



Quality in Careers >>>>

QUALITY IN CAREERS CONSORTIUM BOARD Public Notes of the Board meeting

ON-LINE "ZOOM MEETING" FOR THE BOARD 1230, 18th June 2020

Board Members Present On-Line:

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

Observers in attendance on-line: Nicola Hall (CEC), Gary Longden (Licensed Awarding Bodies) and Clare Worsdale (DfE) and **by telephone link:** Martin Ngotho (DfE)

Apologies: Jonathan Isaacs (SFCA).

5/2020: Introduction by the Chairman

(i) The Chairman welcomed everyone to the on-line meeting, advising that items on the Agenda were marked as "for information" (i.e. briefing the Board but not expected to be discussed at any length), "for approval" (i.e. requiring Board approval in order to be implemented), or "for action" (i.e. governance matters requiring action by all Board members).

(ii) He welcomed Rob Williams to his first meeting as the nominee of NAHT – Rob introduced himself to the Board and thanked PAC for the recent 'induction' briefing on Zoom. He welcomed Nicola Hall from the CEC as its newly nominated Observer, and by telephone link he welcomed Martin Ngotho from DfE who acts as our GFA Contract Manager.

6/2020: Notes of Meetings

(i) The Notes of the previous two meetings (23rd October 2019 and 26th March 2020) were approved with no matters arising.

(ii) PAC advised the Board that John Cope, Education & Skills Director at the CBI had moved on from the CBI to another job, hence PAC had written to the CBI seeking a replacement nominee to serve on the Board. He was awaiting a reply.

7/2020: Quality in Careers Director's report: for information

- (i) PAC introduced his detailed summary of the key work undertaken during the second period of 2019-20 and the initial 11 weeks of 2020-21.

- (ii) In the second period of 2019-20 these had involved:
- Work with the Awarding Bodies (including the Initial Licensing Panel for EDT),
 - Dealing with Enquiries from Schools & Colleges,
 - Presentation to Teach First leading to a joint publication,
 - Presentation to the Westminster Briefing/Careers England CEG Summit,
 - Liaison with the DfE including preparing the successful application for grant funding in 2020-21 for core costs of the Consortium,
 - Keeping the website up to date including sourcing new case studies for two outstanding FE Colleges and adding URNs for Award Holders,
 - Planning and delivering the three DfE-funded events (see 8/2020 below),
 - Undertaking the February survey of Engagement Figures of schools and colleges with the Standard,
 - Appointing the fourth member of the Professional Adviser team,
 - A virtual catch-up meeting with the Career Management Quality Alliance, and
 - Dealing with the Consortium's Accounts in concert with the Finance Manager at the CDI (see 10/2020 below).

As agreed he reported that he had kept a time-sheet record throughout the whole year showing 608 hours of recorded work for the Consortium (equating to 76 eight hour days – noting that DfE funded 50 of those days).

- (iii) So far in 2020-21 he reported that key activity had been affected by COVID19, and his duties had been focussed upon:
- Liaison with the DfE,
 - Dealings with Awarding Bodies,
 - Updating the website,
 - ZOOM meetings with Martin Ngotho (our DfE GFA contract manager), with Roger Chapman of The Growth Company re the **matrix** Standard, with the Aspire-Igen team reviewing the March 2020 Events (see 8/2020 below) and with Rob Williams from NAHT.

As agreed he reported that he had again kept a time-sheet record throughout the first 11 weeks of the 113 hours of recorded work for the Consortium (equating to 14 eight hour days – noting that DfE funded 11 of those days).

- (iv) He presented the Risk Management Register to advise the Board of key risks facing the Consortium and action planned to mitigate these.
- (v) The Board welcomed and noted the report.

8/2020: Review of the DfE-funded Events for Schools & Colleges held in March 2020: for information

- (i) The Board received a detailed Review of the three DfE-funded events in March 2020. This had been compiled primarily by the Aspire-Igen team appointed as our event managers.
- (ii) COVID19 had impacted upon the Bristol event (17th March) and on follow-up reviews of attendees. Despite that of those responding to the Surveys initiated of attendees 88 schools and colleges advised that their intention was to commit to work towards the Standard in 2020 and 19 others had already made the commitment (a total of 107 schools, colleges and a work-based

learning provider). This figure included a major Multi-Academy Trust which had committed 7 of its Academies to work towards the Standard from September.

- (iii) He advised that the 88 whose intention was to make the commitment would be contacted in September as part of the on-going review.
- (iv) The Board welcomed the report and the positive impact the events had evidently had despite COVID19.

