



# Quality in Careers >>>>

## QUALITY IN CAREERS CONSORTIUM BOARD

**Notes of the Board meeting held at Academies Enterprise Trust (AET) Offices,  
183 Eversholt Street, London NW1 1BU  
Wednesday 23<sup>rd</sup> October 2019 from 1230**

### **Present:**

Dr. Barrie Hopson (Chairman), Paul Chubb (Quality in Careers Director) (*PAC in the notes below*), Janet Colledge (CDI), John Cope (CBI), Jan Ellis (CDI), Ryan Gibson (Independent CEG invitee), Kevin Gilmartin (ASCL), Jonathan Isaacs (SFCA), Eleanor Perkins (HMC), Catherine Sezen (AoC), Steve Stewart (CE) Cathy Thompson (Independent CEG invitee).

**In attendance: Observers:** Lesley Thain (CEC – substituting for Karleen Dowden), Clare Worsdale (DfE) and Kath Wyke (substitute for Gary Longden - nominee of the Licensed Awarding Bodies).

**Apologies:** from observers Karleen Dowden and Gary Longden.

### **12/19: Welcomes, Opening Remarks and the Register of Interests:**

- (i) Barrie thanked AET for hosting and welcomed everyone. He invited new members Eleanor, John, Ryan and Cathy to introduce themselves (Ryan and Cathy having been appointed after the 'search' following the retirement of David Andrews). He welcomed Kath and Lesley as observers {*Secretarial note: following the meeting the CEC confirmed that Lesley would be taking the role of observer from now on*}.
- (ii) Barrie reminded all members of the Board of their responsibility to complete the 2019 **Register of Interests** proforma and return it to PAC, who confirmed that most members already had done so. *Action: all*

**13/19: Notes of the 25<sup>th</sup> March 2019 Board meeting:** these were approved as a true record.

### **14/19: Matters Arising** not on the agenda today:

- (i) NAHT: PAC advised the Board that the General Secretary (Paul Whiteman) had provided a supportive statement about the Quality in Careers Standard (which alongside those from AoC, ASCL & SFCA) was now on the website. NAHT was also looking to take up its seat again as an active member of the Consortium and Board – PAC was expecting the NAHT nominee to be confirmed soon. The Board warmly welcomed this.
- (ii) 3/19: PAC advised that the AoC/ASCL/SFCA one-pager for school & college leaders about the Standard was now on the website and thanked CS/KG/JI.
- (iii) 6/19: PAC advised that Essex CC had closed its Awarding Body as part of its cost-cutting revisions to its services. A number of schools and colleges engaged with the Standard had

been successfully taken on by other Awarding Bodies. The Board welcomed confirmation that all schools and colleges in Essex had been contacted by a number of our Awarding Bodies.

- (iv) 8/19: PAC advised that all members of the Board now had the proforma and protocols to claim agreed expenses for Board meetings and Licensing Panels during the period of Grant Funding from the DfE.

### **15/19: Quality in Careers Director's Half-Year Report**

- (i) The Board received a detailed report from PAC.
- (ii) In respect of the first half of the year, PAC reported upon:
- securing the DfE Grant Funding Agreement,
  - the process of appointing new Board members (see 12/19i above),
  - the migration of the website and its complete rebuild,
  - updating of case studies including adding new studies of recent Award holders,
  - updating the Award holders on the website,
  - relicensing of 3 awarding bodies, Continuing Quality Improvement Reviews (CQIRs) with 2 awarding bodies, advocating their increased use of twitter-feeds,
  - updating and clarifying aspects of the Assessment Guide (including aspects of CDI Registration and professional qualifications for careers advisers),
  - meetings with the CEC on consistency with Compass,
  - links with the Federation of Leaders in Special Education/Teach First and National Careers Week,
  - preparing an article on the Consortium and the Standard for the October edition of the CDI magazine 'Career Matters', and
  - increased communications with the DfE careers team.
- (iii) Looking ahead to the second half of the year, PAC reported upon plans for:
- the second article in 'Career Matters' in January (in concert with C&K Careers, one of our Awarding Bodies),
  - speaking at the Westminster Briefing/Careers England CEG Summit in November (alongside Sir John Holman on the Gatsby Benchmarks and the Standard),
  - featuring in National Careers Week,
  - meeting with Teach First key personnel leading on careers matters in Leeds in January,
  - seeking further opportunities to promote the Standard through the good offices of AoC, ASCL, NAHT & SFCA,
  - completing further relicensing of Awarding Bodies with the Career Connect panel in February, and 5 further CQIRs.
- (iv) PAC also presented the Board with a "risk management register" highlighting the importance of maintaining the meaningful support of the DfE. He also advised the Board of the need to recruit an additional member of the Adviser team (currently Anthony Barnes, Claire Nix & Roger Allen). At the time of reporting he was in direct contact with 2 potential candidates – he undertook to keep the Board apprised.
- (v) The Board welcomed the plans and thanked PAC for the detailed report.

### **16/19: Report from the Director on the DfE Grant Funding Agreement 2019-20**

- (i) The Board received a comprehensive report from PAC on the progress made possible in the first half of the year by the DfE core funding. The Chairman paid particular tribute to the assistance of CW and the DfE careers team.

