



Date 02 April 2019

Subject ESFA Management Board

Security classification

FOR PUBLICATION

Present Members:

Irene Lucas (IL) (Chair) Hunada Nouss (HN) Stuart McMinnies (SM) Martin Spencer (MSp) Eileen Milner (EM)

In attendance:

Matthew Atkinson (MA) Sue Husband (SH) Béatrice Lightfoot (BL) Jennifer Coupland (JC) Mike Pettifer (MP) Keith Smith (KS)

Sarah Whitehead (SW)

David Jeffrey (DJ) (deputy for Peter Mucklow)

Rose Oates (RO) Portia Bailey (PB)

Kate Josephs (KJ) (until item 3) Matt Toombs (MT) (for item 11)

Heather Di Marco

Matthew Smith (secretariat)

Apologies Peter Mucklow

1. Welcome and introductions (Irene Lucas)

- 1.1. IL welcomed everyone to the meeting and introduced Kate Josephs the incoming director of the newly formed Funding Directorate.
- 1.2. IL asked if there were any changes to declared interests. The Board noted the changes declared by MSp.
- 1.3. The Board noted the action log, the actions closed and those in progress.

- 2. Board Development Next Steps (Irene Lucas and Eileen Milner)
- 2.1. IL explained that, following conversations with EM about maximising the Board's effectiveness, a dedicated further meeting has been arranged for May 2019. IL requested the agenda for this meeting be circulated as soon as possible to be finalised by the end of the month.

Action 1: Portia Bailey to draft and circulate an agenda for the May 2019 meeting based on the conversations about content at the 2 April Board meeting.

- 3. ESFA Directorate Updates (Directors)
- 3.1. Each director gave an overview of their area, highlighting any achievements and issues of importance to the Board, for comment and advice where appropriate.
- 3.2. Following a suggestion from SM, MP agreed to consider his comments on the process of collecting Related Party Transactions which would include a requirement for a nil return declaration being made.

Action 2: Mike Pettifer to consider Stuart McMinnies' suggestions on the collection of Related Party Transactions, and feed back to the Board at a future Directorate Update.

3.3. The Board congratulated ASMD and FED colleagues and noted their success in issuing all allocations by the end of March. IL thanked all staff involved and asked MP and PM to ensure all involved received the Board's thanks.

Action 3: Mike Pettifer and Peter Mucklow to ensure all staff involved in the delivery of allocations receive the thanks of the Management Board.

3.4. In response to a question from SM about the availability of a strong narrative around T levels and the technical education strategy, JC offered to share a link to the T Levels comms campaign when it launches in May.

Action 4: Jennifer Coupland to share a link to the T Levels comms campaign with the Board when it launches in May.

3.5. Non-Executive Directors agreed to support the CEO engagement team with engaging senior business leaders to advocate the wider skills policy. SH agreed to develop a single page briefing for the Board to support any introductions.

Action 5: Sue Husband to provide a one-page brief for the NEDs before the May meeting to support introductory conversations with potential advocates from the business community.

4. ESFA Performance Update (Rose Oates)

- 4.1. The Board reviewed the KPIs and made suggestions on areas of improvement to the reporting and committed to returning to this subject after the May meeting.
- 5. ESFA sub-committee updates and sign off the ESFA Audit and Risk Committee (ARC) Terms of Reference (ToR) (Hunada Nouss)
- 5.1. HN updated the Board on the ESFA ARC's activity since January 2019.
- 5.2. The Board requested a summary paper from the ARC to come to each meeting to accompany the update.

Action 6: Secretariat to provide an ARC summary report paper for future Management Board meetings.

- 5.3. The Board formally signed off the ARC Terms of Reference.
- 6. ESFA People Updates (Sue Husband)
- 6.1. In response to a discussion with IL, SH agreed to consider a way for anonymised office-wide sickness trends to be made visible to staff. SH also agreed to provide year on year tracking data and the People Plan.

Action 7: Sue Husband to consider a way for office-wide sickness data to be made visible to ESFA staff in accordance with data protection considerations

Action 8: Sue Husband to provide year on year tracking data.

Action 9: Sue Husband to share the People Plan with the Board.

6.2. Considering various comments about visibility of leadership, it was agreed that the Board would meet in various offices. The Board decided to move the June meeting to Coventry with activities to promote the visibility of ESFA leadership on the morning of the meeting.

Action 10: Secretariat to move the June meeting to Coventry and arrange a presentation and Q&A session with staff on that day.

- 7. Review and sign off draft ESFA 2019-20 Business Plan (Rose Oates)
- 7.1. Following presentation of the draft Business Plan, IL and EM requested that all minor amends to the ESFA 19-20 Business plan be sent to the Governance Risk and Performance team by COP Thursday 4 April 2019. The Board noted that the ESFA 19-20 Business Plan would be published following the current period of purdah ahead of local elections.
- 7.2. It was agreed that in addition to the Business Plan, the option would be explored of creating an internal document that brings together the overarching <u>in-year</u> priorities for the ESFA, with key deliverables, targets and allocation of resources. This would serve both as a communication tool for

staff around what is critically important to us this year, what choices have been made and why, and as a basis for Management Board to assess organisational progress

Action 11: NEDs and Directors to send amendments to the ESFA 19-20 Business plan to the Risk, Performance and Governance team by COP Thursday 4 April 2019.

Action 12 – HN to work with Business Planning team to explore the development of an internal document /operational plan to be used as the basis for the Board to assess organisational progress

- 8. IT systems map review and discussion (Béatrice Lightfoot)
- 8.1. SM clarified his request at the January ARC for an IT system map and explained his specific interest in the current and planned future development of ESFA funding systems. EM agreed to share a paper with the Board from the ESFA Executive Team regarding the creation of the Funding Directorate. EM added that KJ would update the Board on her initial assessment following her first few months as Director of Funding.

Action 13: Secretariat to share Executive Team paper with the Board

Action 14: Kate Josephs to update the Board on her initial assessment following her first few months as Director at the June Board meeting.

8.2. In response to a query from MSp, BL agreed that her directorate would provide risks and key milestones on ESFA systems to the June meeting.

Action 15: BL to arrange for a summary of risks and key milestones in ESFA systems to be provided for the Board meeting in June.

- 9. VfM apprenticeships report and item 10 update following PAC (Keith Smith)
- 9.1. Following comments of gratitude from KS, the Board formally thanked EM for her work and leadership throughout the PAC process. IL requested that the Board have an opportunity to consider the skills index and benefits realisation plan at the June meeting.

Action 16: Keith Smith to bring a discussion on the skills index and benefits realisation plan to the June meeting.

- 11. Post 18 review (Matt Toombs)
- 11.1. IL thanked MT for attending to present an update on the work of the Post-18 review.
- 12. AOB

12.1.	IL commented on the departure of BL and added that her contribution was
	greatly appreciated. EM thanked BL and noted that she will be greatly missed
	by ESFA.

12.2. The meeting closed shortly after 4.35pm