



Date 9 September 2022

Subject ESFA Management Board

Security classification OFFICIAL – FOR PUBLICATION

Present

Members

Martin Spencer (MS)	Non-executive director, Chair
Hunada Nouss (HN)	Non-executive director
David Withey (DW)	Chief Executive Officer
Warwick Sharp (WS)	Director, ESFA
David Brown (DB)	Director, ESFA
Owen Jenkins (OJ)	Director, ESFA

Others in attendance

Iain King (IK)	DfE, Senior Sponsor
Tika Khan (TK)	ESFA
Rachel Hansford (RH)	ESFA
Claire Montgomery (CM)	ESFA
Bronwyn Ward (BW)	ESFA
Ruth Humphreys (RHu)	ESFA
Aimee-Leigh Musgrave (AM)	ESFA
George Chachou (GC)	ESFA
Jaylene Hendry (JH)	ESFA, secretariat

Apologies

Peter Kane (PK)

Tabatha Wincote (TW)

1. Welcome and introductions – MS

- 1.1. MS opened the meeting, welcomed all attendees and reminded all about confidentiality. MS gave a special welcome to DW as his first meeting since taking up post as CEO, and to DB as his first meeting since taking up the Director role.
- 1.2. Apologies for the meeting were noted.
- 1.3. MS noted condolences for the Royal family at the news of Her Majesty Queen Elizabeth II passing, and thoughts to all who will be mourning.
- 1.4. A late addition to the agenda was noted – the Permanent Secretary's All Staff Broadcast which all members will dial into.
- 1.5. No new declarations of interest were raised.
- 1.6. The minutes of the 7 July 2022 Management Board meeting were approved.
- 1.7. The action log was reviewed and it was confirmed that the 3 outstanding actions are all in progress to be reviewed at the next Management Board meeting.

2. Chief Executive's update – DW

- 2.1. DW gave his thanks to the team for all the support provided in his first few weeks in post as CEO, as well as to WS and John Edwards, for all their work in filling the post prior to his arrival and all their exceptional work.
- 2.2. DW provided an update on his first few weeks in post and spoke to his immediate priorities.

3. Sponsorship update – IK

- 3.1. In his capacity as Senior Sponsor, IK provided an update from the department and discussed key priorities.
- 3.2. The meeting was paused at 10:28 so members could dial into the Permanent Secretary's All Staff Broadcast.
- 3.3. The meeting was resumed at 10:41.
- 3.4. IK provided an update on the progress made in the sponsorship arrangements noting the quality of the formal relationship that binds the department and the ESFA is in a good position.
- 3.5. IK welcomed DW and noted his thanks to WS and John Edwards for exceptional leadership in the interim.

4. Directors' update and forward look – OJ, DB, WS

- 4.1. OJ, DB and WS each provided scope and remit updates for their directorates.

Action 1 (MB 09-09-22): IK to provide update at December meeting on the progress of mitigations for agreed risks.

- 4.2. DB noted the publication of The Academy Trust Handbook 2022.
- 4.3. The board discussed the business plan and agreed to focus efforts on the new plan due in April 2023.

5. Audit and Risk Committee (ARC) Update - HN

- 5.1. HN gave an update on the Audit and Risk Committee meeting of 07 September 2022.
- 5.2. The Year End ARA is progressing according to plan.

6. Performance Update – GC

- 6.1. DW gave an overview of the process of Performance and Risk reporting.
- 6.2. GC gave an overview of the most recent P&R Committee and Executive Team meetings.

7. Finance and Budgets deep dive – TK

- 7.1. TK provided an update on the ESFA's current financial and workforce position as well as an update on the Civil Service 2025 commission.
- 7.2. Action: TK to provide more detailed data on admin year to date and forecast spend to the board.

Action 2 (MB 09-09-22): TK to provide more detailed data on admin year to date and forecast spend to the board

8. Reclassification deep dive – DB

- 8.1. DB thanked everyone currently involved in reclassification and gave an update on the current process and timelines.
- 8.2. NEDs thanked DB for the work on the paper.

9. Inflationary Pressures update – WS

- 9.1. WS provided an update on the current work surrounding schools and the impact of increasing energy costs.

Action 3 (MB 09-09-22): FPMO Director to report back to MB on interdependencies across the department for understanding the financial health of the FE sector.

10. People Update - BW

- 10.1. BW provided an update on the work of the People Team in establishing a

more consistent and joined up approach which fosters a genuine 'one Agency' people culture.

11. Board Effectiveness Plan – AM

- 11.1. AM provided an update on the Board Effectiveness Plan.
- 11.2. The board agreed the effectiveness review should proceed for Spring 2023 and endorsed the proposed next steps for the improvement actions and cycle.
- 11.3. MS and HN thanked AM for her work on this.

12. Any other business

- 12.1. No other business was raised at the meeting.
- 12.2. The next meeting will take place on 13 December 2022.