

## Education Scotland Management Board (MB)

### Minutes of meeting held – 14:00 on 13 June 2017

<b>Present:</b>	Bill Maxwell (BM)	Chief Executive (Chair)
	Alastair Delaney (AGD)	Chief Operating Officer (COO)
	Graeme Logan (GL)	Strategic Director
	Alan Armstrong (AA)	Strategic Director
	Kate Dunlop (KD)	Non-executive Board Member (NEBM)
	Mike Ewart (ME)	Non-executive Board Member
	Linn Phipps (LP)	Non-executive Board Member
	Moi Ali (MA)	Non-executive Board Member
<b>In attendance:</b>	Laura Burman (LHB)	Acting Head of Governance
<b>Apologies</b>	Lesley Brown	Strategic Director
	Roz McCracken (RM)	Head of Governance

### Welcome and apologies

1. The Chair welcomed all to his last meeting of the Management Board before his imminent retirement. The Chair thanked all members and attendees for their services to Education Scotland.

### Minutes of previous meeting and action log: 31 March 2017

2. As members had received an incorrect digital version of the minutes it was agreed that the minutes would be re-circulated for approval by correspondence.
3. Action log items were reviewed, with additional discussion.
  - Deep dive discussion postponed until September meeting, after the summer revision of the business plan.
  - Colin Lee, CEMVO, to be included in the equality and diversity policy consultation.

### Declarations of interest

4. No declarations of interest to note.

### Chair's update – the strategic environment

#### Governance review

5. BM provided members with an update on the governance review with an assurance that a comprehensive plan would be put in place to effect the outcomes of the review. It was also noted that Education Scotland has received formal written assurance from SG that the previously agreed three year budget reductions are all that will be expected from ES within the next round of the spending review.

## Organisation and management update

6. BM informed members that as a result of a recent recruitment exercise Alastair Delaney would be moving to Health Improvement Scotland as Chief Inspector of Healthcare. Negotiations for his departure were taking place. Lesley Brown had also secured a post outwith the Agency. Lesley will be moving to East Lothian Council. BM thanked both Alastair and Lesley for their significant contributions to Education Scotland and HMIE before that.
7. Members discussed the impact of the significant changes within the Executive Team, the outcomes of the governance review and the recent restructure. It was recognised that there were risks to be managed and opportunities to be embraced. GL and AA will be working closely to lead the organisation forward with a new mandate, new purpose and new vision. Members noted the need for careful change management and agreed that it was a good idea for the Change Board created as part of the restructure to continue to operate within the new context as the arrangements had worked very well.
8. Members agreed that NEBMs had an important role in building a strong dialogue with DG L&J, reinforcing the message that the agency has a strong confident future.

## Annual accounts

9. The annual accounts were submitted to the board for approval. KD noted the very positive reports from internal and external audit and the positive feedback received on the process, given the challenging context.
10. Members were content to approve the annual accounts subject to one change to the national policy risk.

## Spending review and restructure

11. AGD informed members that the VE scheme was near completion and as a result we would very soon be in a position to inform DG L&J what costs the Portfolio would have to cover, as previously agreed. The full process should meet its target deadline of 30 June. Further work will continue, thereafter, in addressing the impact of the changes including estates. The Change Board has been a very effective part of the process.
12. A key aspect of the restructure was to enhance our services, particularly through digital development of inspection and review. Members were very interested in this work and noted the lessons learned from previous IT projects, seeking assurance on the impact of this work on the business. It was suggested that the risk interrogation tool should be used for this work and that it be presented to a future MB. NEBMs requested an opportunity to provide input into the early stages of development to share their experience and knowledge in working with other organisations such as AiB, Registers of Scotland and agreed that it would be a valuable exercise to seek good practice from them and the Digital Transformation Service within SG.

**Action: Digitisation of inspection and review presentation at a future Management Board.**

## **Audit and Risk Committee annual report to Management Board**

13. KD provided an overview of the report which noted the positive assurances provided by Internal Audit and Audit Scotland and the extent to which the agency has met its budget. KD reported no issues for Management Board to consider.

14. KD thanked BM for his tenure as Chief Executive wishing him the very best for his retirement.

## **Any other business**

34. No other business raised.

## **Date of next meeting**

Next meeting 13 September 2017, Boardroom, Denholm House.

Laura Burman  
19 April 2017