

## **INSTITUTE BOARD**

<b>Meeting Title</b>	Institute Board (11 September 2017)
<b>Date of Issue</b>	15 September 2017

### **1. Welcome and Site Talk**

- 1.1 Kate Barclay welcomed attendees to Pfizer's site in Sandwich before handing over to Rob Crook, Senior Director at Pfizer, who delivered a presentation on the history of Pfizer's Discovery Park site and the roles that apprentices play in the workforce.

### **2. Closed session for Board members**

- 2.1 The Board fed back the key discussion points from their closed session which included their support for the latest process improvement work which has been taking place.
- 2.2 For the next Board meeting in October, the Board asked for a paper that covered 'quick wins' to improve the current process as it operates and to improve communication with stakeholders and trailblazers. The report should also consider the need for an end to end review.
- 2.3 The Executive will be meeting on Wednesday 13 September to take this work forward and draw up a work plan which will be presented at the next Board meeting.

***Action 1: The Executive to prepare a paper outlining how the Institute can improve the process and communications in the current system. This item to come back to the October board meeting.***

### **3. Minutes, actions from the last meeting, declarations of interest**

- 3.1 The Board approved the minutes from the last Board meeting on 5 July 2017, subject to one minor change being made at paragraph 4.4, where the words “and learn” should be added to the end of the following sentence “The Board also suggested that we make clear that 20% off the job training meant that it was time off to train *and learn.*”
- 3.2 There were 2 members of the Board that declared additions to their current declarations of interest. The Executive agreed to send declaration of interest forms to them to update with these new details.

***Action 2: Declaration of interest forms to be sent to the 2 members of the Board.***

### **4. Quality Statement and Indicators**

- 4.1 The paper informed the Board that since the last meeting in July, their comments and feedback on the Quality Statement had been taken on board and the document updated into a more concise version.
- 4.2 The Board asked for the measure on off the job training to be clarified to be about the amount which a learner receives, and for the Institute to be really clear about what constitutes off the job training and learning. Going forward the focus should be on those learners that are not receiving substantial off the job training, and a longer term piece of work with employers may be required to define what constitutes the right amount of off the job training and learning.
- 4.3 The Board asked that a reference to the Quality Alliance and its purpose be added to the statement confirming that this is a group of officials and representatives of key stakeholders from across the apprenticeship landscape who have a role in upholding quality. The Board also asked that the previous reference to apprenticeship funding be reinserted.

4.4 The Board confirmed that they were happy for the Quality Statement and indicators to go out to consultation, subject to these last few amendments. It was agreed that final clearance of the Quality Statement was to be with the Chief Executive, before it goes out to consultation.

***Action 3: Final updates to be made to the Quality Statement and indicators, and then cleared with the Chief Executive.***

## **5. Funding – medium to long term**

5.1 The Board were taken through the paper and slide pack on the institute's advisory function on apprenticeship funding in the medium to long term. A presentation provided the Board with details of the Institute's role in providing advice on funding to Government and how the wider funding system works. The presentation also outlined the challenges the Institute is facing with the current approach, which the Institute inherited on set up, and options that could be pursued in order to improve it.

5.2 This was followed by a detailed discussion amongst the Board and the Executive about the merits and challenges of the options presented.

5.3 The Department for Education's representative was invited by the Board to contribute views and explain the Department's perspective. It was explained that Ministers would be keen to hear the Institute's views on this piece of work and acknowledged the need for it to proceed quickly.

5.4 The Executive agreed to take away all of the Board's feedback and reformulate the options and approach for providing advice on apprenticeship funding, and circulate this to the Board via correspondence for further comment and agreement. Three Board members (Kate Barclay, Paul Cadman and Robin Millar) agreed to work with the Executive to take this piece of work forward.

***Action 4: To work with members of the Board to reformulate the options and approach to improve the system and circulate to the full Board for further comment and agreement.***

## **6. Trailblazers' perspective on the Institute**

- 6.1 The paper took the Board through Trailblazers' perspectives on the Institute. It provided a summary of some of the positive views and the concerns Trailblazers have raised about elements of the Standards Development and Approvals process. The paper also set out how the Institute is working to address the challenges raised.
- 6.2 The Board made a number of observations and recommendations which included making sure that the Institute's communications with Trailblazers are clear and unambiguous; that we use appropriate tone of voice when delivering difficult messages and that we approach communication with Trailblazers in a collaborative and supportive way.
- 6.3 The Board confirmed that they were happy with the improved communication and engagement measures that the Executive plans to take forward with Trailblazers.

## **7. 12-18 month communications plan for engagement**

- 7.1 The Chair asked members of the Board to provide any comments they may have on the communications plan direct to the author. The Board asked that any references in the communications plan on T-levels should actually read as Technical Education.

***Action 5: Board members to feed back any comments they may have on the communications plan.***

## **8. Pfizer STEM apprentices presentation**

- 8.1 The Board meeting formally closed with a presentation from Pfizer's STEM apprentices who shared their knowledge and experiences of working for Pfizer and undertaking an apprenticeship with the company. The Board asked questions of the apprentices who described their experiences. The Board welcomed their candour and enthusiasm.
- 8.2 The Board were then taken on a tour of the laboratories at the Pfizer site by the apprentices to see where they worked and for them to explain their roles.

## 9. Next meeting date

9.1 The next meeting of the Board will take place on Wednesday 4 October 2017 at the Institute for Apprenticeships, 151 Buckingham Palace Road, London, SW1W 9SZ.

**Date created:** 15 September 2017

**Version:** Cleared internally

### ATTENDEES

Institute Board	Executive	Other
Antony Jenkins	Peter Lauener	Abbie Lloyd
Dame Fiona Kendrick	Mike Keoghan	
Dr Kate Barclay	Richard Guy	
Paul Cadman	Helen Knee	
Toby Peyton-Jones	Jayne McCann	
Robin Millar	Jonathan Mitchell	
Gerry Berragan	Alex Wilson	
Bev Robinson	Kristofer McGhee	
	Darren Francis	

**Apologies:** Dame Asha Khemka