

MINUTES

INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

Meeting title:	Institute for Apprenticeships & Technical Education Board
Meeting date:	23 March 2023
Protective marking:	Official
Board members present:	Baroness Ruby McGregor-Smith CBE (the Chair); Dr Kate Barclay; Dayle Bayliss; John Cope; Jennifer Coupland (JCou); Sir Peter Estlin; Jessica Leigh Jones MBE (via teleconference from 11:30am); Dame Fiona Kendrick; Sir Robin Millar CBE; Neil Morrison; Malcolm Press CBE; Bev Robinson CBE (via teleconference until 12:15pm).
IfATE officials present:	Beth Chaudhary, Strategy Director (BC); Dr Rachel Cooper, Strategy Director (RC); Rob Nitsch CBE, Delivery Director (RN); Kristofer McGhee, General Counsel and Board Secretary (KM); Avril Cooper, HR Director (AC); David Wilson, Chief Financial Officer (DW); Carmel Grant, Deputy Director Commissioning and Development (CG) (item 7 only); Jonathan Mitchell, Deputy Director Portfolio & Partnerships (JM) (item 8 onwards); Anna West, Deputy Director Simpler Skills System (item 8 onwards); Head of Governance.
Other stakeholders present:	Peter Mucklow, DfE Director for Apprenticeships (PM).

Item 1. Welcome, introductions and declarations of conflict of interest

1. Baroness Ruby McGregor-Smith (the Chair) welcomed board members and participating officials to the meeting.
2. The Chair asked board members whether they had any new declarations of conflict 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.
3. John Cope (JCop) declared that he had joined the government's Digital Skills Council in an unremunerated role. The Chair also asked for it to be recorded that the Industry and Regulators Committee, of which she is a member, has launched a new inquiry into the work of the Office for Students. It was concluded that these roles did not give rise to a potential or actual conflict of interest.

Item 2. Minutes and actions from the last meeting

4. The board agreed the minutes from the last meeting, held on 18 January 2023, subject to an amendment at paragraph 16 to clarify it was a collective view of the board. The board noted the open actions and were content with the progress made.

Item 3. CEO report

5. Jennifer Coupland (JCou) presented the CEO report and highlighted the announcement in the Spring Budget regarding childcare as part of the government's strategy of growing the workforce which has implications for IfATE, and the skills landscape more generally.
6. Board members were being asked for their view with increasing frequency on the apprenticeship levy and the board would welcome confirmation of IfATE's position. JCou agreed to write to board members confirming IfATE's position.
7. The board welcomed the report on the significant activity IfATE had undertaken for National Apprenticeship Week (NAW) and expressed a strong desire that they be involved in NAW 2024. The Governance team will confirm the date for NAW 2024 and ask board members to hold the date. The board also wanted to know what intelligence we gathered from the week and what was the impact of IfATE's activity.

Item 4. Finance update

8. David Wilson (DW) gave an update on IfATE's year to date financial performance and confirmed the actions which had been taken. DW also confirmed IfATE's 2023-24 budget had been confirmed by the Department for Education and was in line with what had been expected.
9. DW reiterated the key dates and timeline in the paper regarding the approval process for the Annual Report and Accounts (ARA).

Item 5. Board effectiveness report

10. Kristofer McGhee introduced the item and explained that the Governance team had prepared an action plan based on the report and recommendations. He welcomed the opportunity for the board to exchange views and amend the action plan. Board members welcomed the report recommendations and action plan. They were of the view IfATE could go further, including widening the remit of the EDI committee to include environmental, social and governance (ESG) matters, and ensuring the employer voice is captured in board papers. The board suggested having risk as a standing agenda item. The board agreed to approve an amended action plan by correspondence.

Item 6. Learner story

11. The board welcomed an apprentice undertaking a L4 Network Engineer apprenticeship, having successfully achieved a T Level in Digital Production, Design and Development. The apprentice provided an account of how he chose to take the Digital Production, Design and Development T Level and his experiences whilst on the industry placement, including having the opportunity to teach coding to a Year 7 class.
12. In response to a question on his future career, he stated he intended to stay with his current employer and work towards becoming a Senior IT Technician and then possibly looking to become a Network Manager.
13. The board thanked the apprentice for sharing his experiences and wished him success with his future career.

Item 7. T Levels market capacity and capability

14. Carmel Grant (CG) introduced the item and provided an update on current T Level development, as well as taking the board through the identified risks to the programme. The board considered the risks as well as being keen to understand more about the awarding organisation market and potential barriers to success.
15. Officials took the board through the potential opportunities regarding the next series of T Level contracts following a lessons-learned evaluation of the first T Level contracts. The board requested greater clarity as to the various government organisations and agencies involved in T Levels, recognising IfATE's role as the ultimate approval body of the qualification within the T Level.
16. The board raised questions regarding the industry placement element of the T Level. PM explained challenges remained with ensuring all students had access to an industry placement, particularly as the number of students taking T Levels increases. The board offered its support and PM confirmed DfE would welcome that support. The board considered the approach to the scaling up of learner numbers and asked for further detail on the modelling being used by both DfE and the awarding organisations.
17. The board also expressed the view that it would like an opportunity to meet with Ofqual's board to better understand Ofqual's priorities and asked for a joint board meeting to take place.

Item 8. Delivering a Simpler Skills System – building on the Big Conversation

18. The board considered the summary findings from the Big Conversation and discussed how to present the Simpler Skills publication. The board were keen to ensure the publication

demonstrated consideration of all aspects of the technical education landscape, was ambitious and secured endorsements from key players in the skills landscape.

19. The board were keen to impress on officials the need for the report to be clear and succinct to maximise the report's impact and ensure key messages were clear to readers and emphasised IfATE's role and responsibilities in changing the skills landscape.

Item 9. Strategic Priorities for 23-24 and update on Strategic Guidance

20. Anna West (AW) introduced the item and updated the board on the work undertaken by officials since the board strategy event in January. AW was able to confirm that the board's aspirations for IfATE do align with the Strategic Guidance which is due to be signed off imminently and laid before Parliament.
21. The board gave positive feedback on the detail provided setting out IfATE's strategic priorities. The board sought clarification and requested the inclusion of further detail on a limited number of performance measures, so that for all metrics the Board could understand "by who, or for who".

Item 10. Matters arising from the papers for information and any other business

22. The Chair confirmed to PM that the board had considered the Teacher Apprenticeship and would write to DfE to confirm the board's position on the Apprenticeship as soon as possible.
23. The board noted that some of the more popular standards by starts are in the business and administration route. It was agreed that an explanation for this would be included in the note to the Board on the levy (as per action 42).
24. There was no other business, and it was confirmed that the next meeting would be held on 10 May 2023.

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