



**Minutes of Meeting of the Board of Directors
Held at 9.30 p.m. on Wednesday 30 January 2019
100 Bothwell Street, Glasgow G2 7JD**

2.1

Present:	Chris Brodie	Chair	CB
	Paula Sussex	Chief Executive Officer	PS
	Mary Curnock Cook	Non-Executive Director	MCC
	Antonia Cox	Non-Executive Director	AC
	Simon Devonshire	Non-Executive Director	SD
	Natalie Elphicke	Non-Executive Director (by phone)	NE
	David Gravells	Non-Executive Director	DG
	Andrew Wathey	Non-Executive Director	AW
	David Wallace	Deputy Chief Executive Officer	DW
	Jacqui Smillie	Chief Financial Officer	JS
	Gary Womersley	Company Secretary	GW
 In Attendance:	 Paul Kett	 DfE	 PK
	Sinead O’Sullivan	DfE	SO
	Ben Connah	DfE	BC
	Gareth Allan	Scottish Government	GA
	Chris Williams	Welsh Government	CW
	Bernice McNaught	Executive Director, Repayments & Counter-Fraud	BM
	Derek Ross	Executive Director of Operations	DR
	Adrian Tucker	Chief Information Officer	AT
	Sally Winstanley	Future Board Scheme Participant	SW
	Stuart Brydson	Board Secretary (Secretariat)	SB
	 Fiona Smith	 Head of Finance (Item 3.2)	 FS
 Apologies:	 Leia Fitzgerald	 Scottish Government	 LF
	Jonathan O’Callaghan	NI Dept for Economy	JO
	Professor Geoff Layer	Chair of the Stakeholder Forum	GL
	Chris Jones	Welsh Government	CJ

1. Chairman's Opening Remarks and Directors' Matters

CB welcomed everyone to the meeting and in particular Paul Kett, Director General, Higher Education and Further Education, Department for Education, who was attending his first meeting.

Apologies had been received from Leia Fitzgerald, Chris Jones and Jonny O'Callaghan and were duly noted. During the meeting apologies were received from Professor Geoff Layer who had experienced travel difficulties.

There were no declarations of interest.

2. Minutes of Previous Meeting and Matters Arising

2.1 Minutes of the meeting held on 12 December 2018

The minutes of the SLC Board meeting held on 12 December 2018 were approved as a true and accurate record.

2.2 Matters arising from previous minutes

GW advised that of the five matters arising two were marked for closure, being complete or covered in the agenda. The other three were ongoing.

3. Board Directors' Reports / Priority Business / Company Performance

3.1 CEO Report

PS introduced the CEO report and the following key matters were highlighted:

Finance

4.1 and 4.2 The main focus has been on managing resources. The Executive Directors, steered by JS, have made very good progress.

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External Affairs

4.17 to 4.19 A number of meetings have been held with public sector organisations, including OfS and UCAS. These meetings will strengthen working relationships, including with regard to Information and Guidance for students.

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Performance Dashboard

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Joint Quadrilateral Committee (JQC)

5.3 DW updated on the last meeting of the JQC and explained that this forum allowed the four UK Government Administrations to meet monthly and discuss both delivery of existing policy requirements and also the following year's 'ask'. DW noted that the process of coordinating policy 'ask' that this is well supported by Department for Education who were taking their responsibilities for this coordination seriously.

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Operations

6.1 DR noted that the second instalment payments for maintenance funding were made successfully at the start of the post-Christmas term. Around £5bn had now been paid for maintenance funding in the current academic year. The second instalment of tuition fee loans (around £2.7bn) would be paid direct to providers in early February.

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Board noted the CEO report.

3.2 CFO Report including Q2 Update

JS presented the CFO report and explained that Fiona Smith, Head of Finance was attending to provide further detail.

JS went on to recognise the work of the Finance Team.

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In respect of the on-going dialogue between the SLC and DfE, the effective relationship was noted and this was endorsed by CB.

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There followed discussion around the timing of preparation for the APRA process. PS advised that in conjunction with Department for Education colleagues, SLC will work to meet the required aim of having budgets prepared and shared with the Board.

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Board noted the CFO report.

3.3 Stakeholder Forum Report

Due to the absence of Professor Geoff Layer the Stakeholder Forum Report was noted and taken as read.

3.4 SLC Strategy Update

PS introduced the SLC Strategy Update.

PS noted that the BM had now been appointed as the Senior Responsible Officer for the Transformation Programme and so would provide any future updates.

Good work continues within Strategy 2020, including Role of the Manager and the Lean Programme and are considered good value for money.

Board noted the SLC Strategy Update.

3.5 Corporate Risk Report

GW presented the Corporate Risk Report.

It was noted that responsibility for the Corporate Risk Report would now pass to JS.

There followed discussion over potential improvements to the Corporate Risk process and CB noted that the new Company Framework Document had important things to say about risk.

The importance of identifying critical risks was noted and that mitigations must be effective.

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Board noted the Corporate Risk Report.

3.6 Modern Slavery Statement

GW introduced the Modern Slavery Statement.

GW advised that the statement is a legal requirement and that the Company is in line with other public sector organisations.

Board approved the Modern Slavery Statement.

3.7 ARC Chair Report

NE introduced the ARC Chair Report.

NE noted that working with the NAO had been constructive.

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Board noted the ARC Chair Report.

3.8 RPODC Chair Report

DG introduced the RPODC Chair Report.

DG noted that responsibility for HR has moved to MS, the new HR Director. Also, it has been agreed that MS will be a standing attendee of future RPODC meetings.

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PS gave an overview of what had been covered in the RPODC on the Organisation Changes. BM has accepted the role of Senior Responsible Officer for Transformation whilst continuing to cover Repayments and Counter Fraud Services.

DG advised that RPODC will meet with all obligations required by the new Company Framework Document.

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Board noted the RPODC Chair Report.

5. AOB

Non-Executive Directors Communications

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GW explained that a new device application was in the final testing stage and that this would improve secure Non-Executive Directors Communications.

Office for Students

CB advised that he had met with Sir Michael Barber, Chair of the Office for Students, and that they had discussed communication and information.

There then followed a discussion around the Office for National Statistics recommendation and the Augar Review.

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Tailored Review

Simone Bolshaw will attend the February Board to present an update of the Tailored Review.

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Offsite Strategy Day

PS agreed to supply a paper on the January 16 offsite strategy day to the Board by their next meeting.

Action: PS to produce Offsite Strategy Day paper for the February Board.

6. Date of Next Meeting

The next meeting of the SLC Main Board – Deep Dive will take place on Wednesday 27 February at 9.30 a.m., at 100 Bothwell Street, Glasgow G2 7JD.

There being no other business, the Chairman thanked everyone for attending and the meeting closed at 12.30 p.m.

NB: Where asterisks appear within a numbered item, these sections have been excluded from the minutes before placing on the website as the subject under discussion falls within one or more of the exemptions contained in Part II of the Freedom of Information Act 2000 and can be reasonably withheld.