



Quality in Careers >>>>

QUALITY IN CAREERS CONSORTIUM BOARD Public Notes of the Board Meeting

ONLINE "ZOOM PRO MEETING" FOR THE BOARD 1230, Tuesday 19th March 2024

Board Members present online:

Cathy Thompson (Independent CEG invitee) as **Acting Chair**, Paul Chubb (Quality in Careers Director - PAC in the notes below), Janet Colledge (CDI), Kevin Gilmartin (ASCL), Katharine Horler (Careers England), Deepa Jethwa (SFCA), Claire Johnson (CDI), Catherine Sezen (AoC), and Andy Walls (NAHT).

Observers in attendance online: Rachel Green (CEC) and Jenny Beaumont (Licensed Awarding Bodies).

Apologies: Dr Barrie Hopson (Chairman), Nina Chorzelewski (AoC's new nominee unable to attend today hence Catherine Sezen was representing AoC at this meeting), Ryan Gibson (Independent CEG invitee), Eleanor Perkins (HMC), and Clare Worsdale (DfE).

1/2024: INTRODUCTION AND WELCOME BY PAUL CHUBB IN THE ROLE OF ORGANISING SECRETARY FOR THE CONSORTIUM

- Paul (PAC) welcomed everyone to the online meeting, including Jenny Beaumont as the new representative of Licensed Awarding Bodies - he also paid tribute to Kathryn Lea-Williams who had left C+K Careers recently joining the C+K Combined Authority.
- He then explained that **Dr Hopson, Chair of the Board**, had had to submit **his letter of retirement from the Board** due to ill health. The Board asked PAC to convey its best wishes and true gratitude to Barrie for all his leadership since his election in September 2012.
- PAC added that personal circumstances also prevented Ryan Gibson (Vice Chair) from attending today's meeting. The Board asked PAC to send its warmest thanks to Ryan for stepping in when Barrie had been ill recently and wished Ryan well for 2024 noting that he would be taking a sabbatical from the Board until March 2025.
- As Organising Secretary, PAC advised that **the Board's Committee had proposed Cathy Thompson as pro-tem Acting Chair up, to 31st March 2025 (see 4/2024 v 5 below).** He invited the

Board to vote on the proposal that Cathy should chair today's meeting, which was carried unanimously. He then invited Cathy to take the Chair.

- Cathy thanked everyone for their support and moved to the next business advising that as in previous meetings 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).

2/2024: NOTES OF MEETING

The Notes of the previous meeting (28th November 2023) were approved with no matters arising.

3/2024: QUALITY IN CAREERS DIRECTOR'S REPORT: FOR INFORMATION

3.1 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 2023-24 since his report to the November Board. In the period these involved:

(i) **The Board's Committee:** PAC advised that the Committee had dominated his working time since November. He paid tribute to Kathryn-Lea Williams, Claire Johnson, Cathy Thompson and Ryan Gibson for their involvement, their contributions, and their wise counsel as they worked through the proposed recommendations the Board would be addressing at this meeting as the next item.

(ii) **Reporting to the DfE:** PAC advised that regular KIT meetings continue with both the DfE and the CEC (see v below). These had continued to be most helpful. Regrettably, Martin Ngotho, our primary lead at the DfE has left the Careers team – we were sad to lose him. Links were maintained with Clare Worsdale - and it was hoped that close contacts with DfE would continue¹.

(iii) **The formerly DfE-funded Virtual Event for Schools and Colleges:**

- PAC advised that the DfE GFA had part-funded our virtual events on our website. With no GFA from 1.4.24, there would be no funding to undertake a major update of the current virtual event. Therefore it had been edited. It was no longer badged as a 2023 event, and his video introduction had been edited to remove him saying “Welcome to our 2023 virtual event”. This meant the event could remain on our website.

- He was still hopeful of getting the Staffordshire PRU testimony recorded, and if so that it could be added. He was also hopeful that Derby College of FE might record a testimony too. Beyond these edits, unless the Board could secure some DfE GFA support again, there was no funding for a full revision, nor any funding for face-to-face events.

