



The Quality in Careers Standard >>>>

QUALITY IN CAREERS CONSORTIUM BOARD

Notes of the Board meeting held at Aspire-Igen Opportunity Centre, YORK
Monday 25th March 2019 from 1230

Present:

Dr. Barrie Hopson (Chairman), Paul Chubb (Quality in Careers Director) (*PAC in the notes below*), David Andrews, Janet Colledge (CDI), Jan Ellis (CDI), Kevin Gilmartin (ASCL), Jonathan Isaacs (SFCA), Catherine Sezen (AoC) and Steve Stewart (CE).

In attendance: Observers: Kelly Baxendale (substitute for Gary Longden - nominee of the Licensed Awarding Bodies) and Clare Worsdale (DfE).

Apologies: from John Cope (CBI), Eleanor Perkins (HMC), observer Karleen Dowden (CEC) and Gary Longden.

1/19: Welcomes, Opening Remarks and the Register of Interests:

- (i) Barrie welcomed everyone and invited Jonathan to introduce himself as the successor to Deepa Jethwa on maternity leave.
- (ii) He formally welcomed (in absentia) Eleanor and John to the Board and looked forward to them joining us at the next meeting.
- (iii) He advised all members of the Board of their responsibility to complete the 2019 **Register of Interests** proforma and return it to PAC, who confirmed several members already had done so. *Action: all*

2/19: Notes of the November 2018 Board meeting: these were approved as a true record.

3/19: Matters Arising not on the agenda today:

- (i) 14/18iv: The one-page document for school and college leaders about the Standard was confirmed as having been drafted and submitted by KG to PAC for sign-off and issue to all members of AoC, ASCL, NAHT & SFCA. *Action: PAC/CS/KG/NAHT nominee/JI*

4/19: Membership of the Board

- (i) The Board considered a report from PAC and welcomed news that NAHT was committed to nominating a new member of the Board with appropriate expertise also to serve again on Licensing Panels. The Board thanked Joanne for her service.
- (ii) The Board formally received David Andrews' resignation to take effect at the end of March (David advised that he was reducing his working commitments significantly). The Board expressed warmest thanks to David for his excellent service to the Consortium and the promotion of the Standard since the establishment of the Consortium in 2011.

- (i) The Board resolved that it would seek to secure another 'independent expert CEG professional' to join the Board. The Chairman and PAC were authorised to begin a 'search', with all Board members invited to advise PAC of any potential candidates to be contacted. The appointment in due course would be a Board appointment so BH/PAC were authorised to make a recommendation to the Board (electronically if possible before the next Board meeting). *Action: BH/PAC (and all to consider suggested personnel and to advise PAC)*

5/19: Memorandum of Understanding, revised Constitution, and Service Level Agreement

- (i) The Board received a detailed report from PAC on establishing the CDI as the "enabling host legal entity" for contracting and financial services provision to the Consortium.
- (ii) The Board formally recorded that it had previously approved (by electronic communications) the revision to the Constitution as a result of the Memorandum of Understanding signed by the six member organisations of the Consortium to appoint the CDI as the "enabling host legal entity".
- (iii) The Board warmly welcomed news from CW of the DfE that grant funding would be made to the Consortium (via the "enabling host legal entity") to fund the core national professional work of the Consortium (its Director and its team of Panel Advisers) plus running costs and expenses for the Board. In view of this, the Board authorised PAC to make the MoU and revised Constitution public on the website.
- (iv) The Board also received a draft SLA between the Board and the CDI for the "enabling host legal entity" services including financial services. The Chairman and PAC were authorised to finalise the SLA for signature and implementation. *Action: PAC/BH/JE*
- (v) The Board noted the good progress that had been made in establishing this arrangement and commented that, while the SLA between it and the CDI would currently be limited to financial matters, in the in the future it may become necessary to secure other services (perhaps from the CDI or perhaps from another potential provider), such as the substantial amount of professional, administrative and organisational support to the Board and its Panels currently provided by the Director. This would need to be reviewed in a future year(s) when the current Director retires and/or if/when the DfE funding (currently only for 2019-20) should cease.

6/19: Licensed Awarding Bodies and professional matters

- (i) The Board welcomed a report from PAC confirming implementation of professional matters concerning the Standard, including the agreement and publication of the Assessment Guide for Awarding Bodies and their assessors.
- (ii) The Board discussed strengthening further links with the Careers & Enterprise Company in the promotion of the Standard alongside Compass and the Gatsby Benchmarks. The Board requested PAC and KB to seek a further meeting with Karleen Dowden and Claire Hutchinson of the CEC to progress this. *Action: PAC/KB*
- (iii) The Board considered (in confidence) matters relating to one of the Awarding Bodies and the delay in its relicensing panel this summer. The Chairman and PAC were authorised to continue to handle this matter.
- (iv) The Board considered its future policy on potential new organisations seeking to apply to become a Licensed Awarding Body. The Board agreed in principle a detailed means to enable such proposals to be duly considered and acted upon, noting that the primary 'test' would be an organisation's capability to engage greater numbers of schools and colleges into the scope of the Standard (i.e. to increase penetration from

30% of state-funded institutions). The Board authorised PAC to complete the drafting of the policy to be adopted, and to seek sign off for this by the Board by electronic means. *Action: PAC*

