

MINUTES

INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

Meeting Title

Institute for Apprenticeships & Technical Education Board

Meeting Date

13 May 2020

Protective marking

Official

Board members present

Antony Jenkins (The Chair), Jennifer Coupland (JC), Dame Fiona Kendrick (FK), Bev Robinson (BR), 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), Carmel Grant (CG), Kristofer McGhee (KMcG), James Matthews (JM), Surrinder Bal (SB), Jay Stoll (JS), Mohammed Ali (MA), Jonathan Mitchell (JoM), Phil Scullion (PS)

Other officials present

Susan Lovelock (SL) (DfE), Peter Mucklow (PM) (ESFA), Zuzanna Wnekowska (ZW) (Apprentice Panel), Benjamin McKenna (BMck) (Apprentice Panel)

Apologies

None

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. There were no such declarations.

Minutes, actions from the last meeting, declarations of interest

3. The Board considered the minutes from the last Board meeting on 25 March 2020 and were content to approve them.

Covid-19: Contingency and Recovery

4. The Board asked to note the actions taken by Institute officials and to note the most significant risks to the skills sector.

5. The Board noted work done on flexibilities for EPA, support to those apprentices facing redundancy and the recovery steps being put into place.
6. The Chair placed on record his thanks and that of fellow Board Members for the work done by Institute officials work in responding to Covid-19
7. The Board noted that remote working has benefits for certain parts of the population and those benefits should be harnessed.
8. SL reported that the Government is working to understand the implications of the current crisis regarding labour market.

Covid: Apprentice Panel reflections

9. The Board were asked to note the work to refresh the membership of the apprentice panel ("the panel"), planned activities and perceptions of apprentice experience during the pandemic.
10. The Board heard from Benjamin McKenna, a Level 3 apprentice, and Zuzanna Wnekowska, a degree apprentice, on their experiences on the panel and reflections on COVID's challenges.
11. The Board noted that apprentices had joined the panel in the last year, with Level 2 to Level 7 represented.
12. The Board heard that the panel's survey had received over 500 responses so far.
13. The Board heard about the varied experiences of apprentices during lockdown.
14. The panel suggested further representations on pay for furloughed apprentices and for mental health support.
15. The Chair thanked the panel for their work and their presentation.

ACTION: Board to raise experiences of furloughed apprentices to ESFA in next board to board meeting.

16. PM noted his priorities in his new role and further noted that ESFA are looking at additional support for newly redundant apprentices.

Technical Education Update

17. The Board noted three TQs for Wave 1 had been approved on April 1, with final qualification materials published on 9 April.
18. The Board noted for Wave 2: as a progress check ahead of Milestone 2, the Institute is reviewing advance drafts of key products.
19. The Board noted for Wave 3: the award questionnaire stage for bidders closed 28 April.
20. The Board further noted that bids for pathways were being considered, with moderation due to take place in June.
21. The Board noted appreciation for the work being undertaken by officials on T Levels.

Communications Plan

22. PS presented the Institute communication plan.

23. The Board agreed the strategy should be anchored in the productivity question facing the country and in how apprenticeships transform people's lives.

24. The Chair thanked officials for a comprehensive plan, stressed willingness of Board to support with internal and external engagement as and when needed.

25. The Board approved the plan.

AOB

26. It was noted that the Institute's annual report was on track to be delivered.

27. PSch noted that from June 1st the Institute would move to a new payroll system and that staff were being trained to use it.

28. PSch provided an estates update.

Next Board meeting

29. The next meeting of the Board will take place on 29 July 2020.

Author-Secretariat, Institute for Apprenticeships & Technical Education

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