AGM Minutes:

Held 1st October 2022: online.

Attending: voting members


Attending: Non voting members

Abhijit Nagle, Andrew Muyobo, Sushain Khera, Catherine Green, Glen Merryman, Paul Harley, Mahendran Suppiah, Kelly Marklove, Steve Nkosi, Samuel Mathibedi, Khawaja Omer, Muhammed Kamal, Taran Best, Paulus Kulanthai, Adan Mohamed.

Apologies:

Ellie Burrows, Phil James, Lara Fish, John Brandon, Chris Harbott, Tom Joyner,

Opening Remarks:

Howard Smith welcomed all the attendees of the AGM and opened proceedings at 9.30am.

He confirmed attendance and apologies as above.

He explained that the AGM was online due to the industrial action which had prevented travel to London – the advertised AGM venue.

He explained that the Institution of Railway Operators had not been legally required to hold an AGM and during the time of the pandemic had therefore not done so. Therefore there were no formal minutes of a previous meeting to propose or second. This would not be the case going forward with the Chartered body which is required by its own byelaws to hold an AGM.

Chair’s Report:

Howard Smith gave a summary of the growth points of CIRO explaining that through the pandemic, the Institution was quick to move its learning and assessment provision online and so lost very few learners. The e conference and online area events also brought more members to the Institution and the organisation continued to grow in professional standing as the work to apply for consideration to be recognised as Chartered came towards its successful close. Howard explained that the Charter was in fact awarded on the first day of the year following that covered by the AGM.

He continued by thanking the people who had given their time for the CIRO to help us develop products and deliver services. He thanked the Area Council Members and the tutors from the academic programmes. He also thanked the members and corporate members – who by their steadfastness allowed financial stability for the institution in the face of unprecedented challenge.

He closed by explaining the large scale industry consultation which had been used by the Board to create a new five year plan to be seen on the inside of the Annual Statement. He thanked the CIRO
team for driving so hard during the pandemic and for managing to move offices to the new Headquarters which has expansion room for the successful Awarding Organisation business.

**Statement of Accounts:**

Howard explained that the accounts provided to the AGM had been signed off by the Board at an earlier meeting prior to the AGM and asked if there were any questions.

There being no questions, Howard asked for a Proposer – Oliver Bratton and a Seconder provided by Helen Waters.

**Report on Retirement and Appointment of Directors and Governors:**

Howard explained that those serving on the IRO Board were referred to as Members whereas those serving CIRO are referred to as Governors.

4 directors resigned in the period. 24th of November 2020 Mark Langman and Stuart Langridge resigned – Howard thanked them both for their service and support as board members. On the 29th of September 2021 Louise Edwards (or Cheeseman) and Andrew Jones resigned and again Howard thanked them for their service on the board.

New directors moving onto the Board in the period were Phil James who started in March 2021 and Oliver Bratton. The Charter determines that the first serving Board are those who are in place at commencement.

Howard confirmed that all Governors continued to be effective and committed to serve the remainder of their terms.


**Appointment of Auditors:**

Howard explained the intention to continue to work with Rawlinson and Hunter and asked if anyone wanted to question or raise any objections.

There being no objections a member of the AGM quorum proposed and another seconded and it was agreed to continue with Rawlinson and Hunter.

**AOB**

There being no further questions Hoard prepared to close the meeting – reiterating his thanks to the Area Council members, the tutors, the voluntary Board members, the central team and Fiona Tordoff the CEO.

**The meeting closed at 09.43 am**