

## **Consortium Board: Notes of Meeting**

**Date:** 30<sup>th</sup> September 2013 (1145-1315) **Venue:** ASCL Offices, Leicester

**Present:** Dr Barrie Hopson (Chair of Board), David Andrews (CEIAG Consultant), Sue Barr (CDI: careers educator), Karleen Dowden (ASCL), Sion Humphreys (NAHT), Virginia Isaac (Careers England Quality Task Group), Chris Jeffery (AELP), Joy Mercer (AoC), Rebecca Towner (CDI: careers adviser) and Paul Chubb (QiCS Project Leader and Organising Secretary for the CB).

**Apologies:** Duncan Baldwin (ASCL) and Angela Wright (Chair of EBP Network).

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### **NOTES OF MEETING**

**15/13 Welcomes & Introductory notes:** Barrie Hopson thanked ASCL for hosting once more and opened the meeting.

BH advised that Paul Chubb was delayed due to serious rail problems on east Coast mainline but was due 1215/1225.

He invited Karleen Dowden (substitute for ASCL), Chris Jeffery (new nominee from AELP) and Rebecca Towner (second nominee from the CDI representing the careers adviser constituency) to introduce themselves to the Board.

He also reported that Angela Wright had accepted the invitation to join the Board but was precluded from being present today due to illness. The Board welcomed the new nominees and the substitute attendee from ASCL.

The Board then began an open discussion on the policy context in which QiCS was now operating. {PAC arrived at 1225}.

### **16/13 Notes of the Previous Meeting (14.5.13)**

The Board formally accepted the notes of the previous meeting. The matters arising were:

- 9/13: The Board welcomed the news that Claire Nix had joined the NV team, and PAC confirmed that her introductory details were now on the NV Team section of the QiCS section of the Careers England website.
- 9/13: SH & KD agreed to work with PAC on a joint message about quality CEG (and QiCS) to be issued by NAHT/ASCL/QiC CB to all members of ASCL & NAHT.[Action: KD, SH, PAC].

- 10/13: The revised constitution for the CB is now on the CE website.
- 11/13: Whilst invitations have been extended to the Director of the Education & Employers Task Force, the Board noted that no acceptance had been secured. The Board resolved that with ASCL's help the invitation should be pursued further with the CBI to nominate a representative to bring a further 'employer' perspective to the Board [Action: KD/PAC].
- 11/13: The Board also thanked David Andrews for his approach to the Higher Education Liaison Officers Association which had led to Nathalie Mortimer (UK Vice Chair) being ready to join the Board; the Board authorised PAC to confirm the invitation to NM [Action: PAC].

### **17/13 POLICY CONTEXT**

The Board considered a report from Paul on the policy context, taking full account of the Ofsted Thematic Survey, the National Careers Council report and the subsequent HMG Action Plan response.

The Board endorsed fully the need to press for significant changes to the Statutory Guidance for schools, welcoming and supporting the Careers England press notice outlining eight actions which the DfE was being recommended to take, including unambiguously stating to schools 'what is sufficient' to fulfil the statutory duty to secure access for students to independent careers guidance, and reinforcing the three pronged approach to quality assurance which the Consortium continues to advocate strongly.

The Board welcomed news that there was the 'possibility' that DfE would consult on revisions and that PAC as Executive Director of CE and QiCS Project Leader 'might' be invited to meet officials on this as part of a small group. [Action: PAC to keep the Board apprised}.

The Board charged PAC with updating data from the CEIAG Quality award providers on numbers now holding their wards/working towards them {Action: PAC}.

The Board also suggested that PAC made further enquiries of Ofsted about examples of good practice found in the survey [Action: PAC].

PAC reported that CE through its 13-19 Task Group would be trawling the CE membership for examples of good quality practice by schools, and PAC also agreed to set up a visit for KD to one of the CEIAG quality award providers and award holding schools [Action: PAC].

The Board welcomed news of the number of delegates at the CE/WB CEG Summit Conference on 24.10 at which BH & Dame Ruth Silver will formally present QiCS Certificates to the 6 award providers already nationally validated [Action: PAC to source certificates and photographer].

