

Minutes

Date Subject Security classification	30 June 2021 ESFA Management Board OFFICIAL – FOR PUBLICATION
Present	Non-Executive Members Dame Irene Lucas (IL - Chair) Hunada Nouss OBE (HN) Stuart McMinnies (SM)
	Members Eileen Milner (EM) Warwick Sharp (WS) Matt Atkinson (MA) Charlotte Briscall (CB) Susan Lovelock (SL) John Edwards (JE) Peter Mucklow (PM) Kirsty Evans (KE) Stuart Proud (SPr) Sarah Whitehead (SW) Portia Bailey (PB) Simon White (SW) Emily Simons (ES) Lindsey Henning (LH) George Chachou (GC) Claire Montgomery (CM) Baroness Berridge (BB, items 1-3 only) Tanya Arkle (TA, item 3 only) Michelle Meldrum (MM, item 3 only) Alison Perry (AP, item 3 only) Stella Pearson (SP, item 4 only) Bal Toor (BT, item 5 only) Susan Acland-Hood (SAH, item 6 only) Ian Coates (IC, item 6 only) Harry Warren (HW, item 9 only) Heather Whitver (HWh, item 9 only) Debbie Eacott (item 4 only)

Apologies

Martin Spencer

Welcome, minutes and actions from last meeting

- 1.1. IL welcomed all attendees to the meeting, gave a reminder about confidentiality and asked for any new declarations of interest. SM asked for a declaration to be noted.
- 1.2. Apologies were received from Martin Spencer.
- 1.3. Attendees were informed the meeting was being recorded for the purposes of an external board effectiveness review.
- 1.4. Baroness Berridge attended the meeting for the first three agenda items. She thanked all in attendance, and in particular the non-executive board members for their contributions to the ESFA.
- 1.5. The minutes of the meeting held on 15 April were approved.
- 1.6. IL commended ESFA on the achievements during this academic year, noting that 100% of the 423,000 funding payments being paid accurately and on time. IL asked all Directors to feed back the board's thanks and comments to their teams.

ACTION 1: All Directors to feedback the NEDs thanks to their respective teams.

1.7. The board agreed to put on hold the outstanding action about board effectiveness (15/04/21 Action 1) until the external board effectiveness review concludes.

2. Chief Executive's Perspective

- 2.1. EM echoed IL's comments on celebrating the achievements of EFSA especially considering the additional pressures of the Covid pandemic.
- 2.2. Work is underway on the upcoming Spending Review bid and the priorities for additional investment whilst continuing the ambition that every child has access to high quality education.
- 2.3. The Schools Resource Management Programme continues to offer assistance to schools in making efficiency savings. A similar programme is being developed for colleges.
- 2.4. A Public Accounts Committee hearing is to take place on funding in the schools system. The first part will take place on 15 July, the second part will follow in November.
- 2.5. Baroness Berridge outlined the priorities in the Academies and Maintained Schools area of the ESFA.

3. Schools Resource Management Update

3.1. TA gave a presentation on the Schools Resource Management Adviser (SRMA) programme, explaining its remit, plans for future rollout, and savings and efficiencies made so far, highlighting some of the bigger cost savings made.

- 3.2. A priority for the SRMA programme is ensuring communication with trusts on the offer.
- 3.3. SM asked that more is done to encourage completion of the feedback survey by trusts, once an SRMA visit has taken place.
- 3.4. IL thanked TA for an informative and well-presented item.

4. T-Level Progress

- 4.1. Two T-level students from Fareham College and their tutor Debbie Eacott, were welcomed to the meeting. They gave a summary of their experience of T-levels, answering questions from the board.
- 4.2. IL expressed the board's appreciation to the students for attending and giving their helpful insights into the T-level programme.
- 4.3. SL highlighted the progress that has been made in wave one of the rollout for T-levels and gave a summary of the plans for wave two.

5. People Update

- 5.1. BT gave an update on the work of the people team, including plans for returning to the office, sickness absence levels and resource planning.
- 5.2. The board was informed of the various learning and development schemes currently underway or due for roll out within the ESFA.
- 5.3. The DfE have moved up from 49th to 28th in the MIND Workplace Wellbeing Index and achieved a silver award for the second year running.

6. Permanent Secretary Update

6.1. IC and the Permanent Secretary provided an update on the ESFA review to the Management Board.

7. Directorate Updates

7.1. Each ESFA Director gave a summary of the key challenges and achievements of their respective directorates since the last Management Board meeting on 15 April.

8. Performance and Risk Update

- 8.1. GC gave highlights from the latest Performance and Risk Committee (PaRC) meeting.
- 8.2. In response to a request from the Management Board, an annual summary of ESFA performance for the last reporting year was included in the papers.
- 8.3. The board endorsed the minor changes made after review of the risk framework and the risk appetite.

9. Annual Report and Accounts Update

9.1. HW and HWh updated the board on progress and the timetable set for laying the ARA.

10. Any Other Business

- 10.1. IL announced that EM will be leaving the ESFA. IL paid tribute and expressed the board's thanks and appreciation of the contribution of EM to the ESFA.
- 10.2. Next meeting is 14 September via MS Teams.

Meeting closed.