

MINUTES

INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

Meeting Title

Institute for Apprenticeships & Technical Education Board

Meeting Date

30 September 2020

Protective marking

Official

Board members present

Antony Jenkins (The Chair), Jennifer Coupland (JC), Dame Fiona Kendrick (FK), Paul Cadman (PC), Robin Millar (RM), Toby Peyton-Jones (TPJ), Jessica Leigh Jones (JLJ), Kate Barclay (KB), Malcolm Press (MP)

Institute officials present

Robert Nitsch (RN), Peter Schild (PSch), Lucy Rigler (LR), Anna West (AW) Kristofer McGhee (KMcG), Jonathan Mitchell (JoM), Surrinder Bal (SB), Jay Stoll (JS), Mohammed Ali (MA),

Other officials present

Stella Pearson (DfE), Peter Mucklow (PM) (ESFA), Apprentice Panel representatives

Apologies

Bev Robinson (attended for AOB), Susan Lovelock (SL)

Welcome and Introductions/declarations of interest

1. Antony Jenkins (The Chair) welcomed Board members and participating officials to the meeting.
2. The Chair asked Board members whether they had any declarations of interest to make. All Board members recognised that should a potential or actual conflict arise by virtue of their other interests (outlined in the declaration of interests) then it must be raised at the outset of the relevant meeting which deals with the issue giving rise to the actual or potential conflict. No conflicts were declared for this meeting.

Minutes, actions from the last meeting

3. The Board approved the minutes from the last meeting, with no further comments.

Covid-19: Risks and Quality Audit

4. RN presented an update on the Institute's COVID response, including programme performance, the formation of a Risk Mitigation Action Group, support provided across the skills landscape, and the Institute's risk mitigation, in addition to ongoing activity to support Institute officials to continue to effectively deliver the Institute's programme of work.
5. PM provided a Department for Education perspective on programme performance.
6. The Chair thanked the Institute officials for their continued work in this space.

ACTION 1: RN to circulate terms of reference for Risk Mitigation Action Group to Board members.

Organisational Redesign Update

7. LR provided an overview of the Institute's proposed organisational redesign, to reflect the change in the Institute's role across the skills landscape, including the proposed timeframe of the process.
8. Board members suggested that the proposal should be developed into an operating model for the Institute.
9. The Chair noted the Board's appreciation for the integration of strategy into the proposal and the clarity of the proposal itself.

Performance Reporting Update

10. RN noted routine changes to the Institute's performance reporting dashboards to reflect the publication of the Strategic Guidance for the Institute in July. The Board noted and approved the changes

FE White Paper Update

11. PM provided an update on progress of the FE White Paper. PM also noted the prime minister's speech (29/9) in the context of the skills landscape.

T Level Update

12. RN updated the board on the progress of the T Level programme, covering waves 1,2,3 and 4.

13. The Board approved refinements to the technical qualification approvals governance process.

Route Panel Capacity

14. The board approved measures to improve route panel capacity in the short term and to support efforts to continue exploring long-term methods of employer engagement

Apprentice Panel Survey Update

15. Three apprentices, Joel, Louis, and Amelia, provided an overview of the Apprentice Panel survey, which ran from 30th April until 12th June 2020.

16. The Board noted the significant response to the survey, the makeup of respondents and their attitudes towards the key components of an apprenticeship.

17. The Board noted the six recommendations of the Apprentice Panel.

18. The Board offered additional support to panel representatives in their future endeavours.

19. The Board expressed thanks to the representatives for their presentation and to all those on the Apprentice Panel who have worked hard to produce the survey.

AOB

20. The Board the board revisited the approach to the inclusion of degrees within apprenticeships which was discussed in more detail at the previous board meeting.

21. The Chair indicated support for another ESFA-Institute board to board meeting.

Next Board meeting

22. The next meeting of the Board will take place on 24th November 2020.