



Quality in Careers >>>>

QUALITY IN CAREERS CONSORTIUM BOARD

Public Notes of the Board Meeting

ON-LINE "ZOOM PRO MEETING" FOR THE BOARD

1230, 9th November 2021

Board Members Present On-Line:

Dr Barrie Hopson (Chairman), Paul Chubb (Quality in Careers Director - *PAC in the notes below*), Janet Colledge (CDI), Ryan Gibson (Independent CEG invitee), Kieran Gordon (Careers England), Claire Johnson (CDI), Eleanor Perkins (HMC), Catherine Sezen (AoC), Cathy Thompson (Independent CEG invitee) and Rob Williams (NAHT).

Observers in attendance on-line: Kelly Baxendale (Licensed Awarding Bodies) and Lesley Thain (CEC).

Apologies: Kevin Gilmartin (ASCL), Jonathan Isaacs (SFCA), Martin Ngotho (DfE), and Clare Worsdale (DfE).

11/2021: Introduction by the Chairman

(i) The Chairman welcomed everyone to the on-line meeting, advising that items on the Agenda were once more marked as "**for information**" (i.e. briefing the Board but not expected to be discussed at any length) and "**for approval**" (i.e. requiring Board approval to be implemented).

(ii) He welcomed Rob Williams from NAHT, who had advised that he was stepping down from the Board to be replaced by his colleague Sarah Hannafin. Rob further confirmed that he would retain his involvement with the Consortium by serving as the official NAHT nominee on the Panels to consider national endorsement of primary school quality awards for careers education. The Chairman thanked Rob for his service on the Board and welcomed his continuing role with the endorsement Panels.

(iii) He advised the Board that late withdrawals from today's meeting (Jonathan, Clare & Martin) were due to sickness – and he wished them a speedy return to good health.

12/2021: Notes of Meeting

- (i) The Notes of the previous meeting held on 23rd March 2021 were approved with no matters arising except point (ii) below.
- (ii) Catherine Sezen advised that she was meeting the CBI soon and would raise the matter that the Board was still seeking to secure a replacement for John Cope, Education & Skills Director at the CBI who had moved on from the CBI to another job. Catherine would report progress to PAC.

13/2021: Register on Interests

(i) In accordance with clause 6.5 in the Constitution of the Consortium - see below - the Organising Secretary (PAC) reminded all members of the Board of their duty to declare any interests, noting that everyone had completed their written declarations prior to the March 2021 Board meeting. He advised that he would be seeking a written declaration from Sarah Hannafin.

*6.5 Declarations of interest: No voting member of the Board shall be directly involved with any of the **licensed awarding bodies** for the © “**Quality in Careers Standard**” in England, to avoid any potential conflict of interest. “Direct involvement” shall be deemed to mean “employee, owner, partner, director or shareholder of a licensed awarding body.” All members of the Board shall declare any other interests prior to meetings; and the Organising Secretary shall maintain a **Register** of declared interests.*

- (ii) No member of the Board had any additional interests to declare at this meeting.

14/2021: The Quality in Careers National Director’s report: for information

- i. To ensure the Board was aware of the tasks required to be fulfilled, PAC introduced his latest detailed summary of the key work undertaken during 2021-22 since his report to the March 2021 Board. In the period these had involved:
 - a. Liaison with DfE including monthly KIT ZOOM meetings of the Chairman and PAC with the DfE Careers team – including confidential exchanges in respect of the preparation of the revised Statutory Guidance (issued July 2021) as well as reviews of progress with the Grant Funding Agreement’s KPIs for 2021-22.
 - b. Liaison with the CEC including monthly KIT ZOOM meetings with Rachel Green of the CEC and Kelly Baxendale. The CEC had agreed to undertake a further review of the performance of Quality in Careers Standard award holders in Compass reports of Benchmark performance compared with the norm. PAC had submitted a data file with URNs to the CEC on 3rd September and he reported that he had heard that morning that the analysis was completed, and commentary was being prepared. On 2nd July, the CEC had kindly hosted a most helpful ZOOM Meeting for Awarding Bodies and our Professional Team on “Compass+”.

