



1st Annual General Meeting of the Foundation

Date: Thurs 6 November 2014

Time: 4-6pm

Venue: Blue Mezz 1, 157-197 Buckingham Palace Road, London SW1W 9SP

Minutes

Members

Martin Doel, Association of Colleges

Bob Powell, AAETO HOLEX

Stewart Segal, Association of Employment and Learning Providers

Board members (Directors)

Steve Freer

Don Hayes

Lynsi Hayward Smith

David Hughes

John Hyde

Chris Jeffery

Dame Asha Khemka OBE DBE (apologies)

Peter McCann

Ken Merry

Paul Mullins (Chair)

Joe Vinson

Mark White (apologies)

In attendance

Duncan Anderson Brown, Interim Director

Olivia Dorricott, Director of Leadership, Management and Governance

Gina Hobson, Head of CEO's Office

Nick Lewis, Interim Director of Finance & Shared Services

Helen Pettifor, Director of Professional Standards and Workforce Development

David Russell, CEO

Tim Weiss, Director of Strategy, Quality and Research

Jenny Williams, Director of VET

1. Apologies for absence

Apologies for absence were received from Dame Asha Khemka OBE DBE and Mark White.

2. Declarations of conflicts of interest

No additional declarations of conflicts of interest were received regarding the meeting agenda items.

Standing declarations were noted.

3. Trustees' Report and Financial Statements

The Members received the 2013-14 Trustees' Report and Financial Statements (the Report) and were invited to comment. The Report was welcomed; it was noted that it described the first eight months of the Foundation's operations, and was a positive and balanced document. The Members queried whether the level of detail provided regarding staffing emoluments was sufficient. The Chair of the Audit & Performance Committee confirmed that the detail reported complied with SORP (Statements of Recommended Practices) requirements. Members were reassured that from 2014-15 onward greater detail would be provided as a full year of staffing costs would be incurred.

A question was raised regarding the percentage of infrastructure costs against total expenditure. The Board and Executive was urged to include this detail in future years' Reports to assist in dispelling concerns regarding predecessor organisations' spend in this area and demonstrate that the Foundation was ensuring that the bulk of its expenditure was directed toward programmes of work in the education and training sector. The Board recognised that the Foundation's efficiency would be vital to its long term existence. It reported that the forecast percentage spend on infrastructure for 2014-15 was 13%, a figure which was commended by the Members.

Members questioned the nature of the grant making facility (page 12 of the Report). The CEO explained that this referred to a small number of practitioner led research programme grants which had been awarded to individuals. It was queried whether in future years bursaries for training should also be detailed here. The Executive confirmed that clarity would be sought from the Auditor for future Reports and further detail included, where appropriate, to ensure the entirety of the Foundation's grant making activity was included.

The Members noted that a surplus of £0.9m had been generated at the end of the year, in addition to the agreed £1.5million reserve, and queried the Foundation's investment policy. The Board confirmed that the Finance & Resources and Audit & Performance Committees would be considering the investment approach and the Foundation's risk appetite at its meetings in December 2014. The Members advised of potential reputational risk were the Foundation to be seen to adopt a medium or high risk appetite.

The Chair of the Audit & Performance Committee was invited to offer his comment on the 2013-14 audit and the Foundation's Auditor. He reported that the Auditor worked effectively with the organisation and, given this was the first year of operation, a very orderly year end closure and audit process was completed.

The Members received the Trustees' Report & Financial Statements 2013-14, incorporating the report of the Auditor.

The Members confirmed the appointment of KPMG as the Foundation's Auditor for the 2014-15 financial year.

The Members authorised the Auditor's remuneration for 2013-14 and authorised the Board to fix the remuneration for 2014-15, subject to proceedings at the next Annual General Meeting.

4. Foundation One Year On

The Chair introduced oral presentations from the Board and Executive, which gave an overview of the Foundation's position and progress against its three main priorities. The platform was used to launch the Foundation's One Year On publication, which provides detail regarding activities, achievements and plans of the organisation, and will be circulated widely in the sector and beyond to highlight the Foundation's achievements.

