



## Quality in Careers Consortium Board

Notes of the Board meeting held at Aspire-Igen Opportunity Centre, YORK

Friday 2<sup>nd</sup> November 2018 from 1230

**Present:** Dr. Barrie Hopson (Chairman), Paul Chubb (Quality in Careers Director) (*PAC in the notes below*), David Andrews, Janet Colledge (CDI), Jan Ellis (CDI), Kevin Gilmartin (ASCL), Deepa Jethwa (SFCA), Joanne Richardson (NAHT), Catherine Sezen (AoC) and Steve Stewart (CE).

**In attendance: Observers:** Gary Longden (nominee of the Licensed Awarding Bodies) and Clare Worsdale (DfE).

**Apologies:** from observer Karleen Dowden (CEC) replacing Professor Tristram Hooley (who has left the CEC).

### 12/18: Welcomes and Opening Remarks:

Barrie welcomed everyone and invited PAC to report on contacts with HMC and AELP:

- (i) HMC: PAC confirmed that the General Secretary of the Headmasters & Headmistresses Conference (for Independent Schools) had now confirmed its wish to nominate a representative from this sector to attend Board meetings as an “**additionally nominated member**” (under clause 5.2 in the Constitution). The Board warmly welcomed this news, supported by CW, the DfE observer, and duly authorized PAC to write to HMC to confirm this appointment. As the proposed representative would be a serving senior leader from a school (*Eleanor Perkins, Head of Careers and Higher Education, City of London School for Girls – a school which holds the Quality in Careers Standard*) the Board resolved that she would not be involved in any Licensing Panels due to her ‘declared interest’. [*Action PAC to invite EP to serve on the Board*]. {*Secretarial note: after the Board, PAC contacted EP and by telephone EP accepted the appointment*}.
- (ii) AELP: PAC confirmed that Paul Warner had resigned from the Board, not having attended and, that after correspondence with AELP, it had decided to leave the Consortium. The Board expressed its regret and noted that, as a result of this, the Constitution of the Consortium had been amended on the website to reflect this in August 2018.

**13/18: Notes of the May 2018 Board meeting:** approved as a true record.

**14/18: Matters Arising** not on the agenda today:

- (i) 3/18 & 18/17 x: PAC had contacted Kath Wyke re NGA and awaited further news.

- (ii) 3/18 & 21/17vii: PAC & JE confirmed that the article for Career Matters had been published in October. The Board thanked the CDI.
- (iii) 4/18ix: The Board welcomed PAC continuing to press the DfE, CEC & Gatsby about ensuring that Compass and the Benchmark indicators were appropriately worded to be inclusive of SEND schools and their students, especially in respect of PMLD students at post 16 and post 18 pathways.  
*[Action: PAC to contact KD about this again and CW]*  
*{Secretarial note: after the Board, PAC attended the Westminster Briefing/Careers England CEG Summit on 13.11.18 and raised this issue from the floor after the speech by the CEC Chief Executive, and subsequently wrote to KD and to the Gatsby Foundation on this important matter}.*
- (iv) 4/18xi: KG, CS and DJ agreed to initiate the one-page document on the Standard aimed at the School & College Leader audience; and to send their draft to PAC for finalized agreement. *[Action: KG, CS and DJ]*
- (v) Appendix to the notes: point 10: JE requested confirmation that the one-pager on Quality in Careers written for Enterprise Advisers had been sent to the CEC. PAC confirmed this.

**15/18: Assessment Guide for Awarding Bodies & their assessors on the revised national criteria for the Standard incorporating the Gatsby benchmarks:**

