

**Department for Education Board Meeting
14 September 2022, 14:00 – 15:35**

Attendees

Kit Malthouse, Rt Hon MP
Baroness Barran
Richard Pennycook
Susan Acland-Hood
Toby Peyton-Jones
Suzy Levy
Peter Bazalgette
Stuart McMinnies
Jack Boyer
Iain King
Indra Morris
Julia Kinniburgh
Tony Foot

Title

Secretary of State for Education
Minister for the School and College System
Lead Non-Executive Board Member
Permanent Secretary (deputised as Chair)
Non-Executive Board Member
Non-Executive Board Member
Non-Executive Board Member
Non-Executive Board Member
Non-Executive Board Member
Interim Chief Operating Officer
Director General, Families
Director General, Strategy
Strategic Finance Director

Presenters

Tom Stephens

Title

Deputy Director, Delivery Unit

Other Attendees

Paul Kett
Andrew McCully
John Edwards
Hollie Godsmark

Title

Director General, Skills
Director General, Schools
Director General, Regions
Principal Private Secretary to the Secretary of State
Director, Strategy and Delivery
Board Secretary
Board Secretariat

Emily Roche
Laura Hoskins
Anna Haynes

Apologies

Title

1. INTRODUCTION, MINUTES AND ACTION TRACKER

- 1.1 The Chair welcomed members to the meeting and noted that the Secretary of State would attend the meeting for a half-hour slot.
- 1.2 The action tracker from the previous meeting was accepted without amendment. No new conflicts of interest were declared.
- 1.3 Members and attendees introduced themselves and the Chair provided those present with an update on the Department's involvement in Operation London Bridge and on its response to the ministerial changes in early September 2022.

2. FORWARD LOOK

2.1 Members discussed the Board agenda forward look at paper and agreed a list of items to be considered for future Board meetings, which included departmental strategy, critical risks and response, and potential substantive items escalated from sub-committees.

2.2 Board members noted that the delivery of major projects should be tested with the Board and that Non-executive Directors should be actively involved with scrutiny of project delivery in and outside Board meetings.

3 MINISTERIAL PRIORITIES

3.1 The Chair welcomed the Secretary of State to the meeting. The Secretary of State provided members with a brief overview of his career to date as a minister.

3.2 The Secretary of State outlined his initial thinking on his missions for his time as the Education Secretary.

3.3 Board members discussed the use of Non-executive Directors (NEDs) on the Board, particularly in the context of the new cohort of NEDs, four of whom had been recently appointed to the Board.

- The Secretary of State stated his desire for the Department to use the NEDs fruitfully and encouraged the close working relationships of Ministers, Officials, and NEDs.

4 PERFORMANCE UPDATE

4.1 The Chair welcomed presenters to the meeting to speak to the latest data on departmental performance.

- The data presented in the meeting was in line with that detailed in the performance dashboard.
- The lens through which the data would be collected and reviewed may change dependent on the new Secretary of State's missions.
- Work was being undertaken to align the bigger picture of risk across the Department.

4.2 Tillie Paul spoke to the data on major projects and programmes under the headings of schools, skills, and families.

4.3 Members agreed that, going forward, this item would be in place for members to scrutinise and seek assurance on delivery plans for progress against targets, including the plans for programmes which were not meeting targets. This would be tailored to the new Secretary of State's missions and Non-executive Director (NED) portfolios.

5 AOB

5.1 The Chair noted the subcommittee update that had been provided to Board members.

5.2 The Lead NED noted that he would be having individual conversations with each NED to agree portfolios.

5.3 The meeting closed.