INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

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| Meeting Title | Institute for Apprenticeships & Technical Education Board |
| Meeting Date | 15 February 2022 |
| Protective marking | Official |
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| Board members present | Kate Barclay (KB), Dayle Bayliss (DB), Paul Cadman (PC, John Cope (JCop), Jennifer Coupland (JCou), Dame Fiona Kendrick (FK), Jessica Leigh Jones (JLJ) (from 3:30pm), Baroness Ruby McGregor-Smith (the Chair) (RMS), Robin Millar (RM), Toby Peyton-Jones (TPJ), Malcolm Press (MP) |
| Institute officials present | Beth Chaudhary (BC), Kristofer McGhee (KM), Rob Nitsch (RN) |
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| Apologies | Bev Robinson (BR), Peter Schild (PS) |

**Welcome and Introductions/declarations of interest**

1. Baroness Ruby McGregor-Smith (the Chair) welcomed board members and participating officials to the meeting.
2. There were apologies from Bev Robinson (BR) and Peter Schild (PS).
3. The Chair asked board members whether they had any declarations of interest to make. All board members recognised that should a potential or actual conflict arise by virtue of their other interests (outlined in the declaration of interests) then it must be raised at the outset of the relevant meeting which deals with the issue giving rise to the actual or potential conflict. No interests were declared for this meeting.

**Approval of the Terms of Reference for Approvals Policy and Assurance Committee and Equity, Diversity and Inclusion Committee**

1. KM updated the Board on the progress of the work on the governance review and invited the Board to approve the Terms of Reference for both the Approvals Policy and Assurance Committee and the Equity, Diversity and Inclusion Committee.

Approvals Policy and Assurance Committee

1. The Board was pleased to hear of the progress that had been made since the meeting in November 2021, where there was a discussion about the introduction of a new committee that would combine the work of the Approval and Funding Committee (A&FC) and the Quality Assurance Committee (QAC). Following consultation with the Board, a proposal was made to establish the Approvals Policy and Assurance Committee (APAC). The APAC would begin to meet from April 2022. The core role of the new Committee would be to:

* Approve, direct and challenge the approach and orchestration of approval process for all products (criteria, protocols/policy)
* Consider the impact of the Institute’s products
* Assure the approvals process; and
* Consider any other issues of interest to the committee related to the approvals process.

1. While the Board agreed with the Terms of Reference for APAC, it emphasised to the Executive that the importance of quality oversight and the need to ensure it was not forgotten as the transition was made from the old committees to the new blended APAC. It was suggested that the implementation of an audit in due course may be helpful. RN agreed that a submission would be made to the APAC concerning delegations for Level 2 and 3 qualifications and that the ToRs would be reviewed to ensure that they refer to maintaining the confidence of employers.
2. A query was raised about how meeting agendas would change and what supervision would be carried out. The Board was advised that APAC would review all aspects of the products and would present any proposed policy changes to the Board. APAC would provide the Board with a series of options for each item for them to take a decision.
3. The implementation of the new committee would enable the Board to be more strategic and proactive with their work. The Board would also be able to conduct deep dives into the different areas of work. MP particularly highlighted his ambition that would encompass:

* Training course take up levels and geographical spread;
* Training course fees;
* Whether the courses were value for money; and
* Progression into careers following completion of the courses.

1. The Board believed that inviting representatives from OfSted, Ofqual and the QAA to the meetings for them to provide regular reports on their activities would add value and foster better collaborative working. This would be acted upon by the Executive.
2. The Board approved the terms of reference for the Approvals Policy and Assurance Committee (subject to some refinements which the Executive will make).

Equity, Diversity and Inclusion Committee

1. The proposed Equity, Diversity and Inclusion Committee would hold the Institute to account regarding the delivery of its Equity and Diversity agenda.
2. The three key objectives for the committee were identified:
3. People
4. Products and operations; and
5. Wider influences
6. The Terms of Reference for the new committee were drafted to hold the Institute to account and support them to deliver these objectives. Key Performance Indicators would be identified to underpin this.
7. The committee would meet quarterly, with the first meeting to be held in the next two months.
8. The Board wanted assurance that EDI considerations were consistent throughout all aspects of the Institute’s work, including policy and practice. The Board wished to understand whether the EDI committee would be consulted before APAC sent policies to the Board for approval. JCou stated that the EDI committee would report directly into the Board as a means of ensuring EDI considerations were taken into account in all decisions. The Board was confident that EDI had been embedded vertically in the Institute, from the Executive to the staff teams, but wanted to make sure that EDI was embedded horizontally across all committees. RN confirmed that a Framework that was in development would ensure APAC took EDI into account in decision making. The Terms of Reference for all committees would be updated to reflect this through the governance review and scheme of delegation.
9. There was a discussion about the importance of using data to monitor performance and to guarantee consistency of quality for all products. JCou confirmed that the Institute had access to a range of data about students and employers including headline information about BAME and gender representation. The Board was advised that although there was an increase in representation from female and BAME students, there were discrepancies in the areas of representation. The representation of women and BAME students in construction and engineering was low. There was higher representation from these groups in the care and hospitality sector and so this would need to be reviewed and ways to address this needed to be considered as part of the EDI project.
10. A recruitment campaign to appoint a data analyst had commenced. One of their responsibilities would be to interrogate the data provided and use it to help with the development of policies. Having access to better data would also help the Institute improve its position regarding the aim to improve access to training and inclusion on a wider scale.
11. The Board approved the Terms of Reference for the EDI committee (subject to some refinements which the Executive will make).

**Approval of the Terms of Reference for the Assessment Panel**

1. At present, the QAC was responsible for the proposed work of the Assessment Panel. There were two Board members on the committee and there were three independent members, some of which received remuneration.
2. The Board was advised of the intention to retain the expertise that was provided by the independent members by appointing them to the new Assessment Panel. Remuneration is being considered with the intention to continue the current approach.
3. KM informed the Board that traditionally independent committee members were paid, but panel members were not. The aim was to continue this. RMS asked for a list providing details of the paid independent committee members or paid panel members.
4. A query was raised about the approval of standards and qualifications. Although APAC would make recommendations to the Board, they would need to have been reviewed to ensure that they were in line with EDI directives.
5. The Board approved the terms of reference for the Assessment Panel.

**Any Other Business**

1. The Board was reminded to finalise committee membership in the coming weeks.

Board members were reminded to update their declaration of interests forms and return

them for update.

**Next Board meeting**

1. The next Board meeting would be on 23 March 2022, in Sanctuary Buildings, London.

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