

## INSTITUTE BOARD MINUTES

**Date of issue**-13 March 2019

**Audience**-Institute for Apprenticeships & Technical  
Education Board

**Agenda item**-4

**Agenda reference**-Minutes of last Board meeting – 22<sup>nd</sup> January 2019

### **Welcome and Introductions/declarations of interest**

1. Antony Jenkins (Chair) welcomed Board members and participating officials to the meeting. The Chair asked Board members whether they had any declarations of interest to make. Board members confirmed that they had no interests to declare.

### **Minutes, actions from the last meeting, declarations of interest**

2. The Board considered the minutes from the last Board meeting on 14<sup>th</sup> November 2018 and were content to approve them.

### **Review of the Institute's Governance Framework**

3. James Matthews, the Institute's Chief of Staff, led a brief session updating the Board on the recent work to refresh the Institute's Governance Framework, which sets out the principles for ensuring that the Board – and by extension the Institute – complies with its statutory responsibilities.
4. The Governance Framework was first approved by the Board in April 2017. With the imminent enactment of the Institute's T-Level responsibilities, it was timely to review the document to ensure it reflected the Institute's new structure and responsibilities.
5. With thanks to officials from the Department for Education and across the Institute, the following amendments have been made:
  - **T-Level responsibilities** – our statutory responsibilities and that of the T-Level Panels are now included.
  - **Institute structure** - The Institute's new structure has been updated to now include

the Chief Operating Office, Chief Financial Officer, and Chief of Staff.

- **Language** – the language in the document has been simplified and repetition removed.
- **Alignment** – the document reflects the most recent Departmental strategic guidance for the Institute and aligns to both the Apprenticeship and T-Levels Accountability Statements.
- **Transparency** – the framework includes links to the terms of reference to the Institute Board and Committees, which have also been updated.
- **Financial delegation** – these arrangements have been brought in line with standard delegations for arms length bodies. The Chief Executive, in their capacity as Accounting Officer, will be required to approve spend over £100,000.

6. The Board welcomed the update to the Framework and provided the following reflections:

- It would be useful to see a section at the start of the document that sets out the principles upon which this document is based.
- The document uses the word 'Chairman' in various places, and should instead be replaced with 'Chair'.
- The roles of the Approval & Funding Committee, and Quality Assurance Committee in T-Levels should be finalised before this document is published.

7. Subject to these comments being addressed, the Board were content to approve the revised Governance Framework.

### **Communications and Engagement Plan**

8. James Matthews provided the Board with a contextual overview of the recent work undertaken by the Institute to develop its Communication and Engagement Plan.

9. The Board previously identified communications as an area of strategic importance and were presented with the Communications Strategy in July 2018, which it approved. Since then the Institute has also bolstered its Communications Team with a new Head of Communications, and a Senior Press Officer, previously a journalist in the education sector.

10. James Matthews introduced Siobhan Bruce as the Institute's new Head of Communications and invited her to talk the Board through the key highlights of the Communications and Engagement Plan. Siobhan highlighted the main objectives of the Plan which is to:
- Support Institute officials to talk consistently with one voice about the Institute;
  - Bolster our reputation and credibility with our stakeholders and partners; and to
  - Provide a strong and independent voice on the Technical Education reform programme, and quality in apprenticeships.
11. To deliver these objectives, Siobhan highlighted that her team will drive the work to ensure that the Institute is more proactive in all its communications, including press, speaking events, digital comms, and stakeholder meetings. The Institute will bolster its internal communications function to support a consistent and coordinated approach to communications across the Institute. Furthermore, the Institute will also strengthen engagement with employers and providers.
12. The Board welcomed the draft Communications and Engagement Plan and reflected the following comments:
- It would be useful to see the Institute's 'raison d'être' included under objectives.
  - Tone of voice is key –we need to speak with a single voice.
  - We should consider the 'human interest' –we should start to consider the stories we can tell over the next 12 – 18 months.
  - The plan focuses heavily on apprenticeships, it would be helpful to see the Technical Education elements made more prominent.
  - We should make clear that the Department for Education are the authority on Technical Education policy as there is a risk that the Institute could become the entry point as a result of our title. We need to ensure that there's a clear redirect.

### **Level 8 Apprenticeships**

13. The Board were then presented with a paper outlining plans by two trailblazer groups to develop an apprenticeship at Level 8. The Level 8 Clinical Academic Professional proposal was recently presented at the Approval & Funding Committee for decision. A proposal for a Nuclear Subject Matter Expert is also at an earlier, pre proposal stage of development.

