

Governing Board Meeting 13, 14 & 15 September 2018

Agenda & Running Order

Proposed Meeting Time & Breaks:

- Meeting Times: 08:30 – 17:30
- Coffee: 10:30-11:00
- Lunch 12:30-13:30
- Coffee: 15:00-15:30

Day 1 - 13 September 2018: Opening of Meeting and Governing Board Development Day						
Agenda Item	Title	Purpose	Supporting Document	Presenter	Estimated Time	Guests/Ex-officio
1.	Welcome, Apologies, Declarations of Interest, Code of Conduct, Board Charter			Co-Chairs (Martin Burton & Marguerite Koster)	08:30-08.35	
2.	Closed session (Trustees Only)			Co-Chairs (Martin Burton & Marguerite Koster)	08:35-11:00	
MEETING ADJOURNED						
	Facilitated training session: roles and responsibilities of Charity Trustees			Sayer-Vincent	11:00-12:30	Sayer-Vincent Mark Wilson David Tovey Lucie Binder Sarah Watson

LUNCH BREAK						
	Facilitated session continued				13:00-14:30	
AFTERNOON BREAK						
	Facilitated strategic session: introduction to 'three horizons framework'			Graham Leicester	15:00-17:00	Mark Wilson David Tovey Lucie Binder Sarah Watson

Day 2 - 14 September 2018: Strategic & Business Issues						
Agenda Item	Title	Purpose	Supporting Document	Presenter	Estimated Time	Guests/Ex-officio
MEETING RESUMED						
3.	Approval of the Agenda <i>including</i> decision and vote on Consent Agenda The proposed items – subject to alteration at the request of any Board Member – are (a) noted within the Agenda and (b) listed at the end of this document.	For decision (vote)		Co-Chairs	08:30-09:00	Mark Wilson David Tovey Lucie Binder Sarah Watson
4.	Matters Arising not otherwise covered by the Agenda	For discussion				
5.	Record of decisions taken by the Board between meetings: The Board approves the 2017 Trustees' Report and Financial Statements (28/06/2018) The Board appoints Catherine Marshall as Honorary Treasurer from 1 st September 2018 (13/07/2018) The Board approves the establishment of Cochrane Colombia as new Cochrane Centre (12/08/2018)	For information				

6.	Co-Chairs' Report and Correspondence	Verbal report, for information & discussion				
6.1	Letters received by Board	For information		Martin Burton		
7.	Treasurer's Report	Verbal report, for information & discussion		Catherine Marshall		
8.	Governing Board Sub-Committees - Matters to Report (see also items listed in Consent Agenda):					
8.1.	Appointment of members to Sub-committees and Working Groups	For decision (vote)	Open access	Martin Burton	09:00-10:30	Mark Wilson David Tovey Lucie Binder Sarah Watson
8.2	Governance Committee:	For information		Martin Burton		
8.3.	Finance, Audit and Investment Committee	Verbal report for information		Catherine Marshall		
8.4.	Governing Board Appointed Member Nomination Committee	Verbal report for information		Marguerite Koster		
8.5.	Governing Reform Working Group	Verbal report for information		Lucie Binder		
8.6.	Complaints Procedure Working Group:	Verbal report	Open access	Rae Lamb		
8.7	Remuneration Committee	Verbal report for information		Marguerite Koster		
MORNING BREAK						
9.	Strategic discussion: How can the Board support the Central Executive in building greater community engagement with strategic priorities?	For discussion	Restricted access	Provided by the SMT to the Board	11:00-12:30	
LUNCH BREAK						
10.	Strategy to 2020 and beyond:					
10.1	Cochrane Advocacy Plan	For decision (vote)	Open access	Mark Wilson	13:30-15:00	
AFTERNOON BREAK						
10.2	Proposed 2019 Strategy to 2020 Priorities (Target areas)	For decision (vote)	Restricted access	Mark Wilson	15:30-16:00	

10.3	Post <i>Strategy to 2020</i> Planning	Verbal report for information		Mark Wilson	16:00-16:15	
11.	Closed session (Trustees only)				16:15-17:30	

Day 3 - 15 September 2018: Business Issues & Reports

Agenda Item	Title	Purpose	Supporting Document	Presenter/Paper Author	Estimated Time	Guests/Ex-officio
12.	Chief Executive Officer's Report <i>(see also items listed in Consent Agenda)</i>				08:30-09:15	SMT
13.	Editor in Chief's Report <i>(see also items listed in Consent Agenda)</i>				09:15-09:45	
13.1	Update on CRGs considered at risk during the sustainability review, had lost core funding or had issues involving the editorial team	For information	Restricted access	Karla Soares-Weiser David Tovey		
13.2	Cochrane Feedback system	For information		David Tovey		
14.	Finance & Risk Management Reports				09:45-10:30	SMT
14.1	Updated financial scenarios (including Draft 2019 Budget)	For information	Restricted access	Mark Wilson Sarah Watson		
14.2	Risk Management Report – Quarter 2 2018	For decision (vote)	Restricted access	Sarah Watson		
MORNING BREAK						
15.	Publishing and Products Report <i>(see also items listed in Consent Agenda)</i>					SMT
15.1	Internal Report on publishing status	For information		David Tovey Sarah Watson	11:00-11:45	Harriet MacLehose
15.2	Publisher's Report (Wiley)	For information		Deborah Pentescio-Murphy		
15.3	Other Cochrane Products – Update Report	For information	Restricted access	Charlotte Pestrige	11:45-12:15	
16.	AGM – Agenda and allocation of nominators	For information			12:15-12:30	
LUNCH BREAK						
17.	Any Other Business			Co-Chairs	13:30-17:30	
18.	Closed session (Trustees only)					
19.	Meeting Closed: Date of Next Meeting					

‘Consent Agenda’ [proposed]

The Board notes the following papers presented under the Consent Agenda:

3.1	Approval of the 13 June 2018 Board Teleconference’s Minutes	Open access	Co-Chairs
8.2.1	Report from the Governance Committee	Open access	Co-Chairs
8.2.2	Report on the 2018 Board election	Open access	Lucie Binder
12.1	Governance Meetings – Proposal for a revised format	Open access	Jo Anthony
12.2	Future Governance Meetings	Open access	Jo Anthony
12.3	Cochrane Dashboard Quarter 2 2018	Open access	Mark Wilson
12.4	<i>Strategy to 2020: 2018 Targets Mid-Year Progress Report</i>	Open access	Mark Wilson
12.5	Partnerships Update	Open access	Mark Wilson
15.2.1	Cochrane Library Performance Dashboard Quarter 2 2018	Restricted access (Open access version available)	Deborah Pentesco-Murphy
16.1	Approval of the proposed changes to the Articles of Association	Open access	Lucie Binder