

INSTITUTE BOARD

Meeting Title	Institute Board (7 June 2017)
Date of Issue	29 June 2017

1. Coffee and welcome

- 1.1. The Chair welcomed members and the executive to the meeting of the Board. There were no declarations of interest.

2. Minutes and actions from the last meeting

- 2.1. Board members reviewed the minutes and actions from the meeting held on 10 May 2017. The Board identified one correction to be made which was to minute the action from the discussion with the Apprentice Panel to contribute to the digital content that the Institute is developing.

3. Presentation on the National Apprenticeships online digital service

- 3.1. Peter Lauener introduced Keith Smith and Eileen Logie who delivered a presentation to the Board on the National Apprenticeship's online digital service.
- 3.2. The presentation outlined where the service is now, what has been created so far and further areas of work that are being developed. The presentation also included a live demonstration of the online service tool. The Board were invited to come and spend time with the team and to provide their views on where more work could be done to embed quality standards in the service.
- 3.3. User feedback is an area that the team are acting upon and further functions to the online service will be added later this year. To date there have been no reported issues of access to the site, and employer satisfaction is high with positive feedback.

- 3.4. The Board then provided their observations and comments on the online service.
- 3.5. The team noted that their focus would now be less on the technology of the service but more on the enablers for users, and it will be crucial to get into the mind-set of enabling relationships between employers, providers and apprentices that will enhance the service.
- 3.6. ESFA confirmed that they were looking at ways to deliver the service more effectively and are already talking to marketing colleagues about this. It was agreed to update the Board on this at a future meeting.

Action 1 (3.6) – To provide the Board with a progress update on improving the online service and to obtain the Boards’ views on how to market the service more effectively so that it is world class.

4. Mandatory qualifications in standards

- 4.1. The paper on the potential options on mandatory qualifications within apprenticeship standards was presented to the Board.
- 4.2. The presentation outlined the current policy position on mandatory qualifications and provided the Board with background context on how this position has evolved over time. The presentation also outlined the objectives of the current reforms, issues that need to be considered such as occupational competence, voluntary use of qualifications and funding and concluded with a series of recommendations for the Board to consider.
- 4.3. The Board asked for this work to be further developed and to continue discussions with Board members on a one-to-one basis. The Board agreed for the executive to carry out further research and to return to them with analysis broadly based on the options presented and a high-level action plan for occupational areas related to both approvals and review of standards.

Action 2 (4.3) – To develop the work on mandatory qualifications further liaising with Board members on a one-to-one basis and to come back to a future Board meeting with further research, analysis and a high level action plan.

5. Quality Alliance – oral report on first meeting

- 5.1.** The Board received an oral update from Peter Lauener on the first meeting of the Quality Alliance, which was held on 23 May 2017. The meeting was positive and well attended by representatives from Ofqual, Ofsted, HEFCE, QAA and ESFA. The Association of Employment and Learning Providers and the Association of Colleges were also invited and involved in the meeting.
- 5.2.** There was a high degree of engagement amongst Alliance members, who confirmed that they were happy to support the Institute to convene future meetings.
- 5.3.** The Alliance members agreed to comment on the Institute's quality statement and to collaborate on a joint quality strategy. A detailed draft of the quality statement will be made available at the next Alliance meeting on 20 July 2017.

6. Working with stakeholders

- 6.1.** The proposed stakeholder strategy was presented to the Board, which sets out plans to move towards a more proactive approach to stakeholder engagement.
- 6.2.** It was explained that during the purdah period work has been underway to develop the Institute's website, actively managing media enquiries and developing our internal communication with staff.
- 6.3.** The Board asked how the route panel chairs were bedding in and it was explained that all route panel chairs have now received a full briefing on their role and expectations, as well as a communications briefing and media training was being planned.
- 6.4.** The Board asked the executive to ensure professional competency and consistency across all of the route panel chairs and asked for regular meetings to be convened between the executive and route panel chairs and regular contact or meetings between the Board and route panel chairs. The Board also agreed that there was great merit in route panel chairs sharing best practice amongst themselves.
- 6.5.** The Board felt that the stakeholder plan lacked strategic context, which they needed to provide and would following the planned strategy session. It was noted that this stakeholder plan did not include apprentices, for whom a

separate plan was being developed – that would link in. The Board agreed that the engagement with apprentices would need specific media outlets. It was confirmed that she would be discussing this with the Institute's Apprentice Panel.

- 6.6. The Board confirmed that working with stakeholders was extremely important and high on their list of priorities. The executive confirmed that they were making the stakeholder strategy their top priority.

Action 3 (6.4) – The executive to convene regular meetings with the route panel chairs and regular meetings between the Board and route panel chairs.

7. Corporate report

7.1. The first version of the corporate report was presented with key milestones, risks and data sets. The Board were asked to provide their feedback on the report and whether they would like any changes made to its format.

7.2. The Board were positive about the data sets but asked for them to be expanded.

8. Forward Look – future Board schedule

8.1. The Board discussed the forward schedule of Board meetings for 2017.

8.2. The Board agreed that the August Board meeting would be cancelled due to the summer break.

8.3. The Board asked for the October or November Board meeting to be extended to include another strategy session.

8.4. The November Board meeting is scheduled to take place at the same time as the AoC Conference and the Skills Show 2017. The Board asked whether the venue for the November Board could be moved from London to the Skills Show 2017.

8.5. The Chair agreed to think about the frequency of future Board meetings for 2018.

Action 4 (8.2) – August Board meeting to be cancelled due to the summer break.

Action 5 (8.3) – Timing for October or November Board meeting to be extended to include another strategy session.

Action 6 (8.4) – Venue for November Board meeting to be moved from London to the Skills Show 2017.

9. Next meeting date

9.1. The next meeting of the Institute Board will be on Wednesday 5 July from 11:00-2.30pm at Nestle UK Ltd, Marston Lane, Tutbury, Burton-on-Trent, DE13 9LY.

Date created 13 June 2017

Version Cleared at 5 July 2017 Board meeting

Attendance

Board	Executive	Other
Antony Jenkins (Chair)	Mike Keoghan	Keith Smith – NAS
Peter Lauener	Helen Knee	Eileen Logie – NAS
Dame Fiona Kendrick	Richard Guy	
Sir Gerry Berragan	Alex Wilson	
Paul Cadman	Carl Creswell	
Robin Millar	Darren Francis	
Dr Katherine Barclay		
Bev Robinson		
Toby Peyton-Jones		
Dame Asha Khemka		

Apologies

None