

Meeting	Advisory Board
Date	28/03/2022
Time	14:00 – 16:00
Details	MS Teams

Minute

Members	In attendance
Gayle Gorman (Chair)	Craig McLean (item 5)
Craig Clement	Gillian Howells (item 8 and 9)
Gillian Hamilton	
Gillian Ritchie	Apologies
Janie McManus	Michael Halbert (item 10)
Ollie Bray	Ray McCowan
Patricia Watson (item 10)	Sharon Brown (item 10)
Aileen Ponton	
David Gemmell	Governance
John Fyffe	Clare Connor (secretariat)
Kevin Kelman	Roz McCracken
Lyndsay Mc Roberts	

1. Welcome and apologies

- 1.1. The Chair welcomed everyone to the meeting. Apologies were noted from Ray McCowan and Sharon Brown. Gillian Hamilton, Gillian Ritchie, Janie McManus, Lyndsay Mc Roberts, and Kevin Kelman joined later in the meeting. There were no declarations or conflicts of interest to note.

2. Previous meeting

- 2.1. The Board agreed the minute of 8 December 2021 as an accurate record.

- 2.2. The following action log updates were also accepted:

- AB 21/21-22 – the Board agreed to close
- AB 06/21-22 – the Board agreed to close
- AB 09/19-20 – the Board agreed to reforecast to Advisory Board in July

- 2.3. Gillian Ritchie joined the meeting during this agenda item.

3. Chair's update

- 3.1. Gillian Hamilton joined the meeting during this agenda item.

- 3.2. The Chair updated members on developments regarding internal and external business activities since the last meeting on 8 December.

- 3.3. In relation to external activities, particular points to note included Professor Muir's report and the Scottish Government's response; Education Scotland's ongoing process of reviewing the Corporate Plan for 2022/23; and an update on the return to offices.

- 3.4. As part of the Chair's internal activities update, it was also noted that the 2022 Staff Conference that had been planned for 31 March had been postponed until June due to the rising COVID-19 numbers; that the health and wellbeing of staff continues to be a key focus in light of Education Reform; and the recent launch of the change ready programme for line managers.
- 3.5. Board members endorsed Education Scotland's approach to supporting staff through change.
- 3.6. It was also noted that the Non-Executives would be writing to the Cabinet Secretary about the Scottish Government's response to Professor Muir's Report. This would include a request to meet with the Cabinet Secretary.
- 3.7. Craig McLean, senior HR Officer, joined the meeting.

4. People survey results

- 4.1. Janie McManus joined the meeting during this agenda item.
- 4.2. Craig McLean attended the Advisory Board to provide a summary of the 2022 People Survey results, highlighting areas of improvement since the last survey and key areas of focus in the coming year.
- 4.3. The Advisory Board welcomed the summary report and briefly discussed the variance of results across different business areas. In particular, it was noted that the results in Scrutiny for Leadership and Managing Change had been low for a few years. It was noted that while Directorates all faced the same issues, the impact was variable across Directorates, and therefore work was currently underway at Directorate level to introduce bespoke action plans based on the results.
- 4.4. Craig McLean thanked the Board for their feedback and left the meeting.

5. Scrutiny activity plan

- 5.1. Lyndsey Mc Roberts joined the meeting during this agenda item.
- 5.2. Janie McManus provided an update on the Scrutiny activity plan following on from previous discussions at Advisory Board in December.
- 5.3. This included the confirmation of new arrangements for the remainder of the academic year 2021/22, which included more focus on the delivery of 'recovery visits' to a selection of Early Learning and Childcare (ELC) settings and schools from mid-February 2022 onwards.
- 5.4. The Advisory Board welcomed the update and endorsed Education Scotland's approach to recovery visits. There was a discussion about the positive feedback received and how to get these messages out to the system.
- 5.5. Members extended their thanks to all HM Inspectors.

New Action: Janie McManus to speak to the Communications Team to discuss and agree how best to share the positive feedback from Inspections on social media platforms

5.6. Janie McManus thanked the Board for their feedback.

6. Transformation programme update

6.1. Craig Clement introduced the Transformation Programme update and updated members on the Gateway Report, which had resulted in a Green status for Go Live. As a result, the CRM Go-Live had successfully launched at 10 am.

6.2. There was discussion about the need to ensure a full lesson learned exercise is carried out following the Go Live, to identify not only what could be improved but to also identify what had worked well.

6.3. It was also reported that there was an opportunity to give the Advisory Board sight of the other tools such as the Professional Learning Catalogue arising from the Transformation Programme.

6.4. Board members welcomed the update and extended their thanks to everyone involved.

New action: Craig to provide Board members with information on the other tools developed as part of the Transformation Programme

6.5. Craig Clement thanked the Board for their feedback.

7. Management information report

7.1. Kevin Kelman joined the meeting during this agenda item.

7.2. Craig Clement introduced the Management Information Report for Quarter 3. Points to note included; the headcount increase; the overall average working days lost increase; the increase in Twitter followers; and the increase in YouTube views and minutes of watch time, both recording the second highest quarterly results since March 2020.

7.3. The Advisory Board welcomed the update and discussed the level of long-term sick absences. It was noted that as a by-product of long-term absences there was higher levels in the number of days leave still to be taken.

7.4. Craig Clement thanked the Board for their feedback and Gillian Howells, Head of Finance, joined the meeting.

8. Finance update

8.1. Gillian Howells provided an overview of the finance paper, which detailed the Agency's latest financial position as at January 2022, highlighting that the reported underspend included an underestimate of dilapidations provision required for the new lease at Denholm House.

8.2. The Advisory Board were content with the update provided and briefly discussed provisions for end of year accruals.

8.3. Gillian Howells thanked the Board for their feedback.

9. Budget planning

9.1. Gillian Howells then presented the budget planning paper and advised that Education Scotland's resource budget allocation for 2022-23 is the same as 2021-22 with no allocation for capital.

9.2. It was also noted that the Travel and Subsistence budgets had been largely based on pre COVID-19 levels of spending.

9.3. Costs relating to Education Reform were excluded from all budgets, and there was a brief discussion about the Scottish Government providing additional funding for reform work.

9.4. The Advisory Board were content with the planning update provided.

9.5. Gillian Howells thanked the Board for their feedback and left the meeting.

10. National improvement framework

10.1. Patricia Watson introduced the changes to the 2022-23 NIF plans, following on from discussion at Advisory Board in December.

10.2. The Advisory Board welcomed the update and discussed the greater alignment of this work with the learner journey.

10.3. Patricia thanked the Board for their feedback.

11. Papers for awareness

11.1. Members were content with the Audit and Risk Committee Chair's update.

11.2. Members were content with the Directorate Summary Reports.

12. Any other business

12.1. No items were noted for Any other Business.

13. Messages to convey to staff

13.1. The Board agreed to convey the following messages to staff:

- The Board's thanks to the Inspectorate for their continued collective efforts during recovery visits.
- The Board's thanks to the Transformation Team for their hard work on CRM.

Date of next meeting: 10:00 a.m. on 25/05/2022 (hybrid)

Name Clare Connor
Role Governance Information Officer
Date 28/03/2022