

**Department for Education Board Meeting  
21 June 2018 13.00-15.00  
Room 1.01, Bishopsgate House, Darlington**

**Attendees**

Rt Hon Damian Hinds MP	Secretary of State ( <i>Chair</i> )
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 (Item 1-4)
Mike Green	Acting Chief Operating Officer
Andrew McCully	Director General, Infrastructure and Funding
Indra Morris	Director General, Social Care, Mobility and Equalities
Jonathan Clear	Strategic Finance Director

**1. INTRODUCTIONS, MINUTES AND ACTIONS**

- 1.1 The Chair welcomed the Board members to the meeting and the Board reflected on their visits around the Darlington area.
- 1.2 There were no new or changed interests.
- 1.3 The Board approved the minutes of the last meeting.

**2. UPDATES FROM COMMITTEE CHAIRS**

- 2.1 Ian Ferguson updated the Board on the Audit and Risk Committee. He highlighted the work that was taking place on the Group Accounts.
- 2.2 Richard Pennycook updated the Board on Implementation Committee. Richard explained that Non-Executive Board Members have been involved in Delivery Unit projects outside of committee.
- 2.3 The Permanent Secretary updated the Board on Leadership Team. Leadership Team had reviewed financial spending plans for 2018-19.
- 2.4 Richard Pennycook updated the Board on Nominations Committee and their role providing assurance public appointments.

**3. BOARD PURPOSE**

- 3.1 Richard Pennycook introduced the item on Board Purpose. He

highlighted:

- the reduced membership of the Board.
- the Board should monitor and scrutinise progress on Secretary of State priorities; and
- the October meeting of the Board would focus on strategy.

3.2 The Board agreed that future agendas would have four core items: a Secretary of State priority, a future strategic issue, performance, and an issue escalated from committees of the Board. The Board also agreed that an annual strategy day would take place as an addition to the four annual Board meetings.

#### **4. PERFORMANCE REPORT**

4.1 Jonathan Clear introduced the performance report.

4.2 The Board discussed there had been a number of successes in the last quarter including: the response to Carillion, lessons learned from the Grenfell response, 30 hours childcare roll out, gender pay gap reporting and the launch of the Office for Students.

4.3 There are areas that require improvements, for example achieving the London recruitment target and on improving the commercial function.

4.4 The chair asked for more information on the way the finance information was presented and he requested a financial update at each Board, including presentation of the year to date position and forecasts against budget.

4.5 The Board discussed the department's risks framework and the finance update.

#### **5. SCHOOL RESOURCE MANAGEMENT**

5.1 The Chair welcomed Lord Agnew, Kate Copley and Mike Pettifer to present the item on school resource management. Lord Agnew outlined the work underway to help schools make the most of school funding. This activity includes

- two pilot procurement clubs to provide assistance to schools;
- a benchmarking tool for schools to compare costs and to give school boards more information to challenge their executive;
- improvements to the Academies financial handbook, with strengthened messages about governance;
- a teacher recruitment website to address the problem of recruitment agencies charging significant fees; and
- activity to encourage teaching assistants with the right qualifications to

upskill and become a teacher.

- 5.2 The Board agreed that this was important piece of work. The Board discussed how they could publicise this area of work better and ensure all schools have access to advice and support.
- 5.3 Non-Executive Board Members were keen to use their expertise to help support this work.

## **6. ANY OTHER BUSINESS**

- 6.1 There was no other business.