- c. Revising our national Standard's assessment criteria, the Guide to the Standard, and the Assessment Guide – revisions were completed and authorised for implementation on 18th October 2021 (*note: PAC paid tribute to Anthony Barnes for his strong support on these revisions*).
- d. Work with the Consortium's team of Professional Advisers on CQIRs and Relicensing Panels.
- e. Work with the Licensed Awarding Bodies including further issues concerning compliance with the Board's brand guidelines.
- f. Continuing work following the DfE-funded Virtual Event for schools and colleges which had launched on 22nd February 2021 (noting that on launch day according to Google Analytics there had been over 1500 page hits). He advised that since our Virtual Event on 22nd February, visitors to Quality in Careers website were up 56% comparative to the same time last year. And new visitors - those who had never been to the website - were up 51%. That was a huge increase in traffic, beyond just the launch day. The Virtual Event page had been the second most visited page of the website, next to our homepage, and made up 8% of all website traffic. As of 2nd November the Virtual Event had been accessed by 621 visitors. It remained live and would be replaced on 14th February 2022 with an updated Event incorporating changes to speed-up direct self-referral links by visitors to chosen Awarding Bodies. Invitations to Awarding Bodies to record new videos had been issued (these were due back by 1st December) and to new testimonials by schools and colleges.
- g. Liaison with the CDI – PAC reminded the Board that the CDI Framework for careers, employability and enterprise education was writ large in our national assessment criteria. Schools and colleges being assessed for the Standard are required to have in place a framework they follow (e.g. either the CDI Framework or the PSHE Association framework – these being the most frequently followed). The CDI had fully revised its Framework, also renaming it the "Career Development Framework." Professor Tristram Hooley had led this work. PAC had contributed on our behalf to the review and provided a "quote" to be used in promoting the revised Framework. Professor Hooley had also led a most helpful webinar for our Awarding Bodies and the Professional team about the new Framework on ZOOM on Tuesday 20th April.
- h. Continuing to promote the Standard additionally to Essex, Southend & Thurrock schools and colleges in the continuing wake of the closure of Essex CC's Awarding Body for the Standard (noting that the plan was to supplement this with an Essex area virtual event when possible). He reported that a new case study has been prepared for our website – The Boswells School in Essex – and promoted to all Essex schools.
- i. Using the Twitter feed to promote the Standard (2732 followers as of 27th October).
- j. Keeping the website up to date.

- k. Preparing to undertake a further headline survey of engagement of schools and colleges with the Standard in February ready for the second DfE-funded Virtual Event – planned to launch on 14th February 2022.
- l. Serving on the Matrix Standard review ‘advisory group,’ engaging Anthony Barnes and Kelly Baxendale in comments upon the first draft revision of the Matrix Standard.
- m. Participating in several virtual keeping-in-touch meetings with the Chairman, and
- n. Continuing to deal with all matters relating to the Consortium’s Accounts with the Finance Manager at the CDI.

ii. To ensure the Board was aware of the time commitment involved, he reported that (as in 2019-20 and 2020-21) he had continued to keep a time-sheet record throughout 2021-22. He confirmed again that COVID19 had continued to significantly change how Quality in Careers business was conducted but the time commitment for his involvement remained constant. From 1st April 2021 to 31st October 2021 he had recorded 41.35 x 8 hour days of work for the Consortium - the DfE had funded 29.17 of these in the period.

iii. He presented the Risk Management Register to advise the Board of key risks facing the Consortium and activities planned to mitigate these.

iv. The Board thanked PAC, welcomed and noted the report.

15/2021: Application for DfE Grant Funding for 2022-23: for information

(i) The Board welcomed that the application for core funding of the Consortium’s central team had been submitted to the DfE for 2022-23 in October following the ZOOM KIT meeting in September.

(ii) The Board noted that no response had yet been received from the DfE.

(iii) The Board considered that the impact of the department’s support through 2019-22 had seen the position of the Quality in Careers Standard in the ‘eyes of school and college leaders’ as well as key stakeholders in the education sector being significantly strengthened thanks to grant funding support from the department. The Standard had become an integral part of the department’s growing overall ‘careers strategy’. The commitment of the members of the Consortium (the four school and college leaders’ associations and the two leading careers professional organisations – the CDI and Careers England) was being demonstrated by them continuing to provide their services pro-bono to serve on the Consortium’s Board and on Licensing Panels for Awarding Bodies. Grant funding from the department had enabled the Board to contract with a self-employed national Director and four self-employed professional advisers to join him in providing the core national team.