- (ii) The Board welcomed that the GFA had funded improved and increased levels of remuneration for PAC and the team of central Advisers (Anthony, Claire & Roger). PAC advised that Board that, since establishing the CDI as the “enabling host legal entity” for contracting and financial services provision to the Consortium, the new accountancy arrangements were working well – the Board welcomed this news.
- (iii) The Board discussed the major plans for three key Events for Schools and Colleges not yet engaged with the Standard. These would be held in March 2020 in Newcastle upon Tyne, Birmingham and Bristol – funded by the DfE GFA and free to attend for schools and colleges.
- (iv) The Board welcomed confirmation that the event management supplier (Aspire-Igen, appointed by the Board’s panel after a strong tendering competition – whose Project Management Plan was received by the Board at the meeting) was progressing well with the venue bookings et al. AoC/ASCL/SFCA, as well as Careers England and the CDI, confirmed their readiness to support the promotion of the events, and the CEC would add to this through links with Careers Hubs and the Enterprise Adviser network.
- (v) The Board thanked Ryan Gibson for agreeing to speak at each event about using the Benchmarks and the Standard in concert.
- (vi) The Board also thanked Janet Colledge for already identifying how the revised Ofsted inspection regime and framework was being implemented and for promoting the benefits of the Standard in preparing for Ofsted assessments.
- (vii) The Board thanked Catherine Sezen for offering to work with PAC on producing a short set of power-point slides derived from the (14/19ii) one-pager on the Standard with added reference to impact and outcomes for potential use at AoC/ASCL/NAHT/SFCA events. *Action: CS/PAC*
- (viii) The Board moved on to discuss the potential to apply to the DfE for further core GFA funding in 2020-21.
- (ix) After consideration, the Board resolved to authorise the Chairman and PAC to liaise with the DfE to seek to bid for GFA support in two stages: (i) Core funding from 1.4.20 for executive direction and professional adviser funding at the 2019/20 rate plus continued expenses for Boards and Licensing Panels; (ii) subject to the evidence of conversions into engagement by schools and colleges attending the 3 events, to seek funding for 3 further events in different localities in 2020-21. *Action: BH/PAC*

#### **17/19: Headline Figures for schools and colleges engaged with the Standard**

- (i) The Board welcomed a report from PAC confirming details of engagement figures.
- (ii) In headline terms, the Board noted that the number of award holders stood at 663, with a further 447 working towards the Standard (= 1110) as at 23.10.19.
- (iii) The Board was particularly interested to note that of the 663 current holders, 105 had been accredited in 2019 under the revised national criteria fully incorporating the Gatsby Benchmarks. Within the 105, the Board noted that 49 were accredited as “fully meeting” and 56 as “making good progress”. The Board endorsed the view that celebrating the 56 and encouraging/motivating them to close the gaps and move to fully meeting was the right thing to do in the prevailing 2019/20 context – noting that this strategy would be reviewed in 12 months’ time.
- (iv) The Board noted the regional breakdown provided by PAC but resolved that only the headline national figures should be used at this stage, authorising PAC to publicise these on the website and at the forthcoming Westminster Briefing/Careers England event (see 15/19iii). *Action: PAC*

### **18/19: Consideration of a CONFIDENTIAL report on a potential additional Licensed Awarding Body**

- (i) The Board received a comprehensive report from PAC. It resolved that this should be treated as '*commercial in confidence*'.
- (ii) The Board resolved that the matter should proceed to the next stage of in-confidence review and authorised PAC to produce a detailed confidential set of minutes covering this matter. These minutes would not be made public.

### **19/19: Work Plans for the Standard**

- (i) The Board received a full report from PAC on the timetables for further Relicensing Panels and CQIRs in 2019/20 – 2022.
- (ii) The Board resolved that Relicensing Panels should continue to be constituted as per custom and practice policy: 1 member from the school & college leader associations plus 1 member from the 'careers professionals' and all panels chaired by PAC.

### **20/19 Budget Half-Year Report for 2019/20**

- (i) The Board received and approved the latest summary of the management accounts for the Consortium up to 30.9.19.
- (ii) In considering the figures, the Board reiterated its thanks to Laura Johnson at the CDI for her diligent service and for the efficient way she was handling matters in concert with PAC. The Board welcomed confirmation that the issue of VAT was able to be handled effectively by the CDI's accounts team (noting that the DfE GFA was net of VAT but suppliers charged VAT).
- (iii) The Board concluded by affirming its confidence that, with income streams from the GFA and from charges levied on Awarding Bodies for Licensing and CQIRs, these were sufficient to meet all known costs with a small but appropriate contingency surplus.
- (iv) The Board authorised PAC to work with L J at the CDI to prepare draft annual accounts for the March 2020 Board meeting. *Action: PAC/L J*

**21/19: Review of decisions taken:** The Chairman invited PAC to rehearse the many decisions taken today as now set out in these notes.

### **22/19: Next Meetings in 2020:**

- (i) The Board confirmed that the next 2 meetings would be scheduled to be **THURSDAY 26<sup>th</sup> March 2020 in York (Aspire Igen offices) and Wednesday 4<sup>th</sup> November 2020 in London (AET offices)**.
- (ii) Both meetings would be scheduled from 12 noon for light lunch then formally beginning at **1230 until 1430**. *Action: PAC*

*Notes compiled by Paul A Chubb, Quality in Careers Director  
and Organising Secretary for the Consortium 19.11.19*

**Close of the meeting: 1430**