

# Minutes

| Date<br>Subject<br>Security<br>classification | 6 February 2020<br>ESFA Management Board<br>OFFICIAL <b>FOR</b><br><b>PUBLICATION</b>   |
|---|---|
| Present                                       | <u>Members:</u><br>Irene Lucas (Chair)(IL)<br>Stuart McMinnies (SM)<br>Hunada Nouss (HN)<br>Martin Spencer (MS)<br>Eileen Milner (EM)   |
|   | In attendance:<br>Mike Pettifer (MP)<br>Charlotte Briscall (CB)<br>Peter Mucklow (PM)<br>Mahmood Ahmed (MA)<br>Sarah Whitehead (SW)<br>Susan Lovelock (SL) via Skype<br>Keith Smith (KS)<br>Matt Atkinson (MA)<br>Bal Toor (BT)<br>Portia Bailey (PB)<br>George Chachou (GC)<br>Harry Warren (HW)<br>Debbie White (secretariat) |
| Apologies                                     | Rachel Hansford (RH)<br>Emily Simons (ES)   |

### 1. Welcome, minutes and actions from last meeting

Kate Josephs (KJ)

- 1.1. IL welcomed all attendees to the meeting and noted that MA was covering for KJ.
- 1.2. No new declarations of interest were noted, and attendees were reminded about confidentiality and data protection.
- 1.3. The minutes of the MB meeting on 6 December 2019 were agreed as an accurate record.

### 2. Chief Executive's Update

2.1. EM gave a summary of changes to the political landscape following the general election in December 2019.

### 3. Update on Further Education Strategy – Deep Dive Discussion

3.1. PM gave an update on Further Education and Skills and noted the close working across the DfE and ESFA.

### 4. ESFA Sub Committee Updates

- 4.1. HN gave an update to the board from the accounting judgements workshop held on 24 January 2020. The purpose of the workshop was to consider the upcoming presentation of the ESFA accounts.
- 4.2. GC summarised Performance & Risk Committee discussions and presented a new risk log summary, informing the board that the full risk log would be presented every 6 months with a shorter version shared at other meetings.

### 5. Strategic Priorities and Business Plan

- 5.1. MP gave an update on the progress of the business plan for 2020-21.
- 5.2. IL requested that Non-Executive Directors (NEDs) have some further opportunity for engagement with the business plan, to enable them to provide input before it is finalised.

# Action 1: MP to share draft business plan for 2020-21 and discuss with NED's via conference call prior to MB in April 2020.

#### 6. ESFA People Update

- 6.1. BT updated the board on the People Plan and long-term workforce planning.
- 6.2. The board discussed the results of the Civil Service People Survey.

## Actions: BT to ensure the following is included in the people update for the MB meeting in April 2020:

- Action 2: Improved graphs in the people dashboard to show L&D budgets and actual spend.
- Action 3: a further update on workforce planning
- Action 4: a breakdown of numbers of apprenticeships across the directorates
- 7. Business Overview

7.1. EM outlined the priorities for NEDs involvement, including assisting the board in helping ESFA operate at a more regional level.

# Action 5: Secretariat to provide an update on NED involvement with each Directorate.

### 8. Directorate Updates

8.1. Each Director gave an update from their directorates detailing key challenges and achievements from the last quarter.

### 9. Board Effectiveness Review

- 9.1. HW presented the results of the board effectiveness review survey and outlined the suggested areas for further development.
- 9.2. IL suggested that Directors and NEDs should outline what success for the board looks like in 12 months' time.

#### Action 6: NEDs to provide a one-page summary of what success looks like for the board to CGT by April meeting, to feed into the improvements for board effectiveness.

#### 10. Joining ESFA

10.1. CB summarised her experience so far of working for ESFA and was thanked by IL.

### 11. AOB

- 11.1. The next management board meeting will be 21 April 2020, in Bristol.
- 11.2. The meeting closed at 16:00.