

# MINUTES

## INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

**Meeting Title** - Institute for Apprenticeships & Technical Education Board

**Meeting Date** - 24 March 2021

**Protective marking** - Official

**Board members present**-Antony Jenkins (Chair), Kate Barclay (KB), Dayle Bayliss (DB), Paul Cadman (PC), John Cope (JCop), Jennifer Coupland (JCoU), Dame Fiona Kendrick (FK), Jessica Leigh Jones (JLJ), Robin Millar (RM), Toby Peyton-Jones (TPJ), Malcolm Press (MP)

**Institute officials present**-Kristofer McGhee (KMc), Jonathan Mitchell (JoM), Robert Nitsch (RN), Peter Schild (PSch),

**Other stakeholders present**-Susan Lovelock (DfE), Peter Mucklow (PM)(ESFA), Apprentice Panel representatives

**Apologies**-Bev Robinson

### **Welcome and introductions**

Antony Jenkins (the Chair) welcomed board members and participating officials to the meeting.

1. 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 and actions from the last meeting**

2. The board approved the minutes from the last meeting, with no further comments.

## **Covid-19 update**

3. The board received an update on the Institute's COVID response and programme performance. The Institute had observed a mixed picture with regards to impact since August 2020. The second lockdown had had no clear impact on starts and achievements compared to the previous year. The Institute was working on the assumption that the third lockdown would have a lower proportional impact on programme performance than the first lockdown. Policy responses in terms of incentives, flexibilities, and support for breaks had further smoothed the impact of the third lockdown. It was noted that some groups had experienced greater challenges. 145 flexibilities had been approved; a survey on flexibilities was being prepared. The Institute's route panel capability had been unaffected. The Institute was developing its own recovery plan, engaging with its staff and stakeholders.
4. SL provided a Department for Education perspective on the summer assessment process for T Levels.

## **Higher Technical Qualifications**

5. The board agreed to delegate authority for deciding on Higher Technical Qualifications (HTQs) approvals to the Chief Executive. The delegated model for approval decisions on technical education qualifications would be reviewed in phase two of the governance review.
6. The board supported the agreements reached by the Approvals and Funding Committee at its 4 March meeting with respect to the pilot cycle 1 digital route HTQ applications. The approvals criteria and the assessment and approvals process undertaken by the Institute and Ofqual were noted.
7. All contributors were thanked for their work in getting HTQ approvals to this stage.

## **Governance review Terms of Reference**

8. The board agreed a proposed terms of reference for a governance review to be delivered in two phases. The first phase would look at the arrangements for board, the board committees and the advisory groups. Board members welcomed this proposal, requesting an open exploration of transformational options for change. It was agreed that the opportunity should be taken to capture perspectives; make effective use of good practice resources; consider the value of external perspective and challenge;

look at open reporting and information flow; and reflect the importance of the employer voice. Adding a board committee to cover diversity, equity and inclusion was proposed to enhance the board's view on these topics. The proposed second phase of the review would look at internal management arrangements.

9. The board agreed that succession planning for independent committee members should be incorporated into the review, with the Chief Executive to take action as needed.
10. It was proposed that the calendar of board business should include an update on risk twice a year.

### **Apprenticeship Panel six-monthly report**

11. Two apprentices, Rhiannon and Amy, presented activities undertaken by the Apprenticeship Panel since the last board update in September 2020. Activities included National Apprenticeships Week 2021 and future plans for this event; the progress made by the Apprenticeship Panel in its development of best practice guidance for employers, training providers and apprentices; and how recommendations from the Apprenticeship Panel's 2020 survey had been addressed. Plans for a survey of apprentices in 2021 were described.
12. The board reflected on the channels through which the Apprenticeship Panel's feedback is taken. It thanked the representatives for their presentation and commended all the Apprenticeship Panel contributors for their hard work.

### **Strategy Plan update**

13. The board discussed the work in progress on the Institute's strategic plan for 2021-2024. The draft under development followed joint discussions in January 2021 on strategic direction between the board and Institute's senior leadership team members. The board gave its view on the plan's focus and commitments and the approach to measuring success. Further work would be carried out in the period to July.
14. FK and the team of contributors were thanked for their partnership work to develop this strategic plan.

### **Balanced scorecard review**

15. The board noted a report on the Institute's 2020-21 performance against its balanced scorecard.
16. The board noted the Ministerial strategic guidance for 2021-2022, which provided an indication of what the Institute would be expected to achieve by 2023-2024.
17. The board requested some adjustments to the proposed 2021-22 balanced scorecard which would be used for performance reporting from 1 April 2021. *Subsequent note: the board agreed the revised 2021-22 balanced scorecard by correspondence after the meeting.*

### **Any other business**

18. TPJ as Audit and Risk Assurance Committee Chair briefed the board on the top three risks facing the Institute and the productive joint working within the committee.
19. Board members requested a proposal be developed for the board to work together face to face perhaps over two days at the time of the September board meeting, subject to changes in pandemic restrictions.
20. Four papers for information were noted. These were an update on T Levels and HTQs; the finance report; a corporate update; and the board data pack.

### **Next board meeting**

21. The next meeting of the board would take place on 27 May 2021.

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