7/19: Work Plans for 2019/20/21 for the Standard

- (ii) The Board received the latest detailed set of work plans for Licensing Panels and Continuous Quality Improvement Reviews (CQIRs) for Awarding Bodies.
- (iii) In so doing, the Board reaffirmed its policy that Panels should be constituted with 1 member from the school and college leaders' associations (AoC, ASCL, NAHT, SFCA) and 1 member from the careers professionals (CDI, CE and the independent CEG expert), with all Panels chaired by PAC.
- (iv) The Board also welcomed news of Claire Nix's potential progression from undertaking CQIRs to become a full Panel Adviser in the coming months. The Board confirmed that this should proceed.
- (v) The Board also authorised PAC to seek another member of the professional Panel Adviser team to strengthen the team and to prepare for the time when a current member(s) of the team might retire. *Action: PAC (and all to consider suggested personnel and to advise PAC)*

8/19: Budget Report for 2018/19 and 2019/20

- (i) The Board received and approved the financial statements of management accounts for the Consortium up to 31.3.19 (actual figures to 1.3.19 and best estimates to 31.3). In so doing the Board recorded its thanks once more to Careers England and its treasurer Steve Nicholson for undertaking this service pro bono. The Board welcomed confirmation that a small but healthy surplus meant the levels of fees and expenses had proven again to be sufficient in the 2018/19 year.
- (ii) The Board turned its attention to 2019/20 in the confident knowledge of the forthcoming DfE grant from 1.4.19 to 31.3.20.
- (iii) The Board recorded its thanks to the DfE. Noting in so doing that, at this stage, DfE was only able to confirm a single year's grant (CW explained that no committed expenditure beyond 31.3.20 within the Department could be made, but the Consortium might seek further grants in the future – nothing guaranteed, however). The Board noted that it would need to consider alternatives in 2020-21 should DfE grant funding not be renewed.
- (iv) The Board confirmed that it would again hold rates at the 2018-19 levels and formally approved the schedule of fees payable by Awarding Bodies in the year 2019-20 as below: **For Awarding Bodies:**
 - Licensing & Relicensing Panels will incur a fee of £2000 (this fee structure would also apply to potential new Awarding Bodies)
 - Second Stage assessments (if required) will incur a fee of £1000
 - CQIRs will incur a fee of £250 p.a.
- (v) The Board welcomed that the DfE grant funding would enable the core functions of the professional direction of the Standard to be appropriately funded. Therefore, the Board resolved that: **For our Professional Advisers, the Quality in Careers Director and the Board:** courtesy of the DfE grant funding, new rates will apply from 1.4.2019:
 - Adviser day remuneration rates (for Anthony Barnes, Claire Nix and Roger Allen) will be set at £400 per day plus approved expenses for Licensing Panels, and a fixed fee of £150 per CQIR. The Board authorised PAC to approve up to 28 days

of professional work to be contracted to the team of Advisers in the coming financial year.

- The Quality in Careers Director will receive fees for 50 days of professional leadership of the work of the Consortium in the coming year (plus approved expenses). The Chairman was authorised to conclude the “supplier contract” for this work [*n.b. the Director will no longer receive fees separately for organising/handling/chairing all Panels and for CQIR administration – these duties will become a part of the supplier contract*]
 - Approved expenses from 1.4.19 will also be offered to all members of the Board for attending Board meetings and Panels {*PAC was authorised to confirm in writing the protocols for such claims*}.
- (vi) The Board also welcomed news of the continuing negotiations with the DfE over further potential grant aid for up to 3 events in the regions in the coming year for schools and colleges not yet engaged with the Standard.
- (vii) Notwithstanding that this funding was not yet approved, and might not be, the Board authorised the Chairman, PAC and one member from the school and college leaders’ associations (AoC, ASCL, NAHT, SFCA) to form a “tender committee” with power to act to seek to outsource the event management of these events should they be funded to proceed.
- (viii) The Board also requested PAC to involve the school and college leaders’ associations in planning the events should the DfE grant be forthcoming. *Action: PAC*
- (ix) The Board confirmed that the SLA with the CDI would replace the pro bono financial services hitherto supplied by Careers England. In so doing the Board reaffirmed its thanks to Careers England and Steve Nicholson for undertaking these services since the Consortium was formed in 2011.
- (x) The Board authorised PAC to work with Careers England and Steve Nicholson to finalise the closure of the accounts up to 31.3.19 and the transfer of remaining surpluses to the new dedicated account being established by the CDI to perform its “enabling host legal entity” functions for the Consortium. *Action: PAC/JE*

9/19: Review of decisions taken: The Chairman invited PAC to rehearse the many decisions taken today as now set out in these notes.

10/19: Next Meetings:

- (i) The Board confirmed that the next 2 meetings would be scheduled to be **Wednesday 16th October (potentially in London tbc) and Wednesday 25th March 2020 in York.**
- (ii) Both meetings would be scheduled from 12 noon for light lunch then formally beginning at 1230 until 1430. *Action: CW and PAC*

*Notes compiled by Paul A Chubb, Quality in Careers Director
and Organising Secretary for the Consortium 25.3.19*

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Close of the meeting: 1430

At this point, the Chairman invited PAC, KB and CW to leave whilst he introduced **a confidential item**.

11/19: Confidential Item

- (i) The Chairman recommended that an honorarium be paid to PAC in recognition of, and reward for, his significant unpaid service to Quality in Careers in the past year, including his leadership of the on-going transition from the previous national assessment and accreditation criteria to the revised criteria from September 2018, the completion of the Assessment Guide for assessors, the establishment of the MoU, the revision of the Consortium's constitution, and negotiations with DfE.
- (ii) The Board unanimously resolved to offer an honorarium of £1000. After the meeting, the Chairman advised PAC of this which he has warmly welcomed by thanking all members of the Board.

[Whilst consideration of this item was classed as confidential, the decision of the Board is now included in these public notes in accordance with our commitment to transparent governance].