

- 4.4 The Chair of the Board and Chair of the Audit and Risk Committee met independently of the Executive with the internal and external auditors prior to this AGM.
- 4.5 The Chairwoman thanked Fiona for her work as Chair of the Audit and Risk Committee over the last 5 years, especially in terms of governance and advising the Board and wished her well for the future.
- 5. AOB**
- 5.1 There was no other business to be discussed and the AGM was closed.

Signed:



(ROTHA JOHSTON, CHAIRWOMAN)

Date: 9th June 2020

