

# IPIM meeting 24 June 2025: Action minutes

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*Meeting convened via Zoom*

Present: Ese Akpogheneta, Robert Andrews, Andrea Brewster (Lead Executive Officer), Clair Curran (IPIM Secretary), Lesley Evans, Michael Silverleaf, James St Ville (IPIM Chair)

Apologies: Alicia Chantrey, Julie Dunnett, Gordon Harris (IPIM Treasurer)

## **Register of interests (standing agenda item)**

As notified to Andrea before the meeting, Clair stepped down from the CIPA D&I Committee in May.

- Actions:**
- **Andrea to update and republish the register of interests to reflect this.**
  - **ALL to keep under review and inform Andrea of new updates when necessary.**

## **Review of matters arising & actions outstanding from 7 May 2025 meeting**

### ***Actions progressed:***

- Lesley is liaising with the Advisory Board regarding her potential attendance at their meetings as a rapporteur.
- Andrea – where possible with Lesley, Carol Arnold and Sally Bannan – has been meeting with the recently appointed Board members. Meetings are ongoing and have been useful so far.
- Andrea and Lesley have created a first draft business plan and circulated to IPIM and the Advisory Board for input (see separate agenda item below).

### ***Outstanding actions:***

- **Obtaining advice about charitable incorporation now less urgent in view of responses to the 2025 stakeholder survey; Andrea to circulate a copy of the survey report, which should be ready soon, to inform future decisions on this.**
- **Lesley and Andrea to continue to work with the Advisory Board to follow up on specific suggestions from the 7 May joint meeting.**

## **Renewal of LEO contract**

Andrea had sent James an updated contract for 2025-26, on terms agreed at IPIM's 7 May meeting. James talked IPIM through the minor changes that he and Andrea were proposing; all were approved.

**Action:** - James to send his suggested amendments to Andrea for her review, prior to contract signature and exchange before the 30 June deadline.

### **HR update (standing agenda item)**

A salary rise was agreed for both Anne and Helen, at a level above inflation and slightly higher than current average UK pay rises. This reflects their increasing value to IP Inclusive and the high regard in which they are held by Andrea, other IPIM members and the wider IP Inclusive community. The rise will take effect with the new budgeting year, from 1 August 2025.

A formal vote of thanks was proposed to both employees, for their valuable contributions during the last twelve months, in particular for Anne's help towards achieving our fundraising target and for Helen's work on the 2025 impact report.

**Actions:**

- Andrea to implement the salary increase and to communicate both that and IPIM's gratitude to Anne and Helen.
- Andrea to organise a meal out for Anne, Helen and at least some IPIM members – potentially linked to the September in-person meeting – as an additional thank you.

### **Financial update (standing agenda item)**

By the end of July funds will have been raised to cover our spending during the 2024-25 budgeting year. Andrea thanked everyone for their help in getting to this strong position. The current bank balance is ca £26.5K with an additional £8K pledged. The contingency fund will not have to be used this budgeting year.

Two Charter signatories have donated ring-fenced funds to cover the next twelve months' worth of Mentorloop subscriptions for the Careers in Ideas Mentoring Hub (one of our largest annual expenses).

### **Business plan 2025-2027**

A first draft had been circulated beforehand with the meeting papers. Feedback from other IPIM members was largely positive, and thanks were expressed to Andrea and Lesley for preparing the draft. Potential minor changes were discussed, for use once Advisory Board feedback had been processed.

Lesley and Andrea will attend the Advisory Board's 30 June meeting to discuss the draft business plan.

**Actions:**

- James to confirm his suggested textual changes by email to Andrea.
- Andrea to revise the draft in light of IPIM and subsequent Advisory Board input, and circulate to both bodies for final approval before publication towards the end of July.

### **Advisory Board update (standing agenda item)**

The Advisory Board had not met since the joint meeting on 7 May. Lesley and Andrea will attend the first part of their 30 June meeting to discuss the draft business plan.

Andrea thanked Lesley for her assistance with IPIM-Advisory Board interactions.

Discussion of new areas in which to seek the Board's input was moved forward to the next meeting.

**Action:** - At James's suggestion, Lesley to notify the Board that they are welcome to suggest areas where they would like to provide input in future.

### **Plans for 11 September 2025 strategy meeting**

**Action:** - Andrea to circulate a draft list of potential agenda items, for discussion by email.

### **Date of next meeting**

11 September 2025, in person at Mewburn Ellis (8 Bishopsgate, London EC2N 4BQ), 12.30 to 5 pm.