

INSTITUTE BOARD

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| Meeting Title | Institute Board (14th March 2018) |
| Date of Issue | 9th May 2018 |

Welcome and Introductions

1. Antony Jenkins (Chair) welcomed Board members and participating officials before a round of introductions.

Minutes, actions from the last meeting, declarations of interest

2. The Board considered the minutes from the last Board meeting on 23rd January 2018 and were content with approving them subject to the following amendments:
 - Para 4.4 – remove reference to ‘the impact of financial services’.
 - Note that Bev Robinson had participated in the last Board meeting despite phone connectivity issues.

ACTION: Board Secretariat to amend minutes of the January Board meeting ahead of publication.

3. No new declarations of interest were made by the Board.

Update on the Institute’s Strategy – Strategic Principles and Balanced Scorecard

Strategic Principles

4. Sir Gerry Berragan talked through the Institute’s Strategic Principles which were first discussed at the Board’s strategy session in January. Sir Gerry highlighted that the principles were still very much in iteration and will seek to inform the strategic plan for the Institute over the next three-to-five years.

5. The Board made two immediate comments:
 - i) As currently drafted, Technical Education reads like a 'tag-on'. We should broaden the language to ensure that TE has the appropriate focus throughout the document.
 - ii) The Institute's 'vision and values' should be interwoven across the document.
6. The Board agreed to feedback additional comments to the central team.

ACTION: Board to send in comments on the draft strategic principles to the Board secretariat.

Balanced Scorecard

7. Sir Gerry then introduced the Institute's draft balanced scorecard and key performance indicators (KPIs), which have been developed to provide the Board with an accessible and clear view of the areas of performance which are within the Institute's remit to deliver.
8. The Board reflected that it was not immediately clear where technical education is positioned - Sir Gerry responded by informing the Board that technical education is currently captured under 'Principle 1 – Change Programme' of the scorecard but that this could be made clearer.
9. The Board felt that it was perhaps too early to be thinking about a KPI for technical education but we should make preparedness of technical education clear within the scorecard and brand under 'readiness'.
10. The Board asked for a clear end-to-end process to understand the perceptions of the wider community. It was suggested that 'thought leadership' could be included under Principle 3. The 3 million apprenticeship target and sustainable development in vocational education could also be made clear in the narrative.
11. The Board stressed the need for a direct reference to apprentice satisfaction and 'diversity', and suggested that we represent the Institute's values as an underlying

foundation within the Scorecard/KPI diagram.

12. The Board welcomed the simplified version of the scorecard and commended the Programme Team for capturing this so effectively. Dame Fiona Kendrick agreed to share her ideas around 'smarter' objectives.

ACTION: Programme Team to build the Board's suggestion into the next iteration of the scorecard and will work with Dame Fiona on developing 'smarter' objectives.

Degree Apprenticeships – implementation of mandatory qualifications policy

13. The Board received a paper from the Deputy Director for Standards Development, which sought the Board's advice and approval on applying the revised degree apprenticeship policy. The Board were provided with a contextual overview of the policy along with various proposals.
14. The Board reflected on the proposals and commented that a clear narrative on how degree apprenticeships differ from academic/university degrees was needed – it is not currently understood by all. Furthermore, the Board felt that we needed to be clear about why we're developing degree apprenticeships and ensuring that we're bringing degree apprenticeships in line with wider qualifications.
15. The Board opted to agree with option A from the paper which sets out that the new policy on degree apprenticeships should be applied to any new proposals submitted to the Institute on or after 11th April 2018.

Reviewing the stock of funding bands

16. The Board were then briefed on the recent Department for Education announcements signalling their intention to review the structure of apprenticeship funding bands. The Board were also provided with an update on the stock review of funding bands the Institute has been asked to undertake.
17. The Board welcomed the proposal to move from 15 to 30 funding bands as the evidence for this need has been seen at recent Approval and Funding Committee meetings. The Board were slightly concerned that this move may affect qualifications but were reassured that this review only focused on the cost of the apprenticeship.

18. The Institute's Funding Team plan to notify Trailblazers of this review and ensure that they and Route Panel members have the opportunity to input. The Board asked to be kept informed of progress in the interim.

ACTION: Funding Team to provide the Board with an update by correspondence on progress of the review of stock funding bands.

