

Meeting	Advisory Board
Date	06/10/2021
Time	10:00-13:00
Details	MS Teams

## Minute

Members	Presenters
Gayle Gorman (Chair)	Professor Ken Muir (item 5.3)
Gillian Hamilton (and item 5.1; 5.2)	Fearghal Kelly (item 5.3 – secretariat support for Professor Ken Muir)
Craig Clement (and item 10)	Joan MacKay (item 6)
Ollie Bray	Tom Gregory (item 6)
Gillian Ritchie	Patricia Dougan (item 8)
Patricia Watson (and item 7)	Gillian Howells (item 9)
John Fyffe (and item 12)	
David Gemmell	<b>Governance</b>
Ray McCowan	Roz McCracken
Kevin Kelman	Vivian Bogle
Lyndsay McRoberts	Clare Connor (Secretariat)

### 1. Welcome and apologies

- 1.1. The Chair welcomed everyone to the meeting. Apologies noted from Aileen Ponton and Janie McManus. Patricia Watson and Gillian Ritchie joined the meeting from 11 am, and David Gemmell joined the meeting from 10:30 am to 11:30 am and then from 12:10 pm to 12:25 pm.

### 2. Previous meeting

- 2.1. The Board agreed the minute of 7 July 2021 as an accurate record of decisions.
- 2.2. The following action log updates were also accepted:
- AB 01/21-22 – the Board agreed to close.
  - AB 02/21-22 – the Board agreed to close.
  - AB 04/20-21 – the Board agreed to reforecast to January 2022.
  - AB 09/20-21 – the Board agreed to reforecast to December 2021.
  - AB 21/20-21 – the Board agreed to reforecast to December 2021.

### 3. Conflicts of interest

- 3.1. There were no declarations or conflicts of interest to note.

### 4. Chair's update

- 4.1. The Chair updated members on developments regarding internal and external business activities since the last meeting on 7 July.
- 4.2. In relation to external activities, particular points to note included the launch of our Countdown to COP 26 programme; Education Scotland's recent appearance at the

Public Audit Committee on 30 September; the resumption of school inspections; the Scottish Learning Festival and an update on the donation of old laptops to the Gift-tech project running through Glasgow Clyde College.

- 4.3. As part of the Chair's internal activities update, it was also noted that return to offices uptake has been gradual but positive feedback had been received; new guidance on face-to-face visits had been issued to colleagues; the launch of the 2021 People Survey and Education Scotland's new Values in Action framework.
- 4.4. Board members discussed Education Scotland's approach to the resumption of school inspections. It was noted that future visits would follow an amended approach to take account of the impact of COVID-19, with timings and format planned in advance with local authorities and establishments.
- 4.5. Following discussions the Board thanked the Chair for the thorough update, including keeping them apprised of ongoing developments regarding the resumption of school inspections.
- 4.6. The Chair welcomed David Gemmell to the meeting.

## **5. Education reform**

- 5.1. Gillian Hamilton introduced the reform discussion, highlighting the recent work that is already underway. Board members welcomed the collaborative approach taken to develop a staff engagement group, as well as the progress to date.
- 5.2. The Chair welcomed Professor Ken Muir and Fearghal Kelly to the meeting.
- 5.3. Professor Ken Muir provided an update on ways of working and plans for the review of Education Scotland.
- 5.4. The Board welcomed the update and briefly discussed the following key points:
  - In light of the OECD reports, what in the view of the Board needs fixed/changed to better realise the ambitions of Curriculum for Excellence?
  - What in the views of the Board, might a better education system look like?
  - What does the Board see as being the impact of the decision to remove the inspection function from Education Scotland?
  - What does the Board see as the roles and functions of Education Scotland given the removal of the inspection function?
  - Is there anything that the Board think Education Scotland should stop doing?
- 5.5. Non-Executives discussed a number of key considerations including how to ensure the pre-determined views of the expert panel do not cause bias and how any new arrangements might drive efficiencies.
- 5.6. Following discussions, Professor Muir invited the Advisory Board to submit a corporate response as part of the reform consultations, which members welcomed and agreed to discuss next steps as an item under any other business.

