

Minutes

Date Subject Security classification Present	4 June 2019 ESFA Management Board OFFICIAL FOR PUBLICATION Members: Irene Lucas (IL) (Chair) Stuart McMinnies (SM) Hunada Nouss (HN) Martin Spencer (MSp) Eileen Milner (EM)
	In attendance: Matthew Atkinson (MA) Sue Husband (SH) David Craig (DC) Jennifer Coupland (JC) Mike Pettifer (MP) Keith Smith (KS) Sarah Whitehead (SW) Peter Mucklow (PM) Kate Josephs (KJ) Charlotte Briscall (CB) Eleanor Harrison (EH) Lindsey Henning (LH) (For item 2) Mark Wilson (MW) (For item 2) Alison Garland (AG) (For item 4) Samantha Durr (SD) (For item 4) Mark Chambers (MC) (For item 4) Jess Deallie (JD) (For item 4)

Matthew Smith (secretariat)

Apologies

Welcome and introductions (Irene Lucas) 1.

IL welcomed everyone and introduced Lindsey Henning and Mark Wilson who 1.1. were presenting the draft Annual Report and Accounts (ARA.) IL explained that this would be a short meeting to discuss and comment on the ARA in its **ESFA Management Board OFFICIAL SENSITIVE** Minutes of meeting on 04 June 2019 Page 1 of 2 current draft and also to have the opportunity to engage with, and advise upon, the Employer and Employee Engagement directorate's work on establishing a Senior Business leader advocates programme.

- 1.2. The Board agreed the minutes from 4th April 2019 for publication.
- 1.3. The Board noted the action log and agreed actions from April to be postponed to the July meeting.

2. Board review of Annual Report and Accounts (Lindsey Henning and Mark Wilson)

- 2.1. LH gave an overview of the progress of the ARA since the last update in mid-May. LH said that a finalised version will be submitted to the Audit and Risk Committee (ARC) on the 25th June for agreement by Management Board on the 4th July.
- 2.2. The Board welcomed the progress made and IL asked that any further comments be sent to Mark Wilson.

Action 1: Management Board members to send any further comments on the ARA to Mark Wilson.

3. Board review of ARC Annual Report (Hunada Nouss)

3.1. The Board noted the report from ARC and took it as read.

4. Business Stakeholder Engagement (Sue Husband)

4.1. The Board discussed the work that the E&EE directorate are conducting to establish Senior Business leader advocates. The Board requested that this return as an item for the 4th July meeting to discuss progress.

Action 2: Secretariat to add an update on the work of the Senior Business leader Advocates team to the 4th July meeting.

5. AOB

- 5.1. There was no AOB.
- 5.2. The meeting closed shortly after 4.00pm