

Paul Mullins
Chair
The Education and Training Foundation
157-197 Buckingham Palace Road
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15 November 2018

Dear Paul

GRANT VARIATION FOR THE EDUCATION AND TRAINING FOUNDATION

I am writing to confirm changes to the Education and Training Foundation's 2018-19 Grant Funding Agreement. This was originally set out in the Grant Offer Letter dated 23rd March 2018.

The Grant Funding Agreement for 2018-19, as amended to date, is £17,937,000. This is allocated as follows:

1. **Original Grant Funding Agreement for 2018-19: £13,564,550;**
2. **First Grant Variation Letter dated 23rd April 2018 of up to £24,000 for the Flexible Learning Fund;**
3. **Second Grant Variation Letter dated 18th June 2018 of up to £1,900,000 for the Taking Teaching Further programme;**
4. **Third Grant Variation Letter dated 15th August 2018 of up to £77,550 for extending the Prevent programme;**
5. **Fourth Grant Variation Letter dated 6th September 2018 for the FE Strategic Leadership Programme (FESLP) (this variation involved no additional funding);**
6. **Fifth Grant Variation Letter dated 30th October 2018 of up to £1,450,000 for the T Level Professional Development (TLPD) programme;**
7. **Sixth Grant Variation Letter dated 5th November 2018 of up to £125,000 to support ESOL and Functional Skills; and**
8. **Additional funding of up to £796,000 for the new Governance Development Programme as set out in this grant variation letter.**

This funding of up to £796,000 is for the new Governance Development Framework programme and the administration and delivery of it, with specific activities listed below. These activities and outcomes are additional to those set out in Annex J of the original Grant Offer Letter.

The Governance Development Framework

As part of a package of support to strengthen governance arrangements in FE, this government is committed to helping new and existing board members and, where appropriate, clerks/governance professionals in Further Education and Sixth Form college corporations develop the skills they need to operate their Boards effectively.

The Governance Development Framework (GDF) will provide a structured yet flexible approach to learning for college corporation board members and clerks/governance professionals as they begin in their roles or for experienced members to develop and become more specialised and thereby adding substantial value to the organisations and students which they serve.

All activity within the GDF should be underpinned by reference to current and proposed policy; effective practice in governance from within FE and external to the sector; the legislative requirements of governance in FE (including charity and education law) and effective practice in the delivery of continuous professional development. Specific learning aims will also address objectives which deliver effective governance practice for the individual; their organisation and the wider FE and Sixth Form college sector.

This grant is to enable the ETF to, develop and manage the GDF programme. The ETF will design the scope and approach to delivery of the overall programme within its autonomy as a recognised grant-funded partner. However, given the individual, but closely-related nature of the Chairs' Development programme and the broader Governance Development Framework programme, we would expect the ETF to work to realise the synergies which will occur between the two programmes, ensuring there is both consistency and equal impact from the delivery of both programmes.

The ETF may commission and appoint external partners to help with further design and delivery of the programme. We would expect that these partners demonstrate an effective, proven track-record of successful performance in delivering governance-related learning and development activity which is underpinned through strong compliance with recommended governance practice. The ETF will provide oversight and management of the projects through to successful completion. Specific programme activity should commence by November 2018.

The activities and outcomes expected from this programme are listed below:

Activities

The activities to be funded through this grant will include:

- Design and develop a learning and training programme for Chairs of FE boards
- Delivery of the first pilot of the Chairs' learning and development programme by the end of March 2019

- Design and development of high-quality, online materials to support Chairs of committees understand their role and that of the role of the Chair of the board.
- Design and development of a Governance Development Framework (GDF) learning programme
- Delivery of a pilot GDF programme by the end of March 2019
- Production of materials and resources for use in future delivery of the GDF programme
- Promotion and marketing of the Chairs' and GDF programmes and successful recruitment to each
- Initial planning for an 'alumni' style activity to support ongoing development and networking of Chairs (note: delivery is not expected in this financial year)
- Initial evaluation of the operation and impact of the Chairs' programme.