9/2020: Proposal to bid for further DfE grant funding to promote the Standard in 2020-21: for approval

- (i) PAC introduced the proposal to bid to DfE for further grant funding to promote the Standard.
- (ii) The Board resolved that there was sufficient evidence from the March 2020 events to support an application. The Board authorised PAC to work with the DfE Careers Team on a proposal which would include three proposed events in March 2021 if COVID19 permits (Manchester, Leicester & London) and Virtual Opportunities (based upon the successful ways Schools have held virtual Open Days).
- (iii) In respect of potential virtual opportunities, the Board welcomed PAC's advice that the intention was also to trial a Virtual "Meet the Awarding Bodies" for schools and colleges in Essex following the closure by the County Council of its Licensed Awarding Body.

10/2020: Budget Report: for approval

- (i) PAC introduced a detailed review of the Consortium's accounts for 2019-20. This report had been prepared by the CDI Finance Manager and PAC.
- (ii) The Board was pleased to note the successful working arrangement with the CDI under the Memorandum of Understanding appointing the CDI as the "enabling host legal entity" for the DfE GFA and the Service Level Agreement appointing the CDI to provide an accounting service for the Consortium. The Board recorded its thanks to the CDI and especially to its Finance Manager.
- (iii) The Board received and approved the Profit & Loss Account for 2019-20 and the Balance Sheet as at 31.3.2020
- (iv) The Board noted the requirements of the DfE GFA that an Asset Register should be submitted to the DfE (this had been submitted on 29th April 2020) and a contingency exit plan should be prepared (as set out in the report presented to the Board, having been agreed with the DfE).
- (v) The Board approved the Budget Rules for 2020-21, maintaining the Rules set for 2019-20.

11/2020: Virtual Assessments: for approval

- (i) Because of the impact of COVID19 on activity, the Board received a proposal from PAC on establishing a set of "Board Guidelines for Virtual Assessments of Schools and Colleges for the Standard".
- (ii) The Board agreed to the underpinning principles proposed and approved the process to establish the national "Guidelines":
 - PAC to consult the team of Professional Advisers by ZOOM
 - Then to host a ZOOM consultation with our Awarding Bodies
 - Then to present a proposed set of "Guidelines" to the Board for approval and implementation (this might require a one-item ZOOM meeting or be approved via electronic means – email exchange).

12/2020: Submission to the HoC Education Committee Inquiry Into the impact of COVID19 on Education & Children's Services: for approval

- (i) The Board considered the draft submission from the Consortium Board to the House of Commons Select Committee.
- (ii) Noting that the draft had been subject already to consultations, the Board approved the submission and authorised PAC to make the submission *{Note: this was subsequently submitted to the Inquiry on 19th June}*.

13/2020: Work Plans for the Standard: for information

- (i) The Board received and noted the detailed schedule of work plans for the Standard 2020-22.
- (ii) In so doing the Board noted the dates of proposed Relicensing Panels for Awarding Bodies, the schedule of Continuing Quality Improvement Reviews and the allocated members of the team of Professional Advisers.
- (iii) The Board also authorised PAC to consult with Career Connect on possibly holding its Relicensing Panel in September by ZOOM.

14/2020: Register of Interests & Term of Office: for action

- (i) The Board agreed to act upon the requirements in clause 6.5 of the Constitution of the Consortium that all Board members should annually submit a signed Register of Interests proforma to PAC as the Organising Secretary of the Consortium *(a copy of the proforma was provided to all Board members for action)*.
- (ii) The Board also agreed that all Board members would confirm to PAC their status in respect of their term of office *(in accordance with clause 5.5 of the Constitution)*. In respect of the six Consortium Member organisations, terms of office are for three years and may be renewed at the discretion of the nominating Consortium Member. The 'additional members' appointed to the Board also have a three year term of office which the Board may extend to further terms.
- (iii) Steve Stewart advised that he was retiring from his role at Careers England at the end of June and that Kieran Gordon had been appointed to replace him and would join the Board wef 1st July.
- (iv) Gary Longden advised that as his three year term of office as the elected nominee Observer on behalf of the Licensed Awarding Bodies comes to an end in November this would be his last meeting *(the Board noted that PAC would be writing to Awarding Bodies seeking nominations and holding a ballot if required)*.
- (v) The Chairman warmly thanked Steve and Gary for their service and support.

15/2020: Review of decisions taken: PAC reviewed the decisions of the Board now contained in these formal Notes.

16/2020: Next Meetings: The Board confirmed that *(subject to the Coronavirus)* the next 2 meetings would be scheduled to be **Wednesday 4th November 2020 via ZOOM 1230-1400** and **Tuesday 23rd March 2021 either in London (AET offices) or via ZOOM 1230-1400**. If the March 2021 meeting is held in London it would be scheduled from 12 noon for light lunch, formally beginning at **1230**.

Close of the meeting: 1355

*Notes compiled by Paul A Chubb, Quality in Careers Director
and Organising Secretary for the Consortium 23.6.2020*