

**Department for Education Board Meeting  
6 February 2018 12.00-14.00  
Committee Room 20, House of Commons**

**Attendees**

Rt Hon Damian Hinds MP	Secretary of State ( <i>Chair</i> ) (Items 1-4)
Rt Hon Anne Milton MP	Minister of State for Apprenticeships and Skills, Minister for the Board
Rt Hon Nick Gibb MP	Minister of State for School Standards
Richard Pennycook	Lead Non-Executive Board Member
Ian Ferguson	Non-Executive Board Member
Ruby McGregor-Smith	Non-Executive Board Member
Jonathan Slater	Permanent Secretary
Mike Green	Acting Director General, Insight, Resources and Transformation
Indra Morris	Director General, Social Care, Mobility and Equalities
Jonathan Clear	Strategic Finance Director

**In attendance**

Warwick Sharp	Principal Private Secretary
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**INTRODUCTIONS, MINUTES AND ACTIONS**

The chair welcomed Board members to the meeting, the first of the calendar year, and the first since his appointment.

The chair noted the smaller Board attendance and reduced ministerial membership, which he hoped would add focus to the Board's discussions.

The chair invited Richard Pennycook to comment. He welcomed the opportunity to refresh the department's governance and highlighted the planned recruitment of at least one other Non-Executive Board Member.

As the new Secretary of State, the chair noted that he would be looking to give further steers on his priorities.

**UPDATES FROM COMMITTEE CHAIRS**

Ian Ferguson updated the Board on the Audit and Risk Committee. He noted the relative health of the committee, recently joined by the newly-appointed Lead Non-Executive Board Member. He also highlighted the ARC's work with ALBs.

Richard Pennycook updated the Board on Performance Committee, and its

planned transition to Implementation Committee. He noted that this new committee, which would meet more frequently than the Board, was designed to provide assurance on the department's performance and delivery, in particular the Secretary of State's priorities, and the transformation agenda. He highlighted items considered at the committee's previous meeting, which included Gender Pay Gap reporting.

The Permanent Secretary updated the board on Leadership Team. He highlighted the recent publication of the Strategic Workforce Plan and the Diversity and Inclusion plan.

## **GOVERNANCE AND THE ROLE OF NON-EXECUTIVE BOARD MEMBERS**

Simon Fryer joined the meeting, and Richard Pennycook introduced the item on governance. Richard set out proposals on how Non-Executive Board Members could best support the Board in its role. The Board was invited to approve several changes, in particular the overall governance process, and the new Nominations Committee.

Simon Fryer highlighted the Nominations Committee's main functions, overseeing senior executive appointments and the talent pipeline, and the public appointments process.

The Board welcomed the proposals for Nominations Committee. In discussion, the Board noted:

- that the Nominations Committee should not duplicate or introduce additional processes, but should consider best practice;
- the need for the Nominations Committee to define its scope; and
- the need for regular reporting on appointments.

In discussing the questions on governance, the Board agreed:

- that non-executives should not stray into the management of the department, nor sit on executive committees, but that non-executives may sit in on executive meetings, on an ad hoc basis, where invited or at their request;
- that the Board Operating Framework should reflect the recent agreement that the Director General of Social Care, Mobility and Equalities should be a formal member of the Departmental Board; and
- that the performance of each committee and the Board should be evaluated at the end of the year.

The Board approved the Board Operating Framework, including the transition of Performance Committee to Implementation Committee, and the formation of the Nominations Committee.

## **BUSINESS PLANNING AND PRIORITISATION**

The chair left the meeting during this item and nominated Anne Milton as deputy chair for the remainder of the meeting.

Emran Mian joined the meeting and Jonathan Clear introduced the item on business planning and prioritisation for 18-19, noting that these would need to reflect the Secretary of State's priorities over the year.

He also outlined the early planning for the next Spending Review, and that he would want to return to the Board closer to the time.

The Board noted the paper. The Board agreed that a discussion between Ministers on priorities would be helpful.

## **PERFORMANCE REPORT**

Jonathan Clear introduced the quarterly performance report.

Jonathan gave an overview of the top tier risks.

Members discussed the performance of Opportunity Areas. Members agreed it would be useful to see the progress made on each Opportunity Area.

## **ANY OTHER BUSINESS**

There was no other business.