- (i) The Board received the detailed paper from PAC, noting that all Awarding Bodies had been consulted on two major drafts, as had members of the Board individually during the consultation process.
- (ii) The Board noted that there were a number of continuing concerns nationally amongst a number of key stakeholders about some aspects of some of the Gatsby benchmarks and their indicators. But also noted that we cannot rewrite them, rather we must ensure that our assessors follow the criteria we have set which meet the benchmarks and those which go beyond them in respect of impact and career-related learning outcomes for young people.
- (iii) The Board also recognised the significant resource pressures on Learning Providers in seeking to meet the benchmarks, not least in the FE sector, and restated these to CW from DfE.
- (iv) The Board considered the final draft in detail. A number of redrafting points were agreed. PAC was authorized to make the amendments and to publish the finalized revision subject to agreement with AoC, ASCL, NAHT, SFCA & with DfE on the precise wording of elements relating to section 8 in the national criteria “Personal Guidance” in respect of access to qualified careers professionals for individual personal careers guidance.  
*[Action: PAC to consult with AoC, ASCL, NAHT, SFCA & DfE on the final wording and then to publish the Guide]. [Additional Secretarial Note: those consultations were completed on 20.11.18 and the Assessment Guide has been issued].*
- (v) The Board also thanked JE and the CDI for the kind offer of hosting a webinar for the 11 Awarding Bodies, and authorized PAC to involve Anthony Barnes and to set up the webinar. *[Action: PAC]*

## 16/18: Work Plans for 2019 for the Standard

- (i) The Board received the detailed paper from PAC setting out the plans for Relicensing Panels and Continuing Quality Improvement Reviews with Awarding Bodies.
- (ii) The Board welcomed confirmation that the first relicensing panel looking at the capability of the Awarding Body in respect of implementing the revised criteria, fully incorporating the Gatsby benchmarks, had worked well – the Chairman thanked the panel (DJ, SS & PAC).
- (iii) The Board noted that, as there would be 6 Relicensing Panels due between 24<sup>th</sup> January and 28<sup>th</sup> May 2019, this would take much organising.
- (iv) The Board authorised PAC to contact the Awarding Bodies and to secure draft dates, then to call for volunteers from the Board to serve on the panels for:
  - a. January-March:
    - Positive Steps (Inspiring IAG)
    - Prospects
    - CSW Group - Investor in Careers
  - b. April- June
    - Essex County Council
    - Complete Careers (Career Mark)
    - C&K Careers
- (v) The Board reaffirmed that Panels would as usual be required to be constituted by 3 members of the Board:
  - PAC plus
  - 1 from the Learning Provider associations +
  - 1 from the CEG sector.

*{Secretarial note: following the Board meeting, David Andrews – who had previously indicated that he would be standing down from the Board at the end of this year – confirmed that he would remain on the Board until Easter 2019. Hence DA is available to serve on one or more Panels in January – March. This is most welcome.}*

## 17/18: Review of Corporate Arrangements for the Consortium to enable legal contracting for funding

- (i) The Board received the detailed paper from PAC, which had been prepared after a major meeting of the Board's Committee set up to review its corporate arrangements. The Committee had considered future options to retain the active and meaningful involvement of all members of the Consortium in the key professional decision-making of the Consortium whilst adding the facility to enter into a legal contract with a potential source of core funding (e.g. the DfE).
- (ii) In view of the potentially commercially sensitive nature of the next stage of discussions, the Board resolved that PAC should produce detailed **Confidential Notes** on the above discussions on this matter, that these should be made available to all members of the Board, but would not be placed on the Quality in Careers website nor in any way into the public domain pending the outcome of the authorized further discussions. *{Secretarial note: these confidential notes have also been agreed now and appear as an appendix available only to Board and its official observers.}*

- (iii) The Board resolved to thank the Committee for its work, and to authorize the Chairman and PAC to meet with 'nominated parties' to seek to make progress on preferred future legal options.
- (iv) The Board reserved to itself the power to act in this matter. The outcomes of discussions would be reported back to the full Board for decision-making.
- (v) The Board noted that CW advised that "if" the DfE should possibly be in a position to offer some form of funding from 1.4.2019 (noting the important caveat 'if'), the Board would need to be ready to submit its potentially required detailed proposals to DfE by the end of January 2019. Hence the Board noted that there was some urgency to resolve the issue of the legal means to contract.

**18/18: Review of decisions taken:** The Chairman invited PAC to rehearse the many decisions taken today as now set out in these notes.

**19/18: Next Meeting: YORK venue:**

The Board confirmed that the next meeting would be scheduled to be **Monday 25<sup>th</sup> MARCH 2019** from 12 noon for light lunch then formally beginning at 1230 until 1430. *Action: PAC*

*Notes compiled by Paul A Chubb, Quality in Careers Director  
and Organising Secretary for the Consortium 15 & 20.11.18*

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**Close of the meeting: 1430**