Outcomes

- Two cohorts to have completed the Chairs' Development Programme by the end of March 2019
- The pilot phase of a Committee Chair's Programme to be completed by the end of March 2019
- The pilot phase of the Governance Development Framework Programme (for college corporation governors and clerks / governance professionals) including development of materials and resources to be completed by the end of March 2019

Key Performance Indicators linked to the delivery of the above outcomes are attached separately at Appendix A.

To complement existing DfE reporting arrangements, and in recognition of the high-profile nature of this programme, the FE Quality and Governance policy team in DfE will put in place separate bi-monthly progress meetings to monitor delivery of the respective programmes.

Where there are any concerns with performance, we will firstly raise with the ETF contract manager – and subsequently with the Department's Further Education Teachers and Leaders Board.

As part of progress reporting, the ETF will provide updates to a GDF Programme Steering Group activity advising on the progress of each programme activity and against the key performance indicators listed at Appendix A.

Annex G of the Grant Funding Agreement has been modified to reflect the additional funding and the new payment profile is attached.

All other terms and conditions of the Grant Funding Agreement remain unaltered and that no other liabilities, financial or otherwise, shall accrue to the Department because of the above amendment.

As stated in the terms and conditions of the Grant Funding Agreement, you may not retain any portion of the grant that has not been used by the end of the financial year in the Grant period without written permission.

Please confirm acceptance of the variation on the terms specified above. Please sign two copies of the certificate, retaining one copy and returning the second to me.

Yours sincerely

A handwritten signature in black ink, appearing to read "JR Cotes". The signature is written in a cursive style with a prominent underline at the end.

Roger Cotes
Deputy Director, Head of FE Quality, College Improvement and Sponsorship

Performance Indicators for Chairs' Development and Governance Development Framework programmes

1. Outputs and deliverables for the Chairs' Development Programme:

#	Aim	Key Performance Indicators
1.	Using a co-design approach, design and timetable to ensure programme buy in from stakeholders and delivery of a tailored programme	<ul style="list-style-type: none"> • Regular Steering Group meetings • Design of programme approach and content, • Design programme and sector impact evaluation framework
2	Co-creation of programme specification	<ul style="list-style-type: none"> • Detailed specification of programme content • Chairs' Leadership Programme designed to meet the current and future requirements of the FE sector utilising expert leadership and governance thinking
3	Develop high quality, accessible and FE sector specific resources and materials	<ul style="list-style-type: none"> • Materials quality assured by the ETF and uploaded to the ETF's digital estate
4	Delivery to minimum of 40 delegates by end of March 2019	<ul style="list-style-type: none"> • Market the programme, arrange staffing, joining instructions, accommodation and venues
5	Design of alumni style activities to support ongoing learning and networking	<ul style="list-style-type: none"> • Design and plans for activities by end of March 2019
6	Continuous improvement of programme and recommendations for further refinement	<ul style="list-style-type: none"> • Formal progress and evaluation reports

2. Outputs and deliverables for the Governance Development Framework

#	Aim	Key Performance Indicator
1	To develop materials for high quality face-to-face and online training modules	<ul style="list-style-type: none"> All materials developed for delivery by April 2019
2	To deliver a programme of pilots for 8 modules of the GDF	<ul style="list-style-type: none"> 8 modules to be piloted by end of March 2019 Delivery to a minimum of 180 college board members
3	To design and deliver the 'Leading a Committee' module	<ul style="list-style-type: none"> 100 committee chairs, vice-chairs or aspiring committee chairs to have accessed an online module on 'Leading a Committee'
4	Development of a programme of high quality interactive webinars and online material relating to the development framework and current issues	<ul style="list-style-type: none"> Pilots including at least three webinar/podcasts by April 2019
5	Production of a series of newsletters and audio books for the governance area of the Leadership hub	<ul style="list-style-type: none"> Production of a minimum of four newsletters and two audio books
6	Development of professional exchanges, online forums and groups and informal shadowing and buddying	<ul style="list-style-type: none"> Phase one: development and piloting of professional exchanges, online forums and informal shadowing and buddying reaching a minimum of 100 board members, clerks/company secretaries
7	To develop a programme of review to determine the success of the pilot GDF programme	<ul style="list-style-type: none"> 8 pilot modules reviewed with a plan in place to review all modules in subsequent years