(iv) **Continued major work on school and college Case Studies:** Case Studies of Best Practice Around The Country (qualityincareers.org.uk).

¹ Secretarial Note: PAC is meeting CW on 18th April

- He advised that the completion of Case Studies with 2 more schools on Merseyside was pending at present: Alt Bridge Special School in Knowsley and King's Leadership Academy in Bootle.
- New Case studies had been added for Batley Girls High School [case-study-Batley-Girls-High-updated-January-2024-2.pdf \(qualityincareers.org.uk\)](#) - Its Career Leader has been shortlisted for the CDI Career Leader of the Year Award.
- After PAC had presented The Dales School (North Yorkshire) with its second accreditation under the Standard in November, this PMLD special school had produced a detailed case study [Case-Study.-The-Dales-School.-February-2024.pdf \(qualityincareers.org.uk\)](#)
- Jo Sykes at the Coop MAT had also produced a splendid Case Study on the MAT's approach to its Primary Schools [COOP Multi Academy Trust case study - primary schools and quality assuring careers education - Quality in Careers](#) alongside its commitment to quality assuring all of its secondaries and its FE college - [Case-Study.-Coop-Multi-Academy-Trust.-November-2022-1.pdf \(qualityincareers.org.uk\)](#)
- He was also currently in contact with an [International School in Luxembourg](#) that has just successfully been awarded the Standard. The Board welcomed this news.

(v) Liaison with the Careers & Enterprise Company:

- PAC advised that the DfE was always seeking to ensure that we work closely in partnership with the CEC. Rachel Green (CEC), our prime contact, also provides access to her colleagues when needed (such as with Marie Jobson who leads the Careers Impact System).
- We had also agreed with Lucie Heseltine at the CEC that we would provide another Spreadsheet of Award Holders at the end of October 2024 so that the CEC could again analyse their Compass data (as per 2022 and 2023 [Quality in Careers "Award Holders" continue to achieve highest "Compass" scores nationally - Quality in Careers](#)).
- Karl Grimes at the CEC leads on Careers Hubs. Karl had been most helpful in assisting us to offer contacts with our Professional Team to introduce/promote the Standard (through "project Careers Hubs" as agreed with the DfE as part of our 2023-24 agreed business plan).
- Additionally, PAC was pleased to confirm that, thanks to Clare Parker and the CEC team, the CEC had updated for schools and colleges its resource link to our Case Studies: <https://resources.careersandenterprise.co.uk/resources/quality-careers-standard-school-and-college-case-studies>.

(vi) Work involving Awarding Bodies:

The required Relicensing Panels and CQIRs to date had been completed for 2023-24 except for HEYLEP. The HEYLEP Relicensing had been postponed as the LEP ceased to trade at the end of March 2024. The Awarding Body team was "expecting to migrate to an interim body covering Hull and East Yorkshire" pending the 'hoped for' Combined Authority's formation. All being well the Awarding Body would continue. He added that he was in close contact with them as was Claire Nix and hopefully the postponed Panel would take place later in the Spring.

(vii) The Quality in Careers Consultative Group had continued to meet, and it was instrumental in leading us to produce the new leaflet on the Standard which now sits as a Downloadable document on our website. PAC offered thanks to CDI for providing pro bono the services of its designer. [Quality-in-Careers-Standard-landscape-FINAL-Feb-2024.pdf \(qualityincareers.org.uk\)](#).

3.2 Time recording: To ensure the Board was aware of the time commitment involved, he reported that (as in 2019 through to 2023) he had continued to keep a time-sheet record.

- In 2019-20 he recorded 608 hours of work for the Consortium = 76 x 8-hour days equivalent. In 2020 – 2021 = 78.1 x 8-hour days equivalent. In 2021-22 = 77.94 x 8-hour days equivalent. In 2022-23 = 81.6 x 8-hour days equivalent. In 2023-24 (up to 12.3.24), he had recorded 78.8 x 8-hour days equivalent.
- The Board agreed that these time records had been most useful in informing the “key tasks” set out in the Committee’s recommendations (see 4/2024 below) which might become incorporated into a new SLA with the CDI from 1.4.2025 assuming the recommendations were agreed upon. If so, he advised the Board that he would cease time-recording in this way in 2024-25 as his time would need to be better spent no longer ‘time recording’ but ‘time-sharing’ data on functions performed with Claire at the CDI.