(iv) The Board considered that grant funding in 2022-23 from the department would enable the Board, its national Director, and its core professional central team - of four advisers - to continue to drive the implementation of the Standard. It would also enable them to undertake

further reviews of the effect of the October 2021 revisions to the assessment and accreditation criteria for the Standard and their impact upon schools and colleges.

(v) The Board was mindful that, as the nation, hopefully, emerged from the pandemic, young people would face even more challenging transitions at 16+, 17+, 18+ and 19+. The Standard was founded upon ensuring they receive careers education and guidance of the 'quality of the best' so that their life chances are enhanced as a result. Therefore, the Board considered that further funding from the department in 2022-23 would enable the Consortium to continue with its mission to enhance more young lives through quality assured careers education and guidance.

(vi) In making the bid for GFA support in 2022-23, the Board concluded that there was no doubt that the ongoing COVID19 pandemic had had a negative impact on the time schools and colleges could devote to work towards the Standard. Despite that, the latest figures of engagement with the Standard - 30th November 2020 - showed that over 1200 schools and colleges had either been awarded or were working towards acquiring the Standard. Therefore, despite the impact of the pandemic, which Awarding Bodies for the Standard had reported had caused many schools and colleges to delay plans to commit towards the Standard, this was a net increase of 100 compared with February 2020. The Board considered this to be a tribute to the dedication and diligence of our Awarding Bodies and the relationships they have forged with schools and colleges. The Board hoped that a further analysis of engagement would be undertaken in the spring of 2022. There were indications of renewed opportunities to reinvigorate latent interest shown by a significant number of schools and colleges pre the pandemic, so the Board's view was that 2022-23 would be a year where, with the strengthened July 2021 Guidance from the DfE, it should expect to secure increased engagement with the national Standard.

(vii) Kieran Gordon advised the Board that a Private Member's Bill was progressing through Parliament which would extend the statutory 'careers guidance' duty to include Year 7 in schools. This would be welcome and would impact upon schools needing to demonstrate how they were starting their careers provision sooner – with positive implications for the Quality in Careers Standard. He suggested that this should strengthen the case for continued GFA support from the DfE – the Board agreed, and this point has been made to the department.

(viii) The Board thanked the DfE for having provided grant funding to the Consortium in 2019-20, 2020-21 and 2021-22 to help secure its financial viability, continue to strengthen its core operations, and continue to seek to increase awareness of the Standard among schools and colleges. This funding had been crucial in enabling the Consortium to build stronger links with a range of careers organisations, strengthen Board members' engagement, rebuild the Standard's website, secure two new and reputable Awarding Bodies, launch virtual/remote assessments for schools and colleges, devise an innovative national virtual event (to be updated and launched in February 2022), and prepare the ground for the first ever national endorsement scheme of quality awards for careers education in primary schools - supported by the department and strongly promoted by NAHT.

(ix) The Board formally noted that the application was for £38,700 (*this included £2,400 towards the costs of the panels for the national endorsement of primary school quality awards for careers education*) in 2022-23.

(x) The Board thanked the DfE Careers team for their continued and greatly-valued support.

16/2021: National Endorsement of primary school quality awards for careers education: for information

(i) The Board received and noted the update on progress.

(ii) The Scheme had been launched on 24th June with strong support by the NAHT. Full details were posted on the Quality in Careers website [Careers Education in primary schools \(qualityincareers.org.uk\)](https://qualityincareers.org.uk)

(iii) Awarding Bodies providing a quality award for careers education in primary schools had welcomed the Scheme.

(iv) The first Panel was likely to take place early in 2022. The Board welcomed this and news that potential additional applications from other Awarding Bodies were expected in the New Year.

(v) The Board also noted the excellent report from North-East Ambition, shown as the appendix to PAC's report for this agenda item, where 5 primary schools had achieved recognition for their careers education provision through the Complete Careers "Career Mark" awarding body.

(vi) The Board welcomed confirmation that all Panels would comprise the same team - for consistency - of Ryan Gibson, Rob Williams, and PAC (as Chair) and that Anthony Barnes would be each Panel's professional adviser. The Board was also pleased that Rachel Green from the CEC would act as an adviser on each application. Janet Colledge (CDI), who had been a lead in establishing the CDI's career development framework for primary schools, also offered to contribute to the work of the Panels, which the Board welcomed – noting that Janet's links with certain Awarding Bodies would need to be handled with due care.

