

MINUTES

INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

Meeting Title: Institute for Apprenticeships & Technical Education Board

Meeting Date: 27 May 2021

Protective marking: Official

Board members present: Antony Jenkins (Chair), Kate Barclay (KB), Dayle Bayliss (DB), Paul Cadman (PC), John Cope (JCop), Jennifer Coupland (JCo), Dame Fiona Kendrick (FK) (from item 6 onwards), Jessica Leigh Jones (JLJ), Robin Millar (RM), Toby Peyton-Jones (TPJ), Malcolm Press (MP), Bev Robinson (BR)

Institute officials present: Rachel Cooper (RC), Kristofer McGhee (KMc), Jonathan Mitchell (JoM) (items 5, 8 and 9), Robert Nitsch (RN), Peter Schild (PSch)

Other stakeholders present : Peter Mucklow (PM) (ESFA)

Apologies: Susan Lovelock (DfE)

Welcome and Introductions/declarations of interest

1. Antony Jenkins (the Chair) welcomed board members and participating officials to the meeting. Dr Rachel Cooper was welcomed to her first meeting as Strategy Director, a position held jointly with Beth Chaudhary.
2. 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 conflicts were declared for this meeting.

Minutes from the 24 March 2021 meeting

3. The board approved the minutes from the 24 March meeting, with no further comments.

Feedback from board committee chairs

4. The board discussed the activities arising from the board committees which had occurred since the last board meeting. Minutes had been shared with the agenda. The common themes were the strategic risks of which the board committee members were taking oversight. The Audit and Risk Assurance Committee (ARAC) scrutinised risk management at its meetings. The most recent feedback from internal and external audit opinion was noted. ARAC members included ESFA to enable discussion on partnership and systemic risk. The Approvals and Funding Committee members were mindful of the case for change for the committee's decision making model, and this was being factored into the governance review. The Quality Assurance Committee was taking particular oversight of the transition of the external quality assurance process. The Remuneration Committee continued to meet as required to fulfil the needs of the remuneration review process.

Delivery report pilot

5. The board noted a pilot delivery report which set out an overview of activities in delivery. This report was based upon the Institute's balanced score card. The board welcomed trend insights in further reporting and expressed interest in the impact of the Covid pandemic. Members welcomed a focus on the areas where strategic and corporate risks joined. This intelligence would continue to assist the board and board committees with monitoring performance against strategy.

Communications and stakeholder engagement plan

6. The board reviewed a draft communications and stakeholder engagement plan for 2021-22. It supported the further evolution of this work linked to the Strategic Plan and external purposes, led by intelligence driven by data, and with a focus on the needs of employers according to sectors. Support for board members with engagement activities would be available as required.

Procedural Review process

7. The board noted an update on Procedural Review Panel activities since the current process had commenced operating in July 2019. Three main areas for refinement were discussed: (i) transparency and ease of use; (ii) the in-scope/out-of-scope

decision; and (iii) the internal operation of the process. The principle of improvement and the detailed suggestions were supported. The accessibility of the process and the guidance for its use would also be revisited.

8. With respect to renewing the panel's structure and membership, it was agreed that panel membership should be sufficiently flexible to enable a quorum to be achieved. It was proposed that the composition of the Procedural Review Panel and its future membership should be considered alongside the potential restructuring of board committees arising from the governance review.

Skills and Post-16 Education Bill

9. The board received a presentation on the Skills and Post-16 Education Bill and discussed the implications for the Institute. Preparations to get the Institute ready for the challenge included capacity enhancement and the development of the new Strategic Plan to deal with the responsibilities that the legislation was designed to bring about.

Institute Strategic Plan 2021-24

10. Further to discussion at its March meeting, the board confirmed the structure and drafting of the Strategic Plan 2021-24 and its proposed success objectives. The success measures to be applied to the plan would be shared with the board in due course.

Governance review phase one interim findings

11. The board received the interim findings from the governance review phase one activities and supported the proposed way forward set out. It agreed to focus on the purpose of the board and board committees to meet future requirements. The remits of the Approvals and Funding Committee, the Technical Qualifications Advisory Group and the Quality Assurance Committee in particular should be carefully revisited in the light of changes and growth in the Institute's remit and the multiple standards being progressed. The proposed next steps involving stakeholders would be consolidation and redesign workshops during June, with a further report to the July board. Implementation would continue to move forward as work is carried out during the management level phase two over the summer.

Proposed board development days 22-23 September 2021

12. The board considered an outline plan for a proposed board development event in September 2021. It agreed not to proceed with this proposal but to revert to the normal arrangement for a board strategy event in January 2022.

Any other business

13. Eight papers for information were noted. Minutes were received from board committee meetings: the Approvals and Funding Committee held on 4 March 2021; the Audit and Risk Assurance Committee held on 10 December 2021; and the Quality Assurance Committee held on 19 January 2021. The board also received correspondence relating to the Skills and Post-16 Education bill, a technical education update; a finance and HR report; a corporate update; and a data pack.

Next board meeting

14. The next meeting of the board would take place on 14 July 2021.

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