3.3 Finally, he presented the **Risk Management Register** to advise the Board of key risks facing the Consortium and activities planned to mitigate these.

3.4 The Board thanked PAC for his work and noted the report.

4/2024: REPORT ON RECOMMENDATIONS FROM THE BOARD’S COMMITTEE ESTABLISHED AT THE NOVEMBER 2023 MEETING

(i) The Board was reminded of the appointment of the Committee to review future funding arrangements including future rates Awarding Bodies to be charged as fees for Licensing Panels, the Licence and for CQIRs from 1st April 2024.

(ii) The Board was advised that the Committee had undertaken its review in line with the following schedule:

- Stage 1: An initial Working Group of Claire Johnson (CDI), Kathryn Lea-Williams (Awarding Bodies) and PAC took place on 11.1.24.
- Stage 2: Their deliberations were considered in a further meeting later with Cathy Thompson (Independent) on 18.1.24.
- Stage 3: The outcome of Stage 2 was considered in a meeting with Ryan Gibson on 6.2.24 before the Committee was authorised to prepare its recommendations in writing for the Board meeting today. in March.

(iii) After all of these stages had been completed, a meeting with the CDI’s Chief Executive took place on 27.2.24.

(iv) PAC advised that he had also completed an Induction for Jenny Beaumont on 28.2.24 as the elected successor to Kathryn Lea-Williams in which he had briefed Jenny on the Committee's detailed recommendations, and she confirmed support for the 'levy' concept (see v 2 below) as a fairer means of raising income rather than higher set fees.

(v) **The Board considered the Committee's report and approved the following:**

1. The Board resolved that as the future arrangements develop and change, **what must not change is the ownership and governance of the Standard which must remain with the Consortium**; and that all Quality in Careers matters should continue to be presented publicly on the Consortium's independent website.

2. The Board resolved to **increase Licence fees for Awarding Bodies (for the first time since 2015) from 1st April 2024 to £3000 for Relicensing Panels, £400 for annual CQIRs plus a new "accreditation levy" of £50 per school/college accredited and added to the National Register of Award Holders (see also 6/2024 below).**

3. The Board also resolved that these **fees should be fixed at these rates for 3 years up to 31st March 2027**, thereby all Awarding Bodies would be relicensed during that period at the same rates. The Board agreed that the fees should be reviewed in line with 'inflation rates' at the March 2027 meeting of the Board.

4. The Board received and approved an Excel spreadsheet of projected income & expenditure in 2024-25, 2025-26 and 2026-27 based upon the proposed fees & levies in 2 above.

5. The Board was advised that whilst Cathy Thompson had agreed that she would agree to offer to chair the Board meetings in 2024-25, it was on condition that her role would be limited to chairing these meetings and that Paul would brief her fully before each meeting. Further to Note 1/2024 above, **the Board formally appointed Cathy Thompson as the 'caretaker' Chair of the Board until 31st March 2025.**

6. The Board resolved that Paul should continue as Director for the period 1.4.24 to 31.3.25 on terms as per 2023-24, during which time he would provide Claire Johnson at the CDI with more information on key tasks as they are required to be fulfilled so that a potential **SLA with the CDI for management and administration services** could be put in place from 1.4.25. The Board also received a detailed **Summary of Key Tasks** paper drawn up by Paul and discussed with the CDI on 27th February.

