



Date 6 April 2022
Subject ESFA Management Board
Security classification OFFICIAL – FOR PUBLICATION

Present

Members

Martin Spencer (MS)	Non-executive director, Interim Chair
Stuart McMinnies (SM)	Non-executive director
Hunada Nouss (HN)	Non-executive director
John Edwards (JE)	Interim Chief Executive Officer, ESFA
Matt Atkinson (MA)	Director, ESFA
Warwick Sharp (WS)	Director, ESFA attending for items 1-6
Owen Jenkins (OJ)	Director, ESFA

Others in attendance

Iain King (IK)	Acting DG, DfE
Jonathan Clear (JC)	Director, DfE, attending for item 4
Madeleine Drury (MD)	ESFA, attending for item 7
Tika Khan (TK)	ESFA, attending for item 10
Emily Simons (ES)	ESFA
Rachel Hansford (RH)	ESFA
Claire Montgomery (CM)	ESFA
George Chachou (GC)	ESFA
Tabatha Wincote (TW)	ESFA, secretariat

Apologies None

1. Welcome and introductions – MS

- 1.1. MS opened the meeting, welcomed new attendees and reminded all about confidentiality. There were no new declarations of interest.
- 1.2. There were no apologies for the meeting.
- 1.3. Minutes from 10 February 2022 Management Board were approved.
- 1.4. All outstanding actions were closed.

2. Interim Chief Executive's update – JE

- 2.1. JE thanked colleagues across the agency for their work in ensuring a smooth transition for the refocussed agency on 1 April 2022.
- 2.2. JE updated on his visits to meet staff in all ESFA offices through February and March.
- 2.3. JE thanked OJ and colleagues for successfully managing all funding allocations by the deadline of 31 March 2022.
- 2.4. JE noted the publication of the [DfE's Schools White Paper](#), and the [special educational needs and disabilities \(SEND\) and alternative provision \(AP\) green paper](#).
- 2.5. Recruitment for the ESFA CEO post is in progress.

3. New Agency Scope and Remit – JE

- 3.1. JE provided the overview of the ESFA's scope and remit from 1 April 2022. The framework document covering the relationship between the ESFA and DfE is likely to be in place in October.

4. Sponsorship Introduction – IK, JC, WS

- 4.1. In his capacity as senior sponsor, IK introduced the progress made on sponsorship arrangements, which aim to ensure an efficient working relationship that supports the ESFA.

5. Agency Change and Transition Programme Update – ES

- 5.1. ES set out the programme management arrangements that had taken place to date.
- 5.2. MS thanked ES and colleagues for the work that has taken place in support of agency change and transition.

6. Directorates' Scope and Remit - JE, WS, MA, OW

- 6.1. JE set out the ESFA's draft vision, purpose, values, and governance structure. Once fully developed, this information will be included in the agency's new business plan.
- 6.2. The interim business plan is in place until the end of June.
- 6.3. WS, MA and OJ each provided scope and remit updates for their directorates.
- 6.4. The board discussed building culture within the refocused agency and the opportunity this provided for the ESFA to innovate and achieve continuous improvement whilst maintaining service delivery.
- 6.5. The board will continue to be engaged as the draft is developed further.

7. People Update - MD

- 7.1. MD presented the people update.
- 7.2. The 2022-2023 People Plan will be discussed at the next ESFA Management Board.
- 7.3. MD will present an update on strategic workforce planning at the next ESFA Management Board.

8. Audit and Risk Committee (ARC) Update - HN

- 8.1. HN gave an update on the Audit and Risk Committee meeting of 10 March 2022.

9. Performance Update - GC

- 9.1. GC gave an overview of the most recent Performance and Risk Committee meeting.
- 9.2. The ESFA's business plan will be in place by 1 July 2022 subject to Management Board and sponsor sign off.

10. Finance and Budgets Update – TK

- 10.1. TK provided the update on 2021-22 financial position and 2022-23 business planning.
- 10.2. The ESFA's financial year-end position should be finalised within the next three weeks.

10.3. Budget planning for 2022-23 is currently taking place.

11. Any other business

11.1. No other business was raised at the meeting.

11.2. The next meeting will take place on 7 July 2022.