

Education and Training

1. Appointment of Directors and Chair for the meeting

1.1 DAB as the sole serving Director of the Education and Training Foundation began the meeting.

DAB proposed and it was

Agreed

That David Hughes be appointed a Director and act as Chair of the Board pending the appointment of an independent Chair.

DH thanked the Board for their support and assumed the Chair adding that he welcomed the establishment of the Education and Training Foundation which has the support of the sector.

1.2 Appointment of Directors

A paper outlining the purpose of the company and how it would conduct its business was received by the Board. The Foundation, a company limited by guarantee is intended to become a charity, as such to be appointed a Director is also to become a Trustee of the charity and the terms Director and Trustee are synonymous. The articles of The Foundation state that the maximum number of Directors is 12.

It was

Agreed

That the appointment of Directors by the members be recognised and each Director would inform the work of the Board.

7DTm J ET E 1 0 0 1 22ID 11>> BDC BT /F7 11.04 Tf 1 0 0 1 72.024 332.93 Tm [(T1

DAB agreed to make the requisite notifications to Companies House.

ACTION DAB

Learner and workforce representation was agreed in principle; the CEO would take forward discussions with the National Union of Students and workforce constituencies and make a proposal to a future meeting.

ACTION CEO

That a further Director post be designated to independent Chair of Audit, this to be a non executive role to receive an appropriate stipend. The CEO to consult with Veredus to produce a recommendation to be brought to the next meeting of the Board. DAB would produce Terms of Reference for the Audit Committee to include the internal and external audit function, and would

3. The Foundation Way

The Chief Executive presented a report outlining the way in which the Foundation would operate and to highlight the hallmarks and differentiators of the Foundation Way. Following extensive consultation the key components of the Foundation Way had crystallized around three key components:

- Specialist Panels chaired by senior sector people, advised by sector acknowledged experts and leading practitioners who will identify large scale programmes likely to achieve the desired outcomes and impact; and the organisation/bodies capable of delivering such programmes.
- This will be followed by a rigorous procurement and contributing process to ensure robust arrangements that can satisfy public value tests.
- A team of highly respected Programme Assessors will be drawn upon to monitor and evaluate programmes to ensure that they are achieving the included and are likely to detail the contracted outcomes; and that lessons can be learned and disseminated to the sector.

The CEO thanked DAB for the help with the business model flow chart and added that consultation with and communication to the sector at all levels and across the diversity of providers was paramount.

The Board welcomed the approach and noted that it was essential to monitor impact and no activity and that the Board should and would drive that agenda. It was also noted that a mechanism for assessing the wider benefits and impacts of programmes should be included.

4. Commission on Adult Vocational Teaching and Learning (CAVTL)

Copies of the report of the commission chaired by Frank McLoughlin CBE, Chairman were circulated for information alongside a summary report and recommendations to the Foundation. GH noted the importance and relevance of these recommendations to the work of The Foundation.

5. Staffing Structure

GH presented a report with appendices outlining the framework for The Foundation staffing structure and establishment. The proposed headcount is 33 with a full time equivalent of 31.3.

The Board was advised that a TUPE entitlement for staff from LSIS may pertain where functions would transfer. Detailed discussions have been held with all staff from LSIS.

Some LSIS services would need to be continued pending the full implementation of The Foundation programme of work.

6.

The Board supported the articulated themes noted in the report and requested some specific foci within the programme strands:

- Equality and Diversity
- Learner Voice
- Succession planning within the Leadership and Management strand
- Leadership and the political environment
- Business management within the Leadership and Management Strand
- Learning technology

7. Report of the Chief Executive

The Board received and noted a report from the Chief Executive which outlined key meetings and events attended.

Date and time of next meeting Thursday 1st August 2013 10.30 a.m. - 1.30 p.m. followed by lunch