7. **The Board accepted Paul's notice to retire from the Director role on 31.3.25 and resolved that he should be appointed as Chair designate of the Board to take office from 1st April 2025.**

8. Once Paul becomes Chair in 2025, the Board agreed that (over and above Chairing the Board meetings) it would be important that he should continue to provide some professional services including chairing Awarding Body Licensing Panels, attending meetings with the CDI lead with DfE, and overseeing the **proposed SLA with the CDI for management and administration services**. For providing these additional contracted professional services (incorporating providing advice and

support to Claire/the CDI, chairing Licensing Panels/Primary Award “Endorsement” Panels and attending DfE meetings) the Board approved that a small fee for contracted professional services provided should be paid. The Board agreed to set this at £3,000 pa, therefore it was included in the Budget forecast spreadsheet for 2025-26 and 2026-27 referred to above.

9. The Board resolved that Paul should continue to liaise with the DfE Careers Team and use every best endeavour to seek to secure the reinstatement of some form of GFA support from DfE **to enable us to promote the benefits of the Standard more widely to schools and colleges.**

10. **The Board authorised Paul to lead the implementation of these decisions.**

5/2024 WORK PLANS UP TO 31.3.2027

The Board received and noted the detailed schedule of confirmed revised work plans for the Standard in the period up to 31.3.2027

(i) The Board noted that:

- 3 Relicensing Panels are due in 2024/25 (HEYLEP, EDT & Staffordshire CC),
- 5 are due in 2025/26 (C+K, Complete Careers, CSW, Ixion & Positive Steps) and
- 2 are due in 2026/27 (Career Seekers Direct and Career Connect).

(ii) As previously resolved by the Board, these Panels no longer require time-consuming travel to venues across the country. They continue now to be held on ZOOM from 1230-1430, making the time commitment less onerous on Panel members – and reducing travel time for our Professional Advisers (who still have to devote 2 working days to each Relicensing Panel – preparation of the Panel Briefing based upon the Awarding Body’s relicensing application, attending the Panel, and then writing up the Panel’s comprehensive report on outcomes).

(iii) The Board’s rules already require that **Licensing Panels must comprise three Board members** (1 of whom is currently PAC as the Chair, for consistency) plus a member of our Professional Team – Anthony Barnes, Claire Nix, or Erica Rowell. This rule was confirmed and will continue once PAC becomes Chair of the Board on 1.4.2025.

(iv) The Board was advised that Anthony Barnes had confirmed that he wishes to retire on 31st March 2025. The Board noted that this would reduce our team to 2 Professional Advisers – Claire and Erica. The Board resolved that this should be kept under careful watching brief to be alert to potentially restoring the team to three, whilst always being mindful to ensure that Claire and Erica were offered sufficient work to wish to remain with us.

(v) The Board resolved that its rules for Licensing Panels should be retained, stipulating that:

- One panel member must come from 1 of the nominees on the Board from the 4 professional associations of school and college leaders.
- the other must come from the ‘careers sector’ nominees on the Board (CDI, Careers England, and the independent careers experts).

(vi) To comply with the Board's Licensing timetable rules for the dates of Panels, the Board agreed to continue with its practice of setting a normal "window" of one month before the 3rd anniversary of Licensing and one month beyond.

(vii) With the retirement of Anthony on 31.3.25, the Board agreed to a reallocation of Advisers for Awarding Bodies from 1.4.25. The revised allocation would be as follows:

- Anthony: CQIRs in 2024/25 with CSW, Complete Careers and the EDT relicensing panel.
- Claire: Career Connect, HEYLEP, Positive Steps, Staffordshire CC and from 1.4.25 Claire would add Complete Careers to her list.
- Erica: C+K Careers, Career Seekers Direct, Ixion and from 1.4.25 adding CSW and EDT to her list.

6/2024 REPORT ON FINANCIAL MATTERS

Following the resolutions in 4/2024 above, the Board formally approved the following in respect of Licence Fees, Profession Team remuneration rates and invoicing procedures (including VAT removal) with effect from 1st April 2024:

1. AWARDING BODY Licence Fees:

1.1 For their 3-year Licence to assess, accredit and award the Quality in Careers Standard, the Board agreed that Awarding Bodies should be charged £3000 at the Licensing Panel Stage, plus £400 for each annual CQIR, plus an 'accreditation levy' of £50 payable for each school and college awarded the Standard and added to the **National Register of Award Holders** on the Quality in Careers website Quality in Careers - National Register of Award Holders - Quality in Careers (i.e. from 1st April 2024, every time a school or college is accredited/reaccredited a £50 fee should be collected and passed to the Consortium – see also 3.2 below).

