

MINUTES

INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

Meeting Title

Institute for Apprenticeships & Technical Education Board

Meeting Date

20 and 21 January 2021

Protective marking

Official

Board members present

Antony Jenkins (Chair), Malcolm Press, Dame Fiona Kendrick, Paul Cadman, Toby Peyton-Jones, Robin Millar, Bev Robinson, John Cope, Kate Barclay, Jessica Leigh Jones, Dayle Bayliss, Jennifer Coupland (Chief Executive)

Institute officials present

Secretariat, Peter Schild, Chris Morgan, Jonathan Mitchell, Rob Nitsch, Anna West, Phil Scullion, Kristofer McGhee, Huw Moore, Nikki Christie, Carmel Grant

Other attendees

n/a

Apologies

n/a

Welcome and introductions

1. Antony Jenkins (Chair) welcomed board members and participating officials to the meeting.
2. The chair asked board members whether they had any conflicts of interest to declare; no such declarations were made.

Board strategy session

3. The board discussed the mission and vision of the Institute, following a high-level overview of the strategic context from the chief executive.
4. With the Institute now 3 years into a 5 year strategy, the board discussed the development of a new 5 year strategy.
5. Institute officials will further develop the strategy framework and present this at a future board meeting.

Review of previous minutes

6. The board considered the previous meeting minutes and actions, and it was agreed that these were a true reflection of discussions.

Board effectiveness survey

7. The board was asked to assess its effectiveness. Members were given an update on the responses with scores improving from the previous survey. The areas for improvement included the need to strengthen the board member induction process and ensuring on-going support during tenure.
8. The board provided feedback, including the need for ongoing training for members, particularly for audit committee members to ensure members remain updated on responsibilities, including fraud awareness.

Action: It was agreed that the Institute PMO would provide a biannual report on fraud to the board.

Action: Jennifer Coupland would undertake work on induction and subcommittee performance arrangements.

Post-meeting note: Board level induction arrangements were completed after the meeting, with on-going support being put in place.

Work of the Institute's Diversity and Inclusion Network

9. The board were updated on the work of the Institute on diversity and inclusion network (DIN). The board was supportive of the work of DIN, particularly around mentoring initiatives.
10. John Cope, Kate Barclay, and Jessica Leigh Jones agreed to act as Board sponsors for the DIN. It was noted that a further update on DIN will be provided in September 2021.

Balanced scorecard update

11. The board was provided with an update on the balanced scorecard including an appraisal of the results of the 2020 stakeholder survey. Members noted that they were content with the outcomes and that some elements remain outside Institute control. Members noted that the strategic guidance has been refined, and that a further update on this would be shared with the board.

Any other business

12. There was no other business.

Author-Board Secretariat, Institute for Apprenticeships & Technical Education

Version date-24 March 2021

Version-Approved 24 March