5.7. The Chair thanked Professor Ken Muir and Fearghal Kelly for attending before they left the meeting.

5.8. Gillian Ritchie and Patricia Watson joined.

## **6. National e-Learning offer**

6.1. Joan MacKay and Tom Gregory attended to provide an update on the national e-learning offer, including progress with more bespoke offerings for different establishments throughout the system.

6.2. The Board welcomed the update. There was a discussion about the inclusiveness of Ne-LO and the potential for the programme to support an individualised agenda for children and young people at risk of disengagement. Additionally, there was also a discussion about the reach of the communication strategy.

6.3. Joan MacKay and Tom Gregory thanked the Board for their feedback and left the meeting.

**New Action: 24/21-22 Joan to share data from the impact report with Kevin Kelman.**

## **7. Scottish attainment challenge**

7.1. Patricia Watson introduced the paper, highlighting the collaborative approach taken to progress plans towards establishing a Framework to support local authorities.

7.2. Board members welcomed the update and discussed the ongoing pilot studies taking place with South Ayrshire and Fife local authorities. Members also offered their thanks to Patricia for highlighting the need to reduce poverty and ensure digital equity.

7.3. It was also important to note that the pace of progress has not yet been sufficient to ensure the long-term goal to close the poverty-related attainment gap within 10 years. It is also important to note the impact of COVID-19 has slowed progress towards this.

7.4. David Gemmell re-joined the meeting.

## **8. Transformation programme**

8.1. Patricia Dougan and Barry Millar attended to present an update on the Transformation Programme and advised on progress with the CRM. They further reported that the recent digital assurance review identified several business critical risks. In particular, concerns reported were regarding CIMCA and strategic planning.

8.2. Following the digital assurance review, it is also important to note a response team is in place with a clear focus of addressing the key recommendations.

8.3. Members of the Advisory Board discussed their concerns relating to the risks identified and highlighted the need for a concerted effort to embed corrective actions.

- 8.4. Additionally, the Chair of the Audit and Risk Committee invited all Non-Executive Board Members to attend an additional ARC meeting to discuss the progress the response team has made with reducing the risks associated with the programme.
- 8.5. Patricia Dougan and Barry Millar thanked the Board for their feedback and left the meeting.
- 8.6. David Gemmell left the meeting and Gillian Howells joined.

## **9. Finance update**

- 9.1. Members were content with the finance papers, which detailed the Agency's latest financial position. Gillian Howells left the meeting.

## **10. Management information report**

- 10.1. Craig Clement introduced the Management Information Report for Quarter 1. Points to note included the average sick day threshold; decrease in permanent staffing levels; decrease in unique newsletter sign ups following the removal of duplicate subscribers; and the decreased engagement across all social media platforms as well as our Corporate, National Improvement Hub, Parentzone and Professional Learning and Leadership websites.
- 10.2. The Board welcomed the update and highlighted the need to manage the level of staff with high annual leave balances.

## **11. Scrutiny directorate annual reporting**

- 11.1. Members were content with the annual programme reports, which detailed the Agency's approach to inspections.

## **12. Audit and risk committee update**

- 12.1. The Chair of the Audit and Risk Committee provided a brief update and highlighted the importance of Non-Executive Board members attending the exclusive ARC meeting on the Transformation Programme in October.

## **13. Any other business**

- 13.1. Members of the Advisory Board continued their discussions regarding item 5 and agreed to submit a corporate response. They also agreed that the change team led by Gillian Hamilton would support the Board in drafting their response.

**New Action: 25/21-22 Change team to work with the Board to draft a response.**

## **14. Messages to convey to staff**

- 14.1. The Board agreed to convey the outcomes of each substantive item to staff.

**Date of next meeting:** 10:00 a.m. on 06/12/2021 (face-to-face and virtual)

**Name** Clare Connor  
**Role** Governance Information Officer  
**Date** 06/10/2021