



Date 30 June 2020
Subject ESFA Management Board
Security classification **OFFICIAL – For Publication**

Present

Non-Executive Members

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

Members

Peter Mucklow (PM)
Kirsty Evans (KE)
Mike Pettifer (MP)
Susan Lovelock (SL)
Kate Josephs (KJ)
Holly Lawton (HL, for Matt Atkinson)
Stuart Proud (SP)
David Craig (DC, for Charlotte Briscall)
George Chachou (GC)
Claire Montgomery (CM)
Bal Toor (BT, for item 5 only)
Alex Turner (AT)
Deborah White (DW, secretariat)

Apologies

Matt Atkinson
Charlotte Briscall

1. Welcome, minutes and actions from last meeting

- 1.1. IL welcomed everyone to the meeting, noted no new declarations of interest since the last meeting, and reminded all about confidentiality.
- 1.2. The minutes of the last meeting were agreed as an accurate record.
- 1.3. Actions 6-12 (2) and 6-12 (5) were closed. AT will follow up on action 6-2 (6) with Keith Smith and provide an update to the Corporate Governance Team (CGT).

ACTION 1: AT to contact Keith Smith and provide CGT with an update on Action 6-2 (6) by 31 July 2020.

2. Chief Executive's Perspective

- 2.1. People in ESFA are understandably very busy and the agency continues to focus on using our resources in the most effective way to support business as usual, as well as work specifically Covid related.
- 2.2. The Department for Education will be publishing guidance on the return to educational settings from September, principally for schools but also including early years, further education, and university settings.
- 2.3. A Comprehensive Spending Review is expected in the autumn.
- 2.4. IL paid tribute to all in ESFA on the work being done across the agency.

3. Annual Report and Accounts (ARA) and Annual Governance Statement Sign Off

- 3.1. A near final draft version of the ARA was shared with the board and a meeting is arranged for 10 July 2020 for the board to receive the NAO final audit opinion and sign off the ARA.
- 3.2. The annual report of the ESFA's Audit and Risk Committee (ARC) to Management Board was presented, providing assurance to the board of the work of ARC throughout the year.

4. Performance and Risk Update

- 4.1. GC gave an update from ESFA's Performance and Risk Committee (PaRC) meetings in May and June. The June meeting of PaRC endorsed the new performance and risk summary which now includes Covid recovery priorities.
- 4.2. The Non-Executive Directors welcomed the thorough work on the performance and risk item, particularly noting the quality of the new risk management framework document.

5. People Update

- 5.1. BT attended the meeting for this agenda item. BT referenced the launch of the ESFA People Plan for 2020-21, which had been developed in consultation with staff groups, and took account of results from the Civil Service People Surveys and other internal surveys and consultations. The board commended BT on the people plan.
- 5.2. Staff absence due to Covid has been low, although some staff are working flexible hours to assist with caring responsibilities.
- 5.3. The board discussed the ESFA's 'Our Voice In Action' staff sessions with ESFA directors. Originally these sessions were created to discuss results and responses to the People Survey results, but now, as well as these, they focus

on Covid issues. These are well attended sessions and directors are hearing that overall, people are positive about working from home, working flexibly, support available to colleagues, including that around mental health and there is generally positive feedback on IT services.

6. Update on ESFA Management Board and Institute for Apprenticeships and Technical Education Board to Board Meeting

- 6.1. The board-to-board meeting between ESFA Management Board and the Institute for Apprenticeships and Technical Education (IfATE) Board was a positive introductory meeting with a follow up meeting to be scheduled in September.
- 6.2. IL will meet with the Chair of IfATE and agree the issues to be added to the next agenda to take forward.

ACTION 2: CGT to arrange for IL to meet with the Antony Jenkins, the Chair of IfATE to agree issues that will form the agenda for the next board to board meeting.

7. Deep Dive – ESFA position around the Skills Agenda

- 7.1. SL, PM and KE jointly gave an overview on how ESFA is shaping the skills agenda as part of the wider DfE response to this government priority.
- 7.2. SL, PM and KE gave an overview of the complexity surrounding the development of the wider landscape, and how the ESFA is working across the DfE and government to formulate a strategy to take forward the skills agenda.

8. Directorate Updates

- 8.1. All directors gave an update from their directorates detailing the key challenges and achievements from the last quarter.

9. AOB

- 9.1. The next meeting will be 10 September 2020 via Microsoft Teams.

Meeting closed at 15:05