

# Minutes

Date12 September 2023

Subject ESFA Management Board

Security OFFICIAL – FOR PUBLICATION classification

## Present

<u>Members</u> Martin Spencer (MS) Hunada Nouss (HN) Peter Kane (PK) John Lakin (JL) Paul Woodgates (PW) David Withey (DW) Gemma Peck (GP) Warwick Sharp (WS) Andrew Thomas (AT)

Others in attendance Leanna Green (LG)

Rachel Hansford (RH) Tika Khan Tabatha Wincote (TW) Harry Warren (HW) Ruth Humphreys (RH) Bronwyn Ward (BW) Kathryn Gandy (KG) Huw Solly (HS) Heather Murray (HM) Non Executive Director, Chair Non-Executive Director Non-Executive Director Non-Executive Director Non-Executive Director Chief Executive Officer, ESFA Director, ESFA Director, ESFA (items 1 – 8 only) Director, ESFA

Director, DfE Sponsorship Team (items 1 – 7 only) Deputy Director, ESFA Deputy Director, ESFA (items 1 – 7 only) ESFA, Secretariat ESFA ESFA ESFA (items 7 & 8 only) ESFA (item 6 only) ESFA (item 6 only) GIAA, Observer

#### Apologies Jane Cunliffe

DfE Senior Sponsor

## 1. Welcome and introductions – MS

- 1.1. MS opened the meeting. Attendees were reminded about confidentiality.
- 1.2. PW declared a new declaration of interest having recently been appointed as a trustee to the British Council.

- 1.3. The minutes of 14 June 2023 Management Board meeting were agreed.
- 1.4. The action log was reviewed. It was agreed that Action 3 (MB 09-02-23 and Action 3 (MB 14-06-23) should close. The decision was also taken to close Action 3 (MB 13-12-22). The remaining 3 actions continue to be in progress.

## 2. Chief Executive's update – DW

- 2.1. DW provided an update and spoke to his immediate priorities.
- 2.2. Management Board were updated on organisational changes advising that WS was moving to a new role in DfE from 23 September 2023.
- 2.3. DW highlighted four key pieces of work over the last 3 months:
  - 2.3.1. The publication of the ARA with thanks to NEDs for help and support.
  - 2.3.2. College capital loans scheme and refinancing applications post reclassification.
  - 2.3.3. Signing of a data sharing arrangement with HMRC to help with fraud & error capability and investigations.
  - 2.3.4. Funding allocations have received positive feedback from the sector on the speed in which they were processed.

### 3. Sponsorship update – LG

- 3.1. In her capacity as Director of the DfE Sponsorship team, LG provided an update from the department.
- 3.2. LG thanked ESFA colleagues for their quick response to support the department with RAAC.
- 3.3. Harjit Sandhu has been successfully appointed as the new ARC chair following the end of HN's tenure starting end of October.

#### 4. RAAC update – WS

- 4.1. WS provided an update on the latest on RAAC and thanked all Directors and their teams for their support and help.
- 4.2. ESFA caseworkers have been brought in to support schools and the ESFA is leading on revenue funding.

#### 5. Finance update - TK

- 5.1. TK presented the finance update and advised that year-end forecasts are due at the end of the month.
- 5.2. The 2024/25 indicative envelope is expected later this month with the confirmed envelope due in October.
- 5.3. Management Board discussed the process and considerations for 2024/25 forecasting.

### 6. External Business Plan – HW

- 6.1. HW presented the latest on the external business plan and plans for the next business planning round.
- 6.2. Management Board fed back that it was a really good document and discussed how members could support and feed into the plan and drafting of KPIs.

Action 1 (MB 12-09-23) – December Management Board agenda to include a session on the business plan

## 7. People update – BW, KG, HS

- 7.1. BW introduced KG & HS to present the D&I paper.
- 7.2. HS provided detail on the work D&I champions had undertaken to date and plans for the future. DW thanked KG & HS as representatives of colleagues for the work that was taking place.

Action 2 (MB 12-09-23) - December Management Board agenda to include an item on how NEDs can support and contribute individually to the ESFA D&I initiatives

#### 8. Pulse survey - BW

- 8.1. BW presented the pulse survey results.
- 8.2. Management Board discussed the results including response rates, areas for improvement and how the survey could be run next year.
- 8.3. The Civil Service People Survey is due to launch this month.

Action 3 (MB 12-09-23) – BW to extend the invite to the all-staff awayday on 11 October to all NEDs

## 9. Performance Board updates – PW, JL, PK, GP

- 9.1. PW provided the update on the Support Performance Board which had included a deep dive into the financial performance in trusts and colleges.
- 9.2. JL confirmed that the Assurance Performance Board had met the previous week. The board has agreed for a deep dive into academy trust compliance to take place at the next meeting.
- 9.3. GP advised that the Certainty Performance Board was meeting next week and talked through the expected agenda.
- 9.4. Management Board discussed the purpose of the boards and the assurance they have been set up to provide. The ToRs are currently being updated.

Action 4 (MB 12-09-23) – Governance team to include KPIs update when circulating board statements.

### 10. AOB

- **10.1.** HW confirmed that Management Board ToR will be circulated via email to members for comment.
- **10.2.** DW asked the record to show thanks to WS for his contribution to Management Board over the last 3 years.
- **10.3.** MS will arrange a meeting for NEDs over next few weeks to discuss objectives.

Meeting closed 15:58