



**Date** 9 February 2023

**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, ESFA
Owen Jenkins (OJ)	Director, ESFA
Warwick Sharp (WS)	Director, ESFA
Andrew Thomas (AT)	Director, ESFA

### Others in attendance

Jane Cunliffe (JC)	DfE Senior Sponsor
Tika Khan (TK)	Deputy Director, ESFA
Rachel Hansford (RH)	Deputy Director, ESFA
Jon Lowther (JL)	ESFA
El Harrison (EH)	ESFA
Tabatha Wincote (TW)	ESFA, Secretariat
Harry Warren (HW)	ESFA (item 4 only)
Ruth Humphries (RH)	ESFA (item 4 only)
Bronwyn Ward (BW)	ESFA (item 5 only)

## **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 AT attending his first Management Board since taking up post at Director of FPMO. MS noted that this was OJ's last Management Board before leaving the ESFA, thanked him for his work for Management Board and wished him all the best in his new role.
- 1.2. No apologies were noted for the meeting.
- 1.3. MS asked that it be noted that he has been appointed as a Non-Executive Director for the Submarine Delivery Agency. No other new declarations of interest were noted.
- 1.4. The minutes of 13 December 2022 Management Board meeting were

approved.

- 1.5. The action log was reviewed and it was agreed to close the 2 actions recommended for closure. The 4 outstanding actions are in progress and to be reviewed at the next Management Board.

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

- 2.1. DW provided an update and spoke to his immediate priorities.
- 2.2. The ESFA purpose on a page has been launched providing strategic direction based around 3 strands, certainty; support and assurance. DW was pleased to report this has been well-received by ESFA staff and external stakeholders.

**Action 1 (MB 09-02-23)** WS to present an update item on the Regulatory and Commissioning Review publication and outcomes at the next 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, 2023/24 remit letter and the support being provided to the ESFA.

## **4. Financial/Business Planning**

### **4.1. Financial Planning – TK**

- 4.1.1. TK updated the board on the financial plan submitted to DfE for 2023/24
- 4.1.2. TK thanked Directors and their teams for their support on this piece of work.

## **5. Business Planning - HW**

- 5.1. DW introduced the work taking place on 2023/24 business planning and thanked the team for the work on this.
- 5.2. HW provided an update on the business plan and presented the draft metrics that are currently under discussion for inclusion.
- 5.3. Management Board reviewed the headline indicators under the headings, clarity; support & assurance and gave their support for the 3 areas of focus.

**Action 2 (MB 09-02-23)** HW and RH to schedule a call with Management Board before next meeting to approve the lead indicators and milestones

## **6. People Update - BW**

- 6.1. BW provided the people update focussing on the analysis of the Civil Service People Survey results and how these are informing the people strategy.

**Action 3 (MB 09-02-23)** BW to invite an ESFA Diversity & Inclusion lead to present on their work at the next Management Board

## **7. Directorate Updates – WS, OJ & AT**

- 7.1. WS, OJ & AT provided updates for their directorates including specific requests for support from Management Board Non-Executive Directors.

**Action 4 (MB 09-02-23)** Non-Executive Directors to contact WS directly in relation to the specific requests for the SFSO directorate

**Action 5 (MB 09-02-23)** AT & HN to discuss specific items for inclusion at March's ESFA Audit & Risk Committee meeting

**Action 6 (MB 09-02-23)** Management Board secretariat to circulate directorate updates to Audit and Risk Committee Non-Executive Directors to enable them to respond to specific requests for support

## **8. Any other business**

- 8.1. No other business was raised at the meeting.
- 8.2. The next meeting will take place 14 June 2023.