

Meeting of the Foundation Board

Date: Thursday 29 June 2017

Time: 13:30-15:30

Venue: ETF, 157-197 Buckingham Palace Road, London, SW1W 9SP

Present

Sally Dicketts CBE

Steve Freer (Chair of Audit & Performance Committee and Senior Independent Director)

Don Hayes MBE

Lynsi Hayward-Smith

John Hyde CBE

Dr Nigel Leigh OBE

Paul Mullins OBE (Chair)

Mick Ord

Dr Sue Pember OBE [arrived 1350, item 5]

Mark White OBE DL (Chair of Finance & Resources Committee)

Dan Williams

Apologies

Chris Jeffery

Shakira Martin

Florence Orban

In attendance

Maureen Boston, Head of Governance

Laurence Gates, Director of Partnerships, Special & International Projects

Dr Gina Hobson, Head of CEO's Office and Company Secretary

Sir Frank McLoughlin, Associate Director of Leadership

Helen Pettifor, Director of Professional Standards & Workforce Development

Gary Philips, Head of Workforce Development

David Russell, CEO

John Sills, Director of Finance & Resources

Tim Weiss, Director of Business Development, Membership & Quality

Minutes

1. Apologies and welcome

Apologies for absence were received from Chris Jeffery, Shakira Martin and Florence Orban. The Board noted that Shakira would stand down from the Board on 1 July 2017; **Board members extended their thanks and asked that the Chair write formally to Shakira**. The Board expressed its condolences to Florence Orban.

The Board noted that Paul Mullins and Dr Nigel Leigh had been awarded OBEs in the recent Queen's Birthday Honours. Congratulations were shared.

2. Conflicts of interest

Standing declarations of interest were noted. Lynsi Hayward Smith declared that she had recently been appointed to the Innovation, Manufacturing, Engineering and Technology Centre Advisory Board. Sally Dicketts reminded the Board of her involvement in the Women's Leadership Network and noted its governance training (linked to item 6a).

3. Minutes

The minutes of the Board meeting held on 28 April 2017 were approved as accurate records, including the limited circulation confidential minutes recording decisions relating to staff remuneration and remunerated trustee activities.

4. CEO Report

The CEO presented his report. He confirmed that during the General Election campaign and aftermath ETF business had progressed as normal. He reported that since the last meeting his focus had been on staff and organisational development. The Board noted that the recruitment of a Chief Operating Officer was progressing smoothly, that search had generated an extremely strong short-list, and that further updates would be shared over the summer and at the Board meeting in October 2017. The CEO thanked Sally for her agreement to assist with final interviews, due in early July.

The CEO provided the Board with an update on impact measurement and shared the DfE reporting template, along with ETF KPIs the aim of which was to show the organisation's performance. The Board sought reassurance that perception or awareness of ETF would be incorporated into the measures and discussed the merits of seeking satisfaction feedback from DfE. **The Board noted that the Audit & Performance (A&P) Committee would review and have the opportunity to shape the KPIs at its next meeting; Board members were asked to share further thoughts and questions with the Chair of the A&P Committee.**

The Board shared its positive feedback and congratulations on the successful running of the first stage of the Strategic Leadership Programme with Oxford Saïd Business School. **The Board noted the CEO Report.**

5. General Election result implications for ETF

The Board received a slide presentation from the CEO regarding the changing Government stance on FE and the training sector and the implications of these for the ETF. He emphasised the importance of ETF retaining both relevance and momentum for its Government customers to ensure its continuing success. The Board welcomed the CEO's overview. Board members discussed a number matters, including: how adult and community learning fit into the narrative, the workforce challenges linked to Brexit, ETF's approaches to other Departments of Government, and employer concerns. **The Board asked the CEO to consider how his presentation fits into the broader strategy and vision of the ETF. The CEO set out how in order to succeed the ETF needed to secure relevance to and momentum with both providers and employers. The ETF's work with DfE was the vital enabling step for all our activities. The Chair confirmed that this discussion would be brought to the next Board meeting.**

6. Flagship areas of business

6a. Strategic plan 2017/2020 to support and develop governance.

The Board received a slide presentation from the Head of Governance on the underpinning principles and practical support offered through ETF's governance programme. The Board shared positive feedback regarding the ETF's National Leaders of Governance programme. It noted the need to challenge group think on boards, for providers to embark on succession planning, and the importance of the relationships between the Chair, CEO, Company Secretary/Clerk, Finance Director and others.

6a. Outstanding Teaching, Learning & Assessment (OTLA): plans, impact and next stages

The Board received a slide presentation from the Head of Workforce Development on the underpinning principles and practical support offered through ETF's OTLA programme. The Board discussed how to engage those providers and practitioners most in need of such support, along with large providers (including groups). It noted that the publicity associated with the support ETF had provided West London's College was helpful in raising awareness.

The Board thanked the Heads of Governance and Workforce Development for their updates.

7. Any other business

The Chair provided an oral update on the recent ETF positive meeting with the Founding Members. The Board noted that the recruitment of the Chair's successor had been discussed and the importance of an open, competitive process had been agreed.

The Company Secretary provided an update on the recruitment of a trustee who would bring a learner perspective to the Board. She confirmed that the deadline for applications and asked trustees to share the detail with their networks.

The Board noted the material contained within the information pack, including the update provided in Matters Arising.

Signed

Paul Mullins
Chair