Outcomes of the T-Level consultation and work placement requirements

19. The Board received a presentation from the Department of Education (DfE) on the outcome of the recent T-Level consultation. The consultation set out proposals for the design and delivery of T-Levels.
20. The Department received 430 responses and are currently reviewing the responses ahead of publishing the official Government response in the Spring.
21. The main highlights of the presentation reflected what respondents thought of proposals to combine examinations-based and practical assessment as well as clarifying the grading scales for the two components of qualifications. The Board then considered other key elements of the consultation before engaging the Department in a discussion.

Views on Strategic Guidance to the Institute 2018/19

22. Officials from DfE then talked the Board through the revised *Strategic Guidance for the Institute for Apprenticeships 2018-19*. The Guidance sets out the key role that the Institute will play in delivering the Government's further education reforms, giving employers more control over the content and assessment of the apprenticeship and technical education system.
23. DfE colleagues highlighted that this year's guidance has been developed to be shorter and will act as a public facing document which will be laid in Parliament once ministerial approval has been received.
24. The Board reflected their comments to the DfE officials present and agreed to suggest a form of words to make several paragraphs clearer.

ACTION: The Institute's Corporate Effectiveness Team to relay any additional comments on the Strategic Guidance to DfE.

The Institute's People Survey Results – Action Plan

25. The Acting Deputy Director for Corporate Effectiveness provided the Board with a brief update on the next steps following the Institute's staff survey which took place in November 2017.

26. The Board were presented with an action plan which set out what the Institute intends to do to address some of the most pertinent points to fall out of the staff survey. The Board were encouraged by the plan and asked to see a 'you said, we did' document at its meeting in July.

ACTION: The Corporate Effectiveness Team to provide the Board with an update on the implementation of the Staff Survey action plan and develop a 'you said, we did' paper for the July Board meeting.

AOB

27. Toby Peyton-Jones, Board member and Chair of the Institute's Audit and Risk Assurance Committee (ARAC), provided the Board with a brief update on key issues around finance, audit findings, and the development of the Institute's Annual Report following the ARAC meeting on 13th March.

28. The Board were keen to be sighted on the Annual Report at its next meeting in May.

ACTION: Include an agenda item on the Annual Report at the next Board meeting in May.

Next meeting date

29. The next meeting of the Board will take place on Wednesday 16th May 2018 at the Institute for Apprenticeships, Room 1, 151 Buckingham Palace Road, London, SW1W 9SZ.

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AGREED ACTIONS

| ACTION | OWNER | COMPLETED (Y/N/In progress) | DATE UPDATED |
|--|---|-----------------------------|---------------|
| Action 1: Board Secretariat to amend minutes of January Board ahead of publication. | Board Secretariat | Completed | 15 March 2018 |
| Action 2: Board to send in comments on the draft strategic principles to the Board secretariat. | Board members | Completed | 15 March 2018 |
| Action 3: Programme Team to build the Board's suggestion into the next iteration of the scorecard and will work with Dame Fiona on developing 'smarter' objectives. | Programme Team (Surrinder Bal, Sam Callear) | Completed | 15 March 2018 |
| Action 4: Funding Team to provide the Board with an update by correspondence on progress of the review of stock funding bands. | Jayne McCann | Completed | 26 April 2018 |
| Action 5: The Institute's Corporate Effectiveness Team to relay additional comments on the Strategic Guidance to DfE. | Surrinder Bal | Completed | 9 April 2018 |
| Action 6: The Corporate Effectiveness Team to provide the Board with an update on the implementation of the Staff Survey action plan and develop a 'you said, we did' paper for the July Board meeting. | Beccy Eggleton | In progress | 15 March 2018 |
| Action 7: Include an agenda item on the Annual Report at the next Board meeting in May. | Board Secretariat | Completed | 15 March 2018 |

ATTENDEES

| Institute Board | Executive | Other |
|------------------------|--------------------|------------------------|
| Antony Jenkins (Chair) | Sir Gerry Berragan | Jane Belfour, DfE |
| Dame Fiona Kendrick | Beccy Eggleton | Jennifer Coupland, DfE |
| Dr Kate Barclay | Jayne McCann | Kate Parry, DfE |
| Paul Cadman | Jonathan Mitchell | |
| Robin Millar | James Matthews | |
| Dame Asha Khemka | Usama Edoe | |
| Bev Robinson | Surrinder Bal | |
| Toby Peyton-Jones | Sam Callear | |