

Consortium Board: Notes of Meeting

Date: 15th May 2014 (1145-1315) **Venue:** ASCL Offices, Leicester

Present: Dr Barrie Hopson (Chair of Board), David Andrews (CEIAG Consultant), Sue Barr (CDI: careers educator), Karleen Dowden (ASCL), Sion Humphreys (NAHT), Virginia Isaac (Careers England Quality Task Group), Amandip Bisel (HELOA) and Paul Chubb (QiCS Project Leader and Organising Secretary for the Consortium Board).

Apologies: Duncan Baldwin (ASCL), Stella Turner (AELP), Joy Mercer (AoC) and Nathalie Mortimer (HELOA).

NOTES OF MEETING

1/14 Welcomes & Introductory notes: Barrie Hopson thanked ASCL for hosting once more and opened the meeting. He welcomed Amandip Bisel from HELOA (see 2/14 Notes and matter arising 11/13).

2/14 Notes of the Previous Meeting (30.913) and the Briefing Note of 7.2.14 issued by PAC to the Board in lieu of the cancelled 5.2.14 Board meeting

The Board formally accepted the notes of the September meeting and the 7.2.14 update. The matters arising were:

- 9/13: SH & KD had agreed to work with PAC on a joint message about quality CEG (and QiCS) to be issued by NAHT/ASCL/QiC CB to all members of ASCL & NAHT; but had delayed doing so until the revised Statutory Guidance for schools had been issued by DfE. Now that this had finally been issued in the Easter holidays by the DfE, they agreed to prepare this joint message for issue. [Action: KD, SH, PAC].
- 11/13: The Board noted that whilst invitations had been extended to the Director of the Education & Employers Task Force, since no acceptance had been secured, there would be no further action on this. 11/13: The Board was pleased to welcome Nathalie Mortimer (UK Vice-Chair) of the Higher Education Liaison Officers Association to the Board; Nathalie works at the University of Nottingham, but her absence from work currently meant that her colleague, Amandip Bisel (from Aston University) was attending as her substitute.
- 15/13: The Board noted that Chris Jeffery had been succeeded by Stella Turner as the AELP nominee; and that Angela Wright (of the EBP network) had resigned due to health reasons from the Board. Sue Barr offered to

approach the EBP network to sound out a potential replacement and to advise PAC of progress. [Action: SB/PAC]

- 15/13: The Board noted that PAC had been unable to contact Rebecca Towner of the CDI by correspondence as she had left her employment; he had contacted the CDI Chief Executive (Jan Ellis) to seek to secure a replacement CDI nominee in the 'careers adviser' category. He was awaiting a further response and would confirm to the Board once he heard further. [Action: PAC]
- 7.2.14 Note: The Board welcomed PAC's confirmation that he would continue to act as Project Leader for QiCS and as Organising Secretary for the Consortium after he steps down as Executive Director of Careers England in September. The Board also noted that this would mean that Virginia Isaac would take on a more active reporting role to the CE Board on QiCS matters; and she and PAC agreed to keep in close contact to ensure this works effectively. The Board also welcomed confirmation that PAC would continue to maintain the QiCS sections of the CE website, and authorised PAC to set up a QiCS Twitter account which he would manage. [Action: PAC/VI]

3/14 POLICY CONTEXT

The Board considered a report from Paul on the policy context, taking full account of the DfE's revised statutory guidance. The Board also welcomed the publication by ASCL/NFER/ATL/157 GROUP of the toolkit for schools on CEG.

The Board resolved that the QiCS GUIDE and the national validation criteria should be amended to take account of the so-called Inspiration Agenda and of employer engagement being so strongly advocated by DfE. The Board resolved that NVCs 1.4 and 1.5 should add references to embedding employer engagement within properly planned, implemented, reviewed and quality assured CEIAG provision. [Action: PAC to draft and circulate to the Board for electronic sign-off].

