



Meeting of the Foundation Board

Date: Wednesday 3 February 2016

Time: 11.00am-1.00pm

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

Present

Steve Freer
Don Hayes
Lynsi Hayward Smith
John Hyde
Chris Jeffery
Dame Asha Khemka (until 12.30)
Peter McCann
Paul Mullins (Chair)
Rami Ranger (until 12.30)
Mark White

Apologies

Shakira Martin
Ken Merry

Laurence Gates, Director of Skills Competitions
Gina Hobson, Head of CEO's Office and Company Secretary
Jenny Williams, Director of VET

In attendance

Olivia Dorricott, Director of Leadership, Management & Governance
Ros Newis, Governance Officer
Patricia Odell, Programme Manager, QTLS
Helen Pettifor, Director of Professional Standards & 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 were noted from Shakira Martin and Ken Merry.

The Chair thanked the Trustees for attending in person, as the meeting was originally scheduled to be a conference call.

The Chair welcomed the Director of Finance & Resources to his first meeting and invited him to give a brief overview of his priorities. He outlined three: to ensure transparency in the reporting of new commercial activities; to add new business models ensuring collaboration across the Foundation's teams; and to lead an outward facing Finance team in helping the Foundation to achieve its overall goals.

2. Conflicts of interest

Standing conflicts of interest were noted. The Chair and Chair of the Audit & Performance Committee declared an interest under matters arising (item 7). Specifically, they are the paid trustees referred to.

3. Minutes

The minutes of the Board meeting held on 26 November 2015 were approved as a correct record. The Board also considered the draft AGM minutes and approved the circulation of the draft minutes to the Members.

4. CEO scorecard

The Board received the CEO's scorecard and management information. The CEO reported that he hoped to receive the Foundation's Grant Letter from BIS in the next three weeks and that the total grant income was expected to be between £21-22m. The 2016-17 budget was being drawn up on this basis and would be considered by the Finance & Resources Committee on 16 February 2016 and set by the Board at its Residential in April 2016.

The Board confirmed it was very keen for the Foundation to continue to offer apprenticeship support to the education and training workforce but noted that it was not clear at this stage whether the BIS grant would include this within its scope and specific purposes. The CEO advised that, subject to the Grant letter, we would find a way to sustain the excellent momentum our Future Apprenticeships programme has generated in the sector, as it was meeting a real need in advance of the introduction of the new Apprenticeship Levy and other reforms.

With regard to the provision of support linked to Area Reviews, the CEO confirmed discussions with AoC had begun about how best to support Colleges in their use of the heralded Restructuring Facility, and noted that the Foundation already had existing relevant support provision for colleges facing major change.

The Board asked SMT to produce short term support plans for apprenticeships and Area Reviews for discussion at the next Board meeting. The Board reminded the Executive that the Foundation could expect to face competition in this area from other organisations which may aim to capitalise on the uncertainty created in the sector.

The CEO reported that the Foundation had been invited to be the Lead Strategic Partner for the Festival of Skills, taking place in July 2016. The event complements the schools-focused Festival of Education and will provide opportunities to promote the Foundation's work and establish new relationships with practitioners.

5. SET and QTLS

The Director of Business Development, Membership and Quality gave a presentation on the progress of SET and QTLS. He confirmed that since launching SET in May 2015, numbers had increased from around 8,000 (ex-IFL members) to 13,700 SET members, and income for membership and QTLS had surpassed targets. Plans for 2016-17 were outlined and included improving the marketing of SET and QTLS, and strengthening the products, in part through the review of QTLS.

The Board recognised that SET and QTLS held significant potential for the Foundation and encouraged the Executive to: review QTLS and develop complementary schemes; and actively market SET across various target markets (including employers).

The Board recommended engaging the membership of SET by introducing annual regional award events to showcase the members' achievements. It was suggested that income could be generated through sponsorship and ticketing fees, and that the event would raise the Foundation's profile and encourage others to join SET. **SMT welcomed the Board's suggestions and confirmed it would discuss how best to take them forward.**

6. Key Account Management

The Board received a list of the key Ministers, MPs and members of the House of Lords who have an interest in the education and training agenda. It was noted that SMT had a longer list of lower level officials and this top tier were those who influence and interact with Government, creating leverage on behalf of the FE sector. The Board noted that the document would be updated as appropriate with further contacts, re-prioritisation etc.

It was confirmed that the Board would be provided with up to date materials about the Foundation's key activities by the Communications team to assist their contacts with the listed individuals.

The Board agreed it would provide brief backs summarising the content of any meetings to the Head of Communications and collectively the Board would consider a key account management item every six months.

7. Matters arising from the last meeting

The Board received a report on matters arising since the last meeting. The Chair reported that the Charity Commission had responded to the Foundation's letter relating to Trustee remuneration and the matter had been resolved with the Commission accepting the Foundation's position.

8. Next Board meetings

The Board received a list of the Board and Committee meeting dates for 2016 and 2017. It was noted that the residential will take place in Manchester on Thurs 28-Fri 29 April.

The Board was asked to make a note of the meeting dates in their diaries.

9. Any other business

The Board requested that data on the number of individuals and organisations attending the Foundation's commercial courses be provided at its next meeting.

Signed

Paul Mullins
Chair