1.2 The Board agreed that these fees should be fixed for a 3-year period, during which all Awarding Bodies would have been relicensed (1.4.24-31.3.27). The fees would be reviewed at the Board meeting in March 2027 so that account could be taken of 'inflation' when setting the fees for the ensuing 3-year period (1.4.27-31.3.30).

1.3 The Board adopted as a "Board rule" that Licence fees should be set and reviewed in 3-year cycles as agreed above.

2. Professional Team Remuneration Rates:

2.1 Ever since the DfE began providing GFA support in 2019, the remuneration daily rates for the Director and the Professional Team had been set at £400 per day. The Board noted that for each Licensing Panel, the designated member of the Professional Team was allocated 2 remunerated days for the preparation of the briefing for Panel members, attending the Panel, writing the Panel report, and undertaking the post-panel review with the Awarding Body.

2.2 The Board resolved that this daily rate should continue in 2024-25 for the Director and the Professional Team.

2.3 The Board also resolved that this rate should continue in 2025-26 and 2026-27 for the Professional Team (noting that on the retirement of the Director, the roles he currently played would be covered by a new SLA for ‘management & administrative support’ with the CDI in 2025-26 and potentially either by 1 or 2 SLAs for these services in 2026-27 as set out in the Key Tasks supporting paper the Board received).

2.4 For undertaking the annual CQIRs with Awarding Bodies, the Board resolved that the Professional Team should be paid £250 per CQIR. This would apply for the 3 years from 1.4.24 to 31.3.27.

3. Invoicing Procedures:

3.1 The Board resolved that Awarding Bodies should be invoiced for the Licensing Panel, and for each CQIR on completion of the Panel/CQIR.

3.2 The Board resolved that the ‘accreditation levy’ fees collected should be payable by each Awarding Body at the end of each Quarter (i.e. Q1 April-June levies to be paid to the Consortium in July, Q2 in October, Q3 in January, and Q4 in April). In resolving this, the Board considered that this would minimise the administrative burden for Awarding Bodies and would link the Quarter end levy summary with the Excel Spreadsheet each Awarding Body should complete with ‘newly accredited/reaccredited schools & colleges’ (and any discontinuing institutions) so that the “National Register of Award Holders” section of the Quality in Careers website could be updated quarterly.

3.3 The Board resolved that the responsibility to raise all of these invoices should rest with the Director in 2024-25, and then be incorporated into the SLA for 2025-26, and in the 1 or if it was 2 SLAs in 2026-27 to be determined at the March 2026 Board meeting.

3.4 Having charged VAT since the Consortium was established in 2011-12 (when initially accountancy services were provided by Careers England which at that time was VAT registered), the CDI accounts team has confirmed the Consortium no longer needs to do so. Therefore the Board resolved that all invoices from 1.4.2024 would be simply for the fees involved with VAT no longer added.

7/2024: REGISTER OF INTERESTS

(i) In accordance with clause 6.5 in the Constitution of the Consortium (see below), the Organising Secretary (PAC) requested all members of the Board to update their declarations.

*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) Members of the Board were reminded that it was their responsibility to declare any additions or changes to their Register of Interests. These should be declared at a meeting of the Board and confirmed in writing to the Organising Secretary for the Consortium.

(iii) The Board resolved that all declarations, using the proforma provided by PAC, should be returned to him by 31.3.24.

8/2024: NEXT MEETING:

The Board confirmed that the next meeting would be scheduled to be **Tuesday 19th November 2024** via **ZOOM PRO 1230-1400**.

*Notes prepared by Paul A Chubb,
Quality in Careers Director & Consortium Organising Secretary 3.4.2024*

Official Notes