Minutes



Date 10 September 2020

Subject ESFA Management Board Meeting Minutes

Security Classification FOR PUBLICATION

Present Non-Executive Members

Martin Spencer (MS) (Acting Chair)

Hunada Nouss (HN) Stuart McMinnies (SM)

Attendees

Eileen Milner (EM)
Matt Atkinson (MA)
Warwick Sharp (WS)
Charlotte Briscall (CB)
Kirsty Evans (KE)
John Edwards (JE)

Tika Khan (TK) (for Stuart Proud)
Peter Mucklow (PM) (from 11:00am)

Sue Lovelock (SL) George Chachou (GC) Rachel Hansford (RH)

Claire Montgomery (CM) (*until 11:15am*) Harry Warren (HW) (*from 11:15am*)

Alex Turner (AT)

Karen Murray (KM) (item 6 only)

Bal Toor (BT) (item 7 only)

Apologies

Irene Lucas (IL) (Chair) Stuart Proud (SP)

1. Welcome and introductions

- 1.1. MS acted as Chair for the meeting in IL's absence. MS welcomed everyone to the meeting.
- 1.2. No new declarations of interest were made, and MS reminded everyone about confidentiality.

1.3. The minutes from meetings held on both 30 June and 10 July were agreed as an accurate record.

2. Chief Executive Perspective

- 2.1. EM gave updates including schools re-opening and the Spending Review.
- 2.2. EM reflected on the continuing hard work of staff and the recent successes that have been achieved during Covid. The launch of T-Levels was celebrated.
- 2.3. The board endorsed the positive feedback about the work of ESFA's people.

3. Feedback from Audit and Risk Committee (ARC)

- 3.1. HN gave an overview of the meeting on 3 September.
- 3.2. The ARC was presented with an overview of the ESFA's latest risk summary, the top tier risks, and priorities for the following quarter.
- 3.3. The ARC also reviewed reports from both the Government Internal Audit Agency and the National Audit Agency.

4. Update on Covid interventions and performance reporting

- 4.1. KE gave an update about the agency's actions in response to Covid.
- 4.2. KE highlighted some of the bigger challenges.

Action 1: KE to ensure that there is an audit trail for Covid intervention actions.

5. Performance and risk updates

- 5.1. GC gave an overview of the ESFA's top tier risks, the ESFA's strategic risks, and the current business as usual and Covid-related risks and issues.
- 5.2. GC summarised discussions from the ESFA's Performance and Risk Committee meetings over the previous quarter.

Action 2: Secretariat to schedule a conversation about DfE's risk management data set at a future meeting.

5.3. HN requested editorial content to be added to the reports.

Action 3: Future performance reports to include narrative on key risks (Directors).

6. Deep dive discussion into FE colleges sustainability review

- 6.1. KM attended for this item.
- 6.2. KE gave an overview of FE colleges sustainability and the board received an update about progress made against recommendations made by Dame Mary Ney.

Action 4: Secretariat to schedule a further discussion on FE Reform in late autumn.

7. People update

- 7.1. BT attended the meeting for this agenda item.
- 7.2. BT summarised progress made against the key priorities of business planning and reported some of the key initiatives from the ESFA People Team since the last meeting.
- 7.3. HN asked how the ESFA is progressing with hiring people with digital and data skills. BT replied that there are active campaigns on software development and data engineering.

8. CEDD customer service update

- 8.1. CB updated the board on actions taken since August 2019 to improve customer service responsiveness and asked the board to provide feedback and constructive insight on the planned changes for the academic year 2020 to 2021.
- 8.2. The non-executive directors welcomed the report and the discussion.

9. Directorate updates

9.1. Each director gave an update, detailing key challenges and achievements from the last quarter and requests for support from the non-executive.

Action 5: MA to liaise with MS on his directorate's request for non-executive support.

9.2. The Board thanked SL and her directorate for delivering T-levels.

10. AoB

10.1. The board agreed two actions.

Action 6: GC to ensure revisions to the business plan are shared with the board before December.

Action 7: PMO to provide assurance update for October, by correspondence. Meeting closed.