## **18/13 BUDGET REPORT**

The Board received a further paper from Paul and the CE treasurer (who provides the accountancy service for all QiCS matters) on the budgetary position of QiCS.

The Board was concerned that the learning experience was that the financial model to fund QiCS was not sufficient to sustain the operations of the Standard and the Board. The Board recorded its thanks to members' organisations for bearing the majority of expenses of Board members, to ASCL for hosting meetings, and to those colleagues whose organisations had also covered their expenses for NV Panels. The Board also recorded its thanks to CE for the financial services provided as well as for funding cash-flow shortfalls both through the DBIS funded project which established QiCS and during this first year of operation.

The Board reaffirmed the important principle of meeting travel expenses for its independent Chair and CEIAG expert consultants (BH & DA).

After discussing details concerning matters in the financial statements up to 30.9.13, the Board resolved to accept the report, and to review future charging policies for retention of national validation [these matters were discussed further under the next item]. The Board concluded that its thanks should be reaffirmed to Careers England for its on-going assistance with tight cash-flow management.

## **19/13 SUMMER 2013 REVIEW OF QiCS**

The Board received a further detailed report from Claire Nix with a covering paper from Paul on the review of the first year of QiCS' operations which had involved a detailed survey of the views of Quality Award providers, NV Panel members and the NV advisers, and the Board.

The Board thanked Virginia Isaac and the CE Quality Task Group for supporting the survey being undertaken by CN.

The prevailing views in feedback gathered were positive, and the Board considered that for the first year of inaugural work on national validation it could conclude that it was 'a job well begun'.

The Board resolved to charge PAC and the NV team to implement a number of important but not material updates to the suite of QiCS materials taking full account of suggestions received [Action: PAC & the NV team to undertake the work and PAC to seek sign-off by the Board through electronic circulation].

The Board resolved to continue to require NV Panels to be held at a school holding a CEIAG Quality Award, and with 6 further Awards still to come for national validation panels the Board resolved to maintain the fee for initial NVPs at £1500.

After the most careful consideration the Board also resolved that it was essential from a continuing quality assurance perspective to introduce a 'Continuous Quality

Improvement Check' of holders of national validation in years 2 & 3 (i.e. twice between the initial NVP and the renewal NVP three years hence). These CQICs had not been part of the initial design of QiCS but the unanimous view of the Board was that learning from the NVPs to date it will be essential not to leave it fallow for three years between NVPs.

Hence, since the CQICs would require contracting additional un-costed time with NV Advisers (currently Roger Allan and Stuart McRill), the Board resolved to set a fee of £250 per CQIC (i.e. £250 in years 2 and 3).

The Board also resolved that re-validation after the initial 3 year period would need to be set at £2000 per NVP; only through this increase would the continuation of QiCS become viable.

### **20/13 QICS NATIONAL VALIDATION**

The Board considered a further report from Paul setting out progress with National Validation matters. The Board welcomed that two further Award providers had pre-paid for NVPs, but noted that neither seemed likely to come for a Panel before Christmas.

The Board requested PAC to check again on the 'current expectations' of the 6 outstanding Quality Award providers on their likely timescales for NVP applications [Action: PAC].

The Board reaffirmed its support for the celebration of the six Award providers who have already met QiCS national validation and charged PAC with publicising the presentations at the 24/10 CEG Summit event as widely as possible (with ASCL, AoC, AELP, NAHT and CDI offering to support as much as possible).

### **21/13 REVIEW OF DECISIONS TAKEN AND SETTING THE DATE OF THE NEXT MEETING**

Barrie and Paul reviewed decisions taken throughout this sixth meeting, which the full CB confirmed and are now duly noted in these notes.

The Board confirmed **ASCL Offices, Leicester as the venue for the next meeting at 1145-1315 on 5<sup>th</sup> FEBRUARY 2014.**

Meeting closed.

Notes prepared by Paul A. Chubb, 14<sup>th</sup> October 2013

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