

## **INSTITUTE BOARD**

<b>Meeting Title</b>	Institute Board (23 January 2018)
<b>Date of Issue</b>	10 April 2018

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

- 1.1 The Board approved the minutes from the last Board meeting on 6 December 2017.
- 1.2 No new declarations of interest were made by Board members.

### **2. Contextual update on the FE reform programme and the first nine months of the Institute**

- 2.1 The Board received a paper from the outgoing Deputy Chief Executive which outlined the design intentions of the further education reform programme and the Institute's role within this. The paper also outlined what the Institute had achieved in its first nine months of operation, what more needs to be achieved and where the Institute should go from here in terms of its strategy.
- 2.2 The paper was well received by the Board who acknowledged that it was a very transparent and honest appraisal of where we are now and highlighted the challenges the Institute faces. The Board agreed to use this as part of their strategic planning going forward in order to identify the Institute's key objectives and how high quality work can continue to be produced faster and better.

### **3. End-to-end programme update**

- 3.1 The Board received a presentation from the Executive on the transformation programme to improve our end-to-end processes. The main highlights of the presentation included the improvements that have been made to the revised approvals process, the resource requirements for the successful delivery of Technical Education once it is transferred to the Institute, the implementation of the Institute's

new funding allocation process and the Institute's communications plan outlining a coordinated approach to communicating these changes to trailblazers, employers and our stakeholders. The Board spent some considerable time discussing the detail of the new funding process and plans to communicate this information to the Institute's various stakeholders.

- 3.2 The Board then received a case study presentation from members of the Executive on the journey of the Financial Services trailblazer to illustrate the various steps, nuances and compromises which the trailblazer and Institute needed to make in order to arrive at a high quality standard. The Board explored with members of the Executive what their experiences had been of working through the issues with this trailblazer.

***Action 1: Executive to finalise the communication products for the implementation of the Institute's new funding approach.***

#### **4. Updates from Committee Chairs**

- 4.1 The Board received updates on progress with the Approval and Funding, Quality Assurance and Audit and Risk Assurance Committees. The Committee Chairs reported that all three Committees are working well and have settled into the respective roles.
- 4.2 The Approval and Funding Committee are getting to grips with the revised approvals process and have been discussing issues around degree apprenticeships and the need for a single glossary of apprenticeship terms. The Chair invited fellow members of the Board to come and observe future Approval and Funding Committee meetings.
- 4.3 The Quality Assurance Committee has been looking at its terms of reference in order to ensure they have the necessary delegated authority to approve sign-off of external quality assurance (EQA) providers. The Board agreed that delegated authority for approving EQA providers going forward should fall to the Committee and agreed for the terms of reference to be updated to reflect this.

- 4.4 The Audit and Risk Assurance Committee have recently written to the DfE Accounting Officer about the financial services being provided by the DfE. It has also agreed that a DfE representative will attend all future Committee meetings. The Committee is in the process of producing a customer insight report which will be tabled at the next Committee and made available to the Board in due course.
- 4.5 The Chief Executive then talked the Board through the new draft Board level risk contained in the Corporate Report. The Board agreed that they were happy to approve this new risk.

***Action 2: Invites to be sent to those Board members that expressed a wish to observe a future Approval and Funding Committee meeting.***

***Action 3: The terms of reference for the Quality Assurance Committee to be updated to reflect its delegated authority to approve EQA providers going forward.***

## **5. Progress update on the online apprenticeship service**

- 5.1 The Board received a presentation updating them on the online apprenticeship service from Eileen Logie of the ESFA. The main highlights of the presentation included the service's delivery roadmap and current timescales, delivery priorities that will involve the Institute, latest thinking on the transfers of apprenticeship funds, and how the apprenticeship service can be developed to meet the needs of employers who don't pay the apprenticeship levy. The presentation concluded by outlining what continued support the service needs from the Institute in order to deliver joint priorities, ensure feedback from stakeholders is addressed to improve employer needs and make it easier for employers to develop new standards.
- 5.2 The presentation was well received by the Board who raised a number of questions and gave feedback. The Board asked for a further update to be delivered at a future Board meeting. Robin Millar asked ESFA colleagues if he could be involved in the prototyping and piloting of the non-levy payer's service.

