



**Date** 13 December 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
Peter Kane (PK)	Non-Executive Director
David Withey (DW)	Chief Executive Officer
Owen Jenkins (OJ)	Director, ESFA

Others in attendance

Jane Cunliffe (JC)	DfE, Senior Sponsor (items 1-7 only)
Lindsey Henning (LH) (Deputising for Warwick Sharp)	Deputy Director, ESFA
Mark Stephens (MSt) (Deputising for Funding Director)	Deputy Director, ESFA
Tika Khan (TK)	Deputy Director, ESFA
Rachel Hansford (RH)	Deputy Director, ESFA
Esther Moxon (EM)	ESFA
Ruth Humphreys (RHu)	ESFA
Harry Warren (HW)	ESFA
Jon Lowther (JL)	ESFA
El Harrison (EH)	ESFA
Tabatha Wincote (TW)	ESFA, Secretariat
Peter Rossi (PR)	Deputy Director, ESFA (item 8 only)
Anthony Worthy (AW)	ESFA (item 8 only)

**Apologies**

Warwick Sharp (WS)  
George Chachou (GC)

## **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 JC as her first meeting since taking up post as Director General of Operations and Infrastructure Group and ESFA Senior Sponsor.
- 1.2. MS welcomed MSt representing FPMO and LH attending on behalf of WS.
- 1.3. Apologies for the meeting were noted.
- 1.4. JC asked that her declaration of interest be noted as a trustee of Howard Partnership Trust. This is due to end in January 2023.
- 1.5. The minutes of the 9 September 2022 Management Board meeting were approved.
- 1.6. The action log was reviewed and it was agreed to close the 3 actions recommended for closure. The 2 outstanding actions are in progress and to be reviewed at the next Management Board meeting.

## **2. Chief Executive's update – DW**

- 2.1. DW confirmed that Andrew Thomas is joining on 3 January as the new Director of FPMO. DW thanked the ESFA Exec Team and FPMO Deputy Directors for their management during the transition period.
- 2.2. DW provided an update on his first four months in post and spoke to his immediate priorities.

**Action 1 (MB 13-12-22):** DW and JC to discuss mitigations on DfE risks affecting ESFA including shared services and update at February ESFA Management Board

## **3. Sponsorship update – JC**

- 3.1. In her capacity as Senior Sponsor, JC provided an update from the department and discussed key priorities.
- 3.2. JC provided an update on sponsorship arrangements, the framework document and the support being provided to the ESFA.

## **4. Audit and Risk Committee (ARC) Update - HN**

- 4.1. HN gave an update on the Audit and Risk Committee meeting of 1 December 2022.
- 4.2. This included an update on assurance mapping which HN & DW were pleased to report was well received by the NAO and thanked the team for their work on this.

## **5. Agency Strategy and Business Planning – HW**

- 5.1. DW gave an overview of the approach being taken on the strategy and business planning process, including integrating with financial planning, currently being worked on. HW detailed the process which was subsequently agreed by Management Board.

## **6. Performance Update – EM**

- 6.1. EM provided an overview of the performance and risk reports presented to Executive Team on 6 December 2022.

## **7. ESFA Risk Management Framework – EM**

- 7.1. EM presented the Risk Management Framework which takes into account changes in the DfE Risk Management Framework and also governance changes resulting from the Arms Length Body review.
- 7.2. The framework has been endorsed by ESFA Executive Team and Audit & Risk Committee and was agreed by ESFA Management Board.

## **8. FE Sector Financial Health - PR**

- 8.1. PR presented an update on FE Sector Financial Health.
- 8.2. A deep dive on reclassification took place at Audit & Risk Committee on 6 December 2022 with the paper included in meeting papers for information.

**Action 2 (MB 13-12-22):** PR to circulate additional data on sector financial health to Management Board

**Action 3 (MB 13-12-22):** Invite Minister Halfon to a future Management Board

- 8.3. Non-Executive Directorss thanked PR for the work on the paper.

## **9. Finance and Budgets deep dive – TK**

- 9.1. TK provided an update on the ESFA's current financial position as at period 7.
- 9.2. Financial planning for 2023/24 is progressing well with submission to DfE due mid-January.

## **10. People Update - RH**

- 10.1. RH provided the people update focussing on the very recent publication of the Civil Service People Survey results and next steps resulting from the ESFA awayday in November which had been well received by staff.

**Action 4 (MB 13-12-22):** ESFA Management Board and Audit & Risk Committee Non-Executive Directors to be invited to next ESFA all staff awayday in March

## **11. Directors' request for support – LH, OJ, & MS**

- 11.1. LH,OJ & MS provided updates for their directorates including specific requests for support from Management Board NEDs.

**Action 5 (MB 13-12-22):** RH to discuss Management Board Non-Executive Director alignment to directorates with DW and respond to Non Executive Directors with suggestions.

## **12. Any other business**

- 12.1. No other business was raised at the meeting.
- 12.2. The next meeting will take place on 9 February 2022.