17/2021: Report on the Consortium's accounts: for decision

(i) The Board formally received a full set of accounts for the Consortium for 2020-21 which had previously been approved by electronic means in August 2021.

(ii) The Board confirmed formal receipt and acceptance of the profit and loss account and the balance sheet as of 31.3.2021.

(iii) The Board noted that the required compliance letter from the CDI's external auditor had been submitted to the DfE and formally received a copy at the meeting (*note: the CDI acts as the 'enabling host legal entity' for the Consortium to contract with the DfE and also provides the Consortium with accountancy services – at cost*).

(iv) The Board thanked the DfE for its on-going support for the Consortium and welcomed the confirmation from the CDI's recently appointed Chief Executive that this was a high priority for him and for his team.

(v) The Board resolved to continue the current arrangements with the CDI.

18/2021: Proposal for the Work Plans concerning relicensing of Awarding Bodies up to 2023: for decision

(i) The Board received PAC's proposals for the detailed work plans for CQIRs and Relicensing Panels for our Awarding Bodies up to 31st March 2023.

(ii) The Board noted that Kieran Gordon and Sarah Hannafin would need briefing before serving on a Panel, and that it would be inappropriate for them to serve together for their first Panels – *(note: PAC advised that he was offering a ZOOM session for Kieran and Sarah to take them through the "Panel process". He requested Kieran and Sarah to advise him of potential dates for this ZOOM session).*

(iii) Since there would be 5 Licensing Panels during the April-July 2022 period, the Board authorised PAC to plan these in advance and to appoint Board members to serve on each of these *(note: PAC would send proposed dates to the Board in order to constitute each Panel well in advance of the April-July period).* All members of the Board - except the Chairman and Eleanor who are ineligible - agreed to be ready to serve.

(iv) The Board also noted the position of the Awarding Body known as Career Seekers Direct whose successful Initial Licensing Panel had taken place on 15th September 2021. CSD's first CQIR would be due in the period between July and September 2022. Subject to the outcome of that CQIR and their progress, the Board agreed that a full Licensing Panel would be held in March 2023 (as the Initial Licence was for 18 months only). The same Panel which had approved CSD's Initial Licence would reconvene - Catherine Sezen, Ryan Gibson, Anthony Barnes, and PAC.

(v) The Board approved the detailed Work-Planner for Panels and CQIRs up to 31.3.2023.

19/2021: Proposal to establish a "Quality in Careers Consultative Group": for decision

(i) The Board considered proposals for the future engagement of Awarding Bodies through continued representation at Board meetings of an elected "observer" and the proposed establishment of a new "Consultative Group."

(ii) The Board approved the proposed Terms of Reference for the Consultative Group.

(iii) The Board noted that Kelly Baxendale, who had served as the elected nominee of Licensed Awarding Bodies as an observer at the Board, had resigned from her role with Positive Steps Ltd to move to a new position in Greater Manchester outside the careers sector. On behalf of the Board the Chairman warmly thanked Kelly for her service.

[note: at this point the Chairman requested that Kelly be invited to return to the ZOOM waiting room].

(iv) **The Board then met ‘in confidence’ to consider the appointment of the ‘independent Chair’ of the new Consultative Group and unanimously resolved to invite Kelly Baxendale to fulfil this role – noting her expertise and the respect in which she was held by the Board and by the Awarding Bodies.**

[note: at this point the Chairman requested that Kelly be invited to return to the Board from the ZOOM waiting room].

(v) The Chairman invited Kelly to accept the appointment to be the inaugural ‘independent Chair’ of the Consultative Group – she accepted.

(vi) The Board then authorised PAC to announce the establishment of the Group and to invite Claire Nix from the professional team to become its Organising Secretary.

(vii) The Board also resolved that PAC should initiate the process to elect a new nominee of the Awarding Bodies to attend the Board as an “observer”.

20/2021: Review of decisions taken: PAC reviewed the decisions of the Board now contained in these formal Notes.

21/2021: Next Meeting:

The Board confirmed that the next meeting would be scheduled to be **Tuesday 22nd March 2022 via ZOOM PRO 1230-1400.**

Close of the meeting: 1335

*Notes compiled by Paul A Chubb, Quality in Careers Director & Consortium Organising Secretary
17.11.2021*