

INSTITUTE BOARD

Date of issue	12 th September 2018
Audience	Institute for Apprenticeships Board
Agenda item	3
Agenda reference	Minutes of last Board meeting – 18 th July 2018

Welcome and Introductions

1. Antony Jenkins (Chair) welcomed Board members and participating officials before a round of introductions. Sir Gerry Berragan introduced Peter Schild, the Institute’s new Chief Financial Officer who, going forward, will also be attending Board meetings as part of the Executive.
2. Apologies were noted from Board member, Toby Peyton-Jones, and Kristofer McGhee, the Institute’s Head of Legal.

Minutes, actions from the last meeting, declarations of interest

3. The Board considered the minutes from the last Board meeting on 16th May 2018 and were content with approving them.
4. No new declarations of interest were made by the Board.

Update on the Institute’s External Quality Assurance (EQA) approach and review of EQA

5. Nikki Christie, Deputy Director for Apprenticeship Assessment and Quality, led a session updating the Board on the Institute’s approach to EQA.
6. Nikki set out the Institute’s two principle roles in EQA. Firstly, to oversee EQA, defining what it is, specifying the functions and delivery requirements and approving organisations to deliver. Secondly, to provide EQA directly for Standards where the

Trailblazer has nominated the Institute. This is delivered through a contracted delivery partner.

7. The Institute has continued to develop its approach to EQA over the past year, seeking to ensure that it is delivering or will deliver the Institute's and employers' needs and that it is not overly burdensome for end-point assessment organisations (EPAOs).
8. Nikki highlighted some of the challenges stakeholders have identified on EQA, which included the importance in ensuring consistency and being clear about our approach to charging.

ACTION 1: The IfA to align its approach to EQA charging with the Education and Skills Funding Agency.

9. The Board thanked Nikki for the update and agreed that sound progress had been made. They asked Nikki to build on this and ensure readiness for the anticipated increase in apprentices reaching end-point-assessment in 2019.

Update on the Institute's Readiness for Technical Education

10. Sir Gerry introduced Carmel Grant as the new Deputy Director for Technical Education at the Institute. Carmel talked the Board through her presentation which set out the Institute's position on readiness for Technical Education.
11. Carmel provided a contextual overview of the reforms following the review of post-16 technical education before reaffirming the Institute's intention to take up its responsibilities in the T level programme in February 2019 subject to successful completion of a readiness review in December and enactment of the legislation.
12. Carmel then talked the Board through the Institute's current focus and priorities before setting out the work to mitigate our high-level risks. Carmel finally talked the Board through where the team had got to in their recruitment process as well as recent plans to extend office space in London and Coventry.
13. The Board welcomed the update and raised some specific comments around ensuring new members of staff recruited to work on T-levels are effectively inducted into the

Institute and embrace the values and culture already embedded across the organisation. Sir Gerry reassured the Board that this would be the case, with induction for new members covering both apprenticeships and T-levels, and there are plans to ensure cross-fertilisation across our new office space.

14. There was a conversation with officials from the Department for Education on communications. The Department have a communications strategy in place to look at the task of communicating technical education.

ACTION 2: Invite DfE to present their Communications Strategy in relation to Technical Education and Apprenticeship Reform at the Institute's Board meeting in September.

Roles and responsibilities of Route Panels and Approval & Funding Committee

15. Ana Osbourne, Deputy Director for Approvals led a session and talked the Board through her paper focusing on the roles and responsibilities of route panels and the Approval and Funding Committee.

16. Ana highlighted that since the Institute's inception, Route Panels have become an integral part of the process to ensure that employers have access to high quality apprenticeship standards and T-levels. Equally, the Approval and Funding Committee has been key in providing governance over the whole approvals process. A year in, the Institute has the opportunity to review the role of both functions as we continue to look at ways in which we deliver our *Faster and Better programme*.

17. Ana talked the Board through four areas which the Institute will focus on in the coming year, and will be managed through a dedicated project as part of a new governance structure within the Institute. The four areas of action will include:

- i) Realising the full potential of route panel expertise;
- ii) Consistency within and between route panels;
- iii) Impact of capacity on capability; and
- iv) Supporting route panels to make appropriate recommendations on funding bands.

18. The Board reflected the following comments:

- It would be useful to gather a set of 'best practice' examples across all routes.
- Do we need an additional route panel that specifically looks at funding?
- We should recognise that the route panels are all culturally different.
- There is an argument that the amount of work undertaken by Route Panels warrants payment. We need the right metric for payment, as some routes are heavier than others.

ACTION 3: Ana Osbourne to i) explore the pros and cons of an additional route panel specifically focusing on funding; and ii) poll Route Panel chairs for their views on Route Panel payments.

ACTION 4: The Board requested a discussion on the 'Proliferation of Standards' at a future Board meeting.

Board Effectiveness

19. At the Board meeting in May, members asked for a mechanism for assessing the Board's effectiveness and facilitating continuous improvement. Antony Jenkins, the Institute's Chairman talked the Board through the proposed approach which would run annually and compose of two parts; firstly a Board effectiveness survey; and secondly, an individualised 360 degree assessment.
20. Antony highlighted that the Board effectiveness survey will be a mix of quantitative and qualitative questions. The individualised 360-degree feedback assessment will be administered confidentially by an independent external provider.
21. The Board considered the approach and were content with approving the next stage to formalise this.

ACTION 5: The Chief of Staff's office to recruit an independent supplier through open tender to manage the Board Effectiveness review.

Communications Strategy

22. The Board identified Communications as an area of strategic importance that would be integral to the Institute achieving its objectives. James Matthews presented the Board with the Institute's first Communications Strategy, which outlined how communications

would support and facilitate the achievement of the strategic principles set out in the Institute's Strategy.

23. The Board welcomed the Communications Strategy and reflected the following comments:

- The Strategy should include a strand that looks at the impact of the Institute's work.
- We should be clear that the number of standards approved is one key metric, but that the quality, coverage, and impact is also fundamentally important.
- We need to ensure the audience/stakeholders listed in this strategy – and their segmentation – are accurate and current.
- Funding should be explored more rigorously, as should EPAs and EQA.
- We should have a point of view on the levy.

ACTION 6: The Chief of Staff to revise the Comms Strategy and bring a second iteration to the Board at a future meeting.

AOB

24. There were no other business brought to the Board's attention.

25. The next meeting of the Board will take place on Wednesday 19th September 2018 at the Institute for Apprenticeships, Room 1, 151 Buckingham Palace Road, London, SW1W 9SZ.

Author: Usama Edo
Date created: 13th August 2018
Version: Final

