



Education & Skills
Funding Agency

Date 17 January 2019
Subject ESFA Management Board
Security classification **OFFICIAL FOR PUBLICATION**

Present Members:
Ian Ferguson (chair) (IF)
Irene Lucas (IL)
Stuart McMinnies (SM)
Huanda Nouss (HN)
Martin Spencer (MSP)
Eileen Milner (EM)

In attendance:
Matthew Atkinson (MA)
Jennifer Coupland (JC)
Sue Husband (SH)
Béatrice Lightfoot (BL)
Peter Mucklow (PM)
Mike Pettifer (MP), from 1.00pm
Michelle Meldrum (MM)
Emily Simons (ES)
Keith Smith (KS)
Sarah Whitehead (SW)
Tanya Arkle (TA) item 3 only

Heather Di Marco (secretariat)
Matthew Smith (observer)
Eleanor Harrison
Natasha Atkinson (notes)

1. Welcome and introductions (Ian Ferguson)

- 1.1. IF welcomed everyone and confirmed that IL was taking over the role of Chair of the Board from 1st February 2019.
- 1.2. IF asked if there were any changes to declared interests. The Board noted MSP's non-Executive role with the NHS in counter fraud.
- 1.3. All open actions were agreed to be in progress and updates were provided as follows:

- Action 2-10-18-Action 5 - SW confirmed that high-level financial data has been added into the 2018-19 Business Plan and that she is working with the performance team to include more financial data in the 2019-20 plan. It was agreed that this action could be closed
 - Action 2-10-18 Action 6 – SW offered to share recent work on savings and efficiencies with the Board.
- 1.4. In relation to the Business Plan, HN highlighted the importance of optimising outcomes when prioritising limited resources.
- 1.5. IF noted that his open actions (2-10-18 Action 3 and 2-10-18 Action 8) could be closed. IL would pick up future actions relating to additional meetings that it may be judged helpful to hold

Action 1: Performance team and SW to agree content for the 2019-20 business plan in relation to investment activities within the ESFA.

2. ESFA Directorate updates

- 2.1. The Board noted the ESFA's approach to preparing for EU Exit Planning and the way in which this intersects with the wider DfE.
- 2.2. JC outlined how industry placements are being piloted and developed in respect of T-levels and committed to reporting to the Board on progress around sectors and settings, which may have particular challenges. SM offered to explore how he might promote employer engagement with placements.

Action 2: SM to share industry contacts with JC as a potential interest of work placements.

3. Durand case update and lessons learned.

- 3.1. TA provided an overview of the case and Board noted the lessons learnt.

4. Independent Training Provider Oversight

- 4.1. MA explained the role of the contract manager, the challenges faced and the measures being implemented to address this, including the development of an ITP Risk Assessment Tool.
- 4.2. MSp asked about the ESFA's vision for the market place and PM described significant areas of policy work that were underway to inform the development of greater clarity in this area.
- 4.3. MA invited Management Board members to sponsor the work outlined in the improvement strategy.

Action 3: Management Board members to contact MA if they would like to sponsor the work in the improvement strategy.

5. ESFA Performance Update

- 5.1. MM introduced the update and invited the Board to provide suggestions on any additional content or indicators they would like to be included.
- 5.2. The Board noted the creation of a new director-led Performance and Risk Committee and that MP had corporate responsibility for risk, performance, and business planning.
- 5.3. The Board made a number of suggestions, which MM agreed to reflect in the update.
- 5.4. SM asked whether Apprenticeships data could be timelier. KS explained that the performance data shared for reporting purposes was that in the public domain, but agreed monthly data could be shared for future reports.

Action 4: Monthly apprenticeships data to be issued for future reports to Management Board.

Action 5: MM to amend the the ESFA Performance Report following the Management Board's comments.

6. ESFA Sub-Committee Reports

- 6.1. IF asked the Board to note that Mark Sanders was standing down as Chair of the Audit and Risk Committee (ARC) and thanked him for his invaluable contribution. HN was the new Chair of the ARC.

7. ESFA People Updates

- 7.1. SH updated on the People work, including the highlights from the People Survey.
- 7.2. HN asked about the new ESFA rewards system. SH said that the new system has received positive engagement and is reaching more staff.
- 7.3. SH confirmed the priorities for the ESFA following the People Survey and explained that the ESFA is now determining necessary action on key areas of concern.

8. Any other business

- 8.1. EM thanked IF for his work as Chair of the Board during which time he had overseen the creation of the ESFA. EM said that she was grateful for his passion and commitment, which had helped to get the ESFA to a good place in the wake of the 2017 merger.

- 8.2. IF thanked the Board for their comments and wished IL well in her future role as Chair.
- 8.3. The meeting closed shortly after 4.30pm