

Meeting	Advisory Board
Date	09/12/2020
Time	10:30-13:30
Venue (Chair)	

1	Welcome and apologies		10:30
2	Previous meeting 2.1 Minute – 7 October 2020 2.2 Action log		10:35
3	Declarations or conflicts of interest		10:45
Substantive items for discussion			
4	Chair's update	Chair	10:50
5	Education Scotland Recovery Year: Governance and progress • For discussion	Maureen Hamilton	11:15
6	Monitoring and Evaluation Plan Update • Including Online events evaluation findings	Stephen Edgar	11:50
7	Management Information Report Q2 • Mid-year update	Stephen Edgar	12:10
Comfort break			12:20
8	Finance Report to 31/10/20 8.1 Budget reforecast and commentary 8.2 Expenditure and graphs summary	Gillian Howells	12:30
9	Audit and Risk Committee • Chair's update – 14/10/20	John Fyffe	12:50
Items for noting – for comment by exception			
10	Items for noting 10.1 Procurement annual report 10.2 Register of Interest		13:05
Any other business			
11	AoB		13:20
Corporate communications • Are there any key messages from the meeting to be conveyed to staff?			
Next meeting • 20 January 2021 (Strategic meeting) • 10:30-13:30			