The Board welcomed the oral report by David Andrews on a DBIS-funded project he was involved with through the University of Warwick on embedding employer engagement into CEG in schools. DA noted that the evidence shows that schools with strong employer engagement are also strong on effective CEG. DA also noted that employer engagement is not just about inspiration, but also about contributing to young people's understanding of the world of work within careers education programmes.

The Board noted that PAC had met recently with Heather Miller at DBIS and one of the action points from that meeting had been that HM was to be in contact with DWP about the role of JobCentre Plus with 16-19s and links with schools; PAC undertook to keep the Board apprised of any subsequent developments. [Action: PAC]

4/14 CONTINUOUS QUALITY IMPROVEMENT REVIEWS

The Board received a further paper from Paul setting out the proposed process and materials for the agreed annual Continuous Quality Improvement Reviews which nationally validated CEIAG Quality award providers will now be required to undertake.

The Board approved the materials and the processes, and authorised PAC to publish these for all CEIAG Quality Award providers to receive and to be posted on the QiCS section of the CE website. The Board also authorised PAC to proceed with setting in motion the first batch of CQIRs. [Action: PAC]

5/14 BUDGET REPORT

The Board received a further paper from Paul and the CE treasurer (who provides the accountancy service for all QiCS matters) on the budgetary position of QiCS.

The Board welcomed confirmation of the £2000 working capital gift from Careers England which had ensured that QiCS finances were now stable.

The Board confirmed that PAC's actions in respect of the prepayment by an award provider now no longer in business, but which had submitted an abortive application (requiring work and costs).

The Board resolved that future financing would involve the following:

- NV Panels in 2014/15 would remain at a fee of £1500
- NV Panels and Revalidation Panels from 1.1.2016 would be set at a fee of £2000
- CQIRs would be set at a fee of £250 p.a.
- Adviser day rates would remain at £380 per day plus approved expenses for NV Panels/Revalidation Panels and a fixed fee of £100 per CQIR
- Project Leadership fees would be set at £200 per NV Panel/Revalidation Panel plus approved expenses and a fixed fee of £50 per CQIR
- Expenses would be offered to Board members for Boards/Panels where no other source of meeting costs was available (the Board reiterated its thanks to members' organisations for bearing such costs so readily).

The Board recorded its thanks to the CE Treasurer and PAC for the careful management of the QiCS accounts and the presented report and management accounts up to 30th April 2014.

6/14 UPDATE ON AWARDS COMING FOR QICS NATIONAL VALIDATION

The Board considered a further report from Paul setting out progress with National Validation matters. The Board welcomed that Career Connect had become the 7th award to meet the Standard, and that the remaining 5 awards were working towards submitting applications for national validation.

The Board noted the projection from PAC that there would be at least one further application ready before the summer break, and his expectation that the other 4 would probably come forward between September 2014 and Easter 2015.

The Board discussed the news that one of the two current Advisers in the NV team (Stuart McRill) was reducing his working commitments for family reasons and thus was leaving us; the Board recorded its thanks to Stuart. The Board resolved that Anthony Barnes (already a member of the NV team and involved with QiCS from the outset) should be invited to shadow Roger Allen on the next NV Panel and authorised PAC to invite AB to do so in order to become the replacement second Panel Adviser. [Action: PAC]

7/14 REVIEW OF DECISIONS TAKEN AND SETTING THE DATE OF THE NEXT MEETINGS

Barrie and Paul reviewed decisions taken throughout this seventh meeting, which the full CB confirmed and are now duly noted in these notes.

The Board confirmed that it would plan now for only two Board meetings per annum, other than by exception. These would be in May and September.

The next meeting will be held in London on 4th NOVEMBER (1330-1500) at a venue tbc [Action: PAC to ask Joy Mercer at AoC if AoC might host this] as the second CE/Westminster Briefing CEG Summit event in London will be 5th November.

The Board confirmed that the May 2015 meeting would be held at the ASCL Offices, Leicester from 1145-1315 on 14th May 2015.

Meeting closed.

Notes prepared by Paul A. Chubb, 24th May 2014
