



Quality in Careers >>>>

QUALITY IN CAREERS CONSORTIUM BOARD Public Notes of the Board Meeting

ONLINE "ZOOM PRO MEETING" FOR THE BOARD 1230, 28th November 2023

Board Members present online:

Ryan Gibson (Vice-Chairman), Paul Chubb (Quality in Careers Director - *PAC in the notes below*), Deepa Jethwa (SFCA), Claire Johnson (CDI), Eleanor Perkins (HMC), Cathy Thompson (Independent CEG invitee) and Andy Walls (NAHT).

Observers in attendance online: Martin Ngotho (DfE), Rachel Green (CEC) and Kathryn Lea-Williams (Licensed Awarding Bodies).

Apologies: Dr Barrie Hopson (Chair of the Quality in Careers Consortium Board), Eddie Playfair (AoC), Janet Colledge (CDI), Katharine Horler (Careers England), and Kevin Gilmartin (ASCL).

11/2023: Introduction and welcome Ryan Gibson

- (i) The Vice-Chairman welcomed everyone to the online meeting. He advised that unfortunately, Dr Hopson was unwell and unable to join us – everyone wished Barrie well and thanked Ryan for chairing the meeting.
- (ii) Ryan welcomed Andy from NAHT to his first meeting and noted that Eddie Playfair now represented AoC but was precluded from attending this meeting.
- (iii) He advised 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 decision" (i.e. requiring Board approval to be implemented).

12/2023: Notes of Meeting

The Notes of the previous meeting (21st March 2023) were approved with no matters arising.

13/2023: Quality in Careers Director's report: for information

13.1 As previously agreed, 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 2023 since his report to the March Board. In the period these involved:

(i) **DfE Grant Funding and ongoing reporting to the DfE:** PAC rehearsed the information shared with the Board in April and June that DfE GFA support would cease after 31st March 2024. The later agenda item on Finance (see Note 15 below) would deal with the consequences. He advised that monthly review meetings with Martin at the DfE continued and were, as always, most helpful. Martin also confirmed that he would engage PAC with the DfE's review of careers policy in readiness for the projected publication of the 2025 Strategic Plan, noting that the positive impact of the Quality in Careers Standard (see ii below) should enable potential discussions on future funding to be reconsidered (with obviously no guaranteed change). The Board thanked Martin for this advice.

(ii) **Liaison with the Careers & Enterprise Company:** PAC advised that after he had submitted details of all Award Holders of the Standard last autumn to the CEC as agreed for analysis of their "Compass" scores, he had now received the analysis. The CEC was again thanked for undertaking this analysis. **The Board welcomed further confirmation of the positive impact of holding the Standard: Award Holders on average fully achieved 6.2 benchmarks compared with the national average for state schools and colleges of 5.5.** The Board authorised PAC to publish the report on the website.

(iii) **Continued major work on school and college Case Studies:** [Case Studies of Best Practice Around The Country \(qualityincareers.org.uk\)](https://qualityincareers.org.uk). PAC advised that two new case studies had been added (Bradford College and The Sixth Form College at Farnborough). Work was underway on two more¹ on Merseyside (Alt Bridge Special School in Knowsley and King's Leadership Academy in Bootle). The Board welcomed this news.

(iv) **National Endorsement of primary school quality for careers education:** After successfully completing Panels with C+K, Complete Careers and Positive Steps (each of whom we were able to provide with our National Endorsement for their Quality Award for careers education in primary schools), Career Connect had confirmed its intention to seek national endorsement by 31st March 2024. So we had 3 of the Quality Awards successfully endorsed. 4 more Awards were now committed to work towards National Endorsement as shown here: [Primary-School-Careers-Education-Quality-Award-Providers-19.1.2023.pdf \(qualityincareers.org.uk\)](https://qualityincareers.org.uk/Primary-School-Careers-Education-Quality-Award-Providers-19.1.2023.pdf). PAC also advised that the Coop Multi Academy Trust had just submitted a Case Study for the website on their commitment to quality-assured careers education in all of their primary schools. The Board welcomed the latest update on this pioneering work which continued to be strongly supported by NAHT and welcomed by DfE.

(v) **Work involving Awarding Bodies: The Quality in Careers Consultative Group** had met again since our last Board meeting and Notes from that meeting were presented to the Board. Kathryn Lea-Williams outlined key points for the Board emphasizing the shared work with Rachel Green on parental engagement and with Marie Jobson on the Careers Impact System (see also Note 16 below).

¹ Secretarial Note: A 3rd new case study was offered after the Board by the PMLD Special School – The Dales School in North Yorkshire after it successfully secured reaccreditation under the Standard in November.

The Board thanked Kathryn and Claire Nix (Secretary to the Group) for their work and welcomed the potential agreement on a standard national publicity leaflet for the Standard which they were drafting for PAC's approval.

(vi) **Cambridgeshire County Council:** had decided to close all of its non-statutory services. This included the Careers team who had provided the Licensed Awarding Body. Sadly this Awarding Body will no longer be engaging with schools and colleges this year. Janet Harris had worked with PAC to introduce schools and colleges working with the Awarding Body and current Award Holders awarded through the County Council. This was most helpful, and we were hopeful that engaged schools and colleges would be successfully retained.

(vii) **Staffordshire County Council:** Entrust Education - a joint venture between Staffordshire County Council and Capita - had provided education services in Staffordshire for several years. The County Council has now taken several services back "in-house", one of which involves the Careers and Employability team which was a Licensed Awarding Body. Thanks to the commitment of Shaun Riley and his team, SCC is continuing to enable the Awarding Body to function. The existing Licence to Entrust was successfully novated to SCC on 1.4.2023.