14. The Approval & Funding Committee deferred their decision on the Level 8 Clinical Academic Professional proposal in order to seek further guidance from the Board and the Department for Education on whether Level 8 apprenticeships were compatible with the aims of the apprenticeship reform programme.
15. The Board sought clarification on the policy position from the Department for Education, and asked for some urgent policy work to be conducted on the issue ahead of reaching a decision on whether to agree the Clinical Academic Professional proposal. The Institute will inform the trailblazer group of this decision.

***ACTION 1: The Department for Education to explore the concept of Level 8 apprenticeships further and agree a policy position.***

***ACTION 2: Professor Malcolm Press to draft a narrative on the conceptual differences between a Ph.D and apprenticeship.***

### **Membership Review**

16. Ana Osbourne, Deputy Director for Approvals, and Lucy Rigler, Deputy Director for Funding at the Institute then talked the Board through the Institute's *Membership Review*, which looked at the role of the Route Panels in and around the approval and funding process, and how these might be redefined.
17. Ana briefly talked the Board through the current approvals model and the role of the panels within that, before then summarising the consultation feedback from Route Panels, which was largely positive but identified areas for improvement. The Institute's ambition is that Route Panels become more strategically focused, using the occupational maps to improve their holistic decision-making.
18. Lucy then talked the Board through some of the options for utilising the Route Panels expertise in making funding band recommendations. Lucy highlighted a funding research project currently underway to review the funding process – this will report to the Board in the Autumn.
19. The Board asked for some further thinking to be undertaken on the funding approach and for this to be brought back to a future Board meeting. In the meantime, the Board

were content to agree the restated ambition and purpose of the Route Panels and agreed the holistic new approach, but asked that officials look at how outputs can be measured.

***ACTION 3: The outputs of the funding research project to be presented to the Board in the Autumn.***

***ACTION 4: The approach to agreeing funding band recommendations to be brought back to a future Board meeting.***

### **T-Level update**

20. As part of the Board regular pack of meeting papers, they were presented with a comprehensive update on the Institute's readiness to take on its TQ responsibilities in the coming weeks. Rob Nitsch, the Institute's Chief Operation Officer invited the Board to reflect on the Wave 1 implementation highlights as well as the progress being made on Wave 2 procurement.

21. Rob highlighted that he had attended the Quality Assurance Committee prior to this Board meeting to talk through and agree in principle the Committee's responsibilities for agreeing TQ assessment plans. A similar conversation will be had at the Approval & Funding Committee on 14<sup>th</sup> February.

***ACTION 5: Bring a paper to the Board meeting in March to get the Board's agreement on the process for the statutory approval of TQ content.***

***ACTION 6: Develop a consolidated report for the Board in the early months of the Institute's new TQ responsibilities to look at an example of TQ content.***

### **The Institute's People Survey**

22. Sir Gerry Berragan, the Institute's Chief Executive talked the Board through the results of the Institute's recent *People's Survey 2018*. The results were largely positive against a backdrop of significant change across the Institute in 2018. The Institute had fared well in comparison to other Government Departments and Arm's Length Bodies.

23. The Institute had also scored well across most areas, however, it was clear from the

results that 'Pay & Benefits' and 'Learning & Development' were areas for improvement. The results have been disseminated to teams across the Institute where these will be discussed in greater detail at team level with action plans being developed.

***ACTION 7: Bring back a report on gender pay data to the next Board meeting in March.***

## **AOB**

24. The next meeting of the Board will take place on Wednesday 20<sup>th</sup> March 2019 at the Institute's London offices.

**Author:** Secretariat, Institute for Apprenticeships & Technical Education

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## **ATTENDEES**

### **Institute Board**

Antony Jenkins (Chair)  
Dame Fiona Kendrick  
Paul Cadman  
Robin Millar  
Bev Robinson  
Dr Kate Barclay  
Jessica Leigh-Jones  
Prof Malcolm Press  
Toby Peyton-Jones

### **Executive**

Sir Gerry Berragan  
Rob Nitsch  
Peter Schild  
Ana Osbourne  
Lucy Rigler  
Jonathan Mitchell  
James Matthews  
Kristofer McGhee  
Usama Edo  
Siobhan Bruce  
Darren Francis

### **Other**

Jennifer Coupland, DfE  
Jocelyn Shaw, DfE