The CEO provided an overview of achievements in the Foundation's first year and provided detail regarding the winding up of the Institute for Learning (IfL) and the establishing of the Foundation's Professional Membership Service (FPMS), which provides the lens through which the Foundation's future commercial activity would be developed.

The Members reflected on the expectations of the Foundation when it was first conceived in April 2013 and how quickly operations had been established, with programmes commissioned and monies being distributed in a positive and prompt manner. The challenge regarding demonstrating impact was acknowledged and discussed. The Board and Executive were encouraged to recognise that the Foundation's work would not be the only variable affecting performance in the sector and it should consider key baseline impact measures, without relying on Ofsted outcomes alone. The CEO welcomed the feedback regarding the need for organisational responsiveness and reassured the Members that the Foundation had sought feedback from those working in the sector, its own staff, and the organisations seeking commissioned work to ensure self-reflection and continual improvement.

The Members remarked that the transfer from IfL to the Foundation had been smooth and the proposals for FPMS appeared in line with the Members' original plans for the Foundation. However, the Board was asked to be alert to mission creep and was encouraged to ensure that it continued to refer to the Foundation's original objects when considering new opportunities.

With regard to income diversification, the Members encouraged a pragmatic approach regarding Government funding and urged the Foundation to continue to run programmes for the whole sector. It was reflected that this was a particular achievement of the Foundation: bringing all types of education and training providers together around one table.

The Members received a presentation from the Chair of the Vocational Education and Training (VET) Expert Panel and Director of VET, which outlined the progress that had been made particularly around: the apprenticeship and traineeship support programmes; CPD for skills competitions; Teach Too; and learning technologies. Members were pleased to hear about the cross team and sector work taking place and remarked that encouraging a willingness and acceptance of the benefits of different types of providers working and learning together would be a great achievement of the Foundation.

The Members received a presentation from a Board Member and the Director of Leadership, Management and Governance that offered detail regarding achievements including with: National Leaders of Governance; the Leadership Pipeline; governance and clerks' events; management training; and a consultation on equality and diversity. With regard to the measurement of impact, Members encouraged the Executive to consider impact as immediate, intermediate and final to enable reporting of the positive effect the programmes of work are having on the workforce from the start. This suggestion was welcomed by the Executive. In addition, Members noted that while leadership and management programmes were rightly being developed and offered across the sector, governance support might require a more nuanced approach, with the challenges for a FE College being significantly different.

The Members received a presentation from the Chair of the Professional Standards and Workforce Development (PSWD) Expert Panel and the Director of PSWD, where progress was outlined regarding: sector Professional Standards; workforce data; recruitment initiatives for new teachers; English and maths CPD; and online resources including the Excellence Gateway. Members reported that English and maths is at the top of principals' agenda and the impact of the Foundation's work in this area has been substantial. The Executive was encouraged to review the various English and maths initiatives it has

launched to determine which has had the most impact to inform future investment. Queries were raised with regard to the Staff Individualised Record (SIR); the Executive was encouraged to ensure that a balance was struck with regard to reporting requirements and to be alert to the possible reputational risk of being seen to be imposing a burden on the sector. The Executive acknowledged that the benefits providers would receive as a result of returning a completed SIR needed to be clearly demonstrated in order for the sector to invest.

In summary, the Chair reiterated that the Board and Executive were very conscious of the need to demonstrate both short and long term impact. He reported that the Foundation's relationship with the Department for Business, Innovation and Skills (BIS) continued to be positive and, as a result, further funds were being made available to the Foundation to pursue additional programmes of work. On behalf of the Board, he recognised that the Foundation had been successful in making an impact in a short period of time and he thanked the Members for their support and for working collaboratively with the Foundation.

5. Any other business

The Members commended the work of the Foundation. They considered that monies had been used efficiently to support education and training providers and encouraged a continued focus on this to ensure the long term future of the organisation.