(viii) **Gatsby Benchmarks: next phase "Over the next ten years":** PAC reported that having been invited to contribute to a significant programme of stakeholder engagement, consultation, and research, with the results to be published in late 2024, he had met with Beth Jones (Gatsby) and Ryan Gibson in April. He had emphasized the importance of the commitment of school/college leadership and management to careers which he suggested should be more explicit in any future update of the Benchmarks.

13.2 Time recording: To ensure the Board was aware of the time commitment involved, he reported that (as in each year from 2019-20 to 2022-23) he had continued to keep a time-sheet record throughout 2023. So far in 2023-24 (up to 20.11.23), he had recorded **39.4 x 8-hour days equivalent** - the DfE had funded 25 of these in the year and the Consortium the other 25 making a total of funding for 50 days).

13.3 He presented the **Risk Management Register** to advise the Board of key risks facing the Consortium and activities planned to seek to mitigate these. The Board noted with concern that the key risks were heightened due to the DfE GFA decision (see Note 15 below).

13.4 The Board thanked PAC for his work and noted the report. In doing so, Ryan stressed that the landscape in which PAC and the core team were now working was "challenging" following the decision of DfE Ministers to cease GFA support from the end of 2023-24 (see Note 15 below).

14/2023 Work Plans for the future

(i) The Board received and noted the detailed schedule of confirmed revised work plans for the Standard in the remainder of 2023 through to 2026. The Board noted that:

- 3 Relicensing Panels were due in 2024 (HEYLEP, EDT & Staffordshire CC),
- 5 in 2025 (C+K, Complete Careers, CSW, Ixion & Positive Steps) and
- 2 in 2026 (Career Seekers Direct and Career Connect).

(ii) The Board was advised that although we had successfully engaged Erica Rowell – after the sad death of Roger Allen last year - to return the Professional Team to 4, Kath Wright had recently decided to retire. So the team stood at 3 again.

(iii) With the appointment of Erica and the retirement of Kath, there has to be a reallocation of Advisers for Awarding Bodies. The revised allocation is as follows:

- *Anthony: CSW, Complete Careers and EDT.*
- *Claire: Career Connect, HEYLEP, Positive Steps and Staffordshire CC.*
- *Erica: C+K Careers, Career Seekers Direct and Ixion.*

(iv) The Board thanked PAC for the detailed plans.

15/2023 Finance Report:

(i) PAC advised the Board

- formally of the annual accounts for 2022-23 for the Consortium and of the annual statement submitted to the DfE - accounting for the GFA for 2022-23, and
- proposed that a Committee of the Board be appointed to research options for future financing of the core team cost base, to report to the March 2024 Board meeting.

(ii) The Board approved the accounts and thanked CDI for its services provided under the SLA and for the DfE compliance letter from the CDI's external auditor.

(iii) The Board thanked the DfE for its support for the Consortium between 2019/20 and 2023/24.

(iv) The Board noted that fees paid by Awarding Bodies for their Licences had not increased since 2015 and resolved that this should be reviewed.

(v) The Board confirmed the appointment of the Committee (see vi below) to review future funding arrangements including future rates Awarding Bodies would be charged as fees for Licensing Panels, the Licence and for CQIRs from 1st April 2024, and a future SLA² with the CDI.

(vi) The Board discussed how the Committee should undertake its review and agreed on the following outline schedule:

² Claire Johnson agreed to seek to set up a meeting between her, David Morgan (CX of the CDI) and PAC.

- Stage 1: An initial Working Group of Claire Johnson (CDI), Kathryn Lea-Williams (Awarding Bodies) and PAC should meet in early January.
 - Stage 2: Their deliberations should be considered in a further meeting later with Cathy Thompson (Independent).
 - Stage 3: The outcome of Stage 2 should be considered in a meeting with Ryan Gibson before the Committee should then prepare its recommendations in writing for the Board meeting in March.
- (v) The Board invited all members, if they had views on future funding, to write to PAC so these could be fed into the work of the initial Working Group in early January³.

16/2023 Guide to the Standard and related matters:

(i) Guide to the Standard - Quality in Careers The Board considered the report from PAC and resolved:

- that minor amendments involving Inspections of careers work in Independent Schools by the ISI should be made now to the Guide,
- that the Guide to the Standard’s “Endnote 5.3”⁴ be updated with the Careers & Enterprise Company, and
- that the two Guidance Notes (presented to the Board) should be published to complement the Guide concerning “personal careers guidance” and “parental engagement”.

(ii) PAC was authorised to proceed.

17/2023: Next Meeting:

The Board confirmed that the next meeting would be scheduled to be **TUESDAY 19TH MARCH 2024** via **ZOOM PRO 1230-1400**.

*Notes prepared by Paul A Chubb,
Quality in Careers Director & Consortium Organising Secretary 7.12.2023.*

³ That Working Group will meet on 11/1/24.

⁴ The current edition of the Guide includes an Endnote as agreed with the DfE and the CEC on the then pilot Careers Impact Review System. We need to update this now the CEC’s System is no longer in pilot format as is renamed as the “Careers Impact System”. The Board noted that there were concerns in the careers sector about the position of the Careers Impact System in relation to the Quality in Careers Standard. The Board authorised us to seek to agree a revised Endnote with the DfE and the CEC to insert into the Guide as soon as possible so that there is clarity in the purpose of the Careers Impact System in relation to the Quality in Careers Standard – and therefore that the message is a shared message to schools and colleges. The Board thanked Rachel Green of the CEC for her initial work on this with Katherine Lea-Williams and welcomed that they would present a draft revision to PAC in late December.