***Action 4: ESFA to provide the Board with a further update on the online apprenticeship service at a future meeting.***

***Action 5: ESFA to contact Robin Millar about his interest in being involved in the prototyping and piloting of the non-levy payer's service.***

## **6. IfA People Survey results**

- 6.1 The Board received an update on the results from the Institute's People Survey which was carried out in autumn 2017. A snapshot of the results showed that the Institute's engagement score is well above that of DfE and its partner organisations and that the Institute is in the top rank of engaged government organisations. The Executive will discuss the implications and actions going forward at the end of January and will implement an action plan to follow up on the results.
- 6.2 The Board made several observations about the results and made suggestions about how staff could be given more of a voice, how these positive results can be sustained going forward and how the Board's visibility across the organisation could be improved. The Board asked to see the action plan and what progress has been made against it at the next meeting in March.

***Action 6: Staff survey action plan to be made available to the Board at the next meeting on 14 March 2018.***

## **7. Extension to the Institute's lease at 151 Buckingham Palace Road, London**

- 7.1 The Board received a paper from the Executive outlining the Institute's plans to enter into a variation of its current memorandum of terms of occupation (MOTO) at its offices at 151 Buckingham Palace Road in London. This will result in the new MOTO expiring on 31 March 2020, and the Institute taking on an enlarged occupied space solely for the purposes of licensing that space to World Skills UK (WSUK). The Board discussed this issue to ensure that there were no conflicts of interest and that the necessary due diligence procedures had been undertaken. The Board approved the entering into of the variation of the MOTO.

## **8. AOB**

- 8.1 None.

## 9. Next meeting date

9.1 The next meeting of the Board will take place on 14 March 2018 at the Institute for Apprenticeships, Room 1, 151 Buckingham Palace Road, London, SW1W 9SZ.

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### AGREED ACTIONS

<b>ACTION</b>	<b>OWNER</b>	<b>COMPLETED (Y/N/In progress)</b>	<b>DATE UPDATED</b>
<b>Action 1: Executive to finalise the communication products for the implementation of the Institute's new funding approach.</b>	Jayne McCann	Completed	7 March 2018
<b>Action 2: Invites to be sent to those Board members that expressed a wish to observe a future Approval and Funding Committee meeting.</b>	Nikki Christie	Completed	7 March 2018
<b>Action 3: The terms of reference for the Quality Assurance Committee to be updated to ensure it has delegated authority to approve EQA providers going forward.</b>	Nikki Christie	Completed	7 March 2018
<b>Action 4: ESFA to provide the Board with a further update on the online apprenticeship service at a future meeting.</b>	Eileen Logie	In progress (for July Board)	7 March 2018
<b>Action 5: ESFA to contact Robin Millar about his interest in being involved in the prototyping and piloting of the non-levy payer's service.</b>	Eileen Logie	In progress	7 March 2018
<b>Action 6: Staff survey action plan to be made available to the Board at the next meeting on 14 March 2018.</b>	Beccy Eggleton	Completed	7 March 2018

## ATTENDEES

<b>Institute Board</b>	<b>Executive</b>	<b>Other</b>
Antony Jenkins (Chair)	Sir Gerry Berragan	Jane Belfour, DfE
Dame Fiona Kendrick	Beccy Eggleton	Eileen Logie, ESFA
Dr Kate Barclay	Ana Osbourne	
Paul Cadman	Jayne McCann	
Robin Millar	Jonathan Mitchell	
Dame Asha Khemka	Nikki Christie	
Bev Robinson	Alex Wilson	
	James Matthews	
	Kristofer McGhee	
	Martin Keeves	
	Celia Romain	
	Barbara Ganley	
	Kabay Silla	
	Darren Francis	

## APOLOGIES

<b>Institute Board</b>
Toby Peyton-Jones