



<b>Date</b>	4 February 2021
<b>Subject</b>	ESFA Management Board Meeting
<b>Security classification</b>	<b>OFFICIAL – For Publication</b>
<b>Present</b>	<b>Non-executive members</b> Irene Lucas (IL) (Chair) Hunada Nouss (HN) Stu McMinnies (SM) Martin Spencer (MSp)
	<b>Members</b> Eileen Milner (EM) Peter Mucklow (PM) Matt Atkinson (MA) Charlotte Briscall (CB) Sue Lovelock (SL) Kirsty Evans (KE) John Edwards (JE) Stuart Proud (SP) Kevin Sumputh (KS) Simon White (SW) Tika Khan (TK item 6 only) Bal Toor (BT item 4 only) Alex Turner (AT) Matt Shirazi (MS item 6 only) George Chachou (GC) Claire Montgomery (CM) Judy Anckorn (JA item 3 only) Debbie White (Secretariat)
<b>Apologies</b>	Warwick Sharp (WS)

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

- 1.1. IL welcomed all attendees to the meeting, noting Kevin Sumputh's attendance in place of Warwick Sharp whose apologies were noted.
- 1.2. No new declarations of interest were noted, and attendees were reminded about confidentiality.
- 1.3. The minutes of the ESFA Management Board meeting on 10 December 2020 were agreed and approved.
- 1.4. Frank Bowley, Deputy Director for Skills Policy Analysis, will be invited to attend the Management Board meeting on 15 April 2021 to discuss value for

money in relation to apprenticeship standards for employers. This now closes action 10/09/20 (2). All other outstanding actions were also closed.

## **2. Chief Executive's perspective**

- 2.1. EM thanked JE for covering her absence whilst taking annual leave.
- 2.2. Sir Kevan Collins has been appointed as the Education Recovery Commissioner, reporting to the Secretary of State and the Prime Minister, and will be invited to attend a future board meeting.

### **ACTION 1: Secretariat to invite Sir Kevan Collins (Education Recovery Commissioner) to a future Management Board meeting.**

- 2.3. The plans for schools and colleges re-opening continue to be debated at a political level with a statement expected to be made during February, as part of the plan to ease out of lockdown.
- 2.4. The Skills for Jobs White Paper was published on 21 January 2020. The ESFA's focus now is on delivering the priorities in that White paper.

## **3. AMSD/FED Joint Working**

- 3.1. JA and KE gave a presentation on how the Academies and Maintained Schools (AMSD) and Further Education (FED) Directorates have been assessing ways to work together more collaboratively and efficiently.
- 3.2. JA explained the analysis used to identify commonalities and differences between the two directorates.
- 3.3. Whilst work in this area had been temporarily paused whilst staff concentrated on the response to Covid, this project will now continue and an update on progress will be brought to Management Board in the autumn.
- 3.4. The non-executives fully supported the approach to discovering where the two directorates could share lessons learned and work collaboratively.

### **ACTION 2: KE and WS to bring an update on the AMSD/FED Joint Working Programme to the Management Board on 14 September 2021.**

## **4. People update**

- 4.1. BT gave an overview of the ESFA's people position, updating the board on the numbers of staff who have been redeployed to other areas across the Department for Education.
- 4.2. The level of staff sickness due to mental health issues is in line with the pre-pandemic levels. BT detailed the initiatives ESFA have put in place to continue to support staff's mental health and wellbeing.
- 4.3. BT informed the board of the various learning and development programmes and initiatives taking place within ESFA.

## **5. Performance and risk update**

- 5.1. GC gave a summary of the Performance and Risk Committee (PaRC) meeting held in January.
- 5.2. HN said that she felt assured by the oversight and risk management provided by PaRC to support delivery of the ESFA Business Plan.
- 5.3. HN recognised the improvements made in the presentation of the ESFA's risk register and asked for further detail to be provided when the effects of mitigating actions do not affect any likely change between current and residual risk impact.

**ACTION 3: GC and Directors to provide explanations about any risk that does not show an improvement to residual risk categorisations.**

## **6. Business planning and finance update**

- 6.1. MS gave an overview of the planned process for completion of the ESFA Business Plan 2021-22.
- 6.2. MS will take all feedback into account and present the updated business plan at the Management Board meeting on 15 April 2021.
- 6.3. SP presented the proposed budget allocations for each directorate for 2021-22 for information.

## **7. Directorate updates**

- 7.1. Each Director gave an update on activity within their area of work since the last management board meeting, detailing key challenges and achievements.
- 7.2. The board asked KS to commend staff in AMSD business support team for being awarded a special recognition award by Smarter Working Live Conference and Awards.

## **8. Any other business**

- 8.1. The next meeting will be 15 April 2021.
- 8.2. IL reminded the meeting that the non-executives are available to the directorates for assistance.

*Meeting closed.*