



Meeting	Advisory Board
Date	07/07/2021
Time	10:00 – 13:00
Platform	Microsoft Teams

Agenda

1	Welcome and apologies		10:00
2	Previous meeting 2.1 Minute of 10 March 2021 2.2 Action log		10:05
3	Declarations or conflicts of interest		10:15
Substantive items for discussion			
4	Chair's update • Education reform	Chair	10:20
5	Corporate Plan 5.1 Developing our new Corporate Plan	Maureen Hamilton	10:40
6	Management Information 6.1 Quarter 4 Report	Gillian Hamilton	11:10
7	National e-Learning Offer Update 7.1 Update on the National Digital Approach	Joan MacKay & Thomas Gregory	11:25
8	Annual Report and Accounts 8.1 Cover sheet 8.2 Annual Report and Accounts 2020/21	Gillian Hamilton	11:55
9	Audit and Risk Committee 9.1 Chair's Update 9.2 Annual Report and Assurance 21/22	John Fyffe	12:10
10	Digital Transformation 10.1 High Level Plan 10.2 Highlight Report (for awareness)	Patricia Dougan	12:25
For awareness (comments invited by exception)			
11	ES Risk Register 11.1 Cover sheet 11.2 ES Risk Register 11.3 ES Risk Register heat map	Roz McCracken	12:40
12	Finance Update 12.1 Cover sheet 12.2 Finance Update	Gillian Howells	12:45
13	National e-Learning Transformational Change 13.1 Key Considerations for Education	Ollie Bray	12:50

Any other business		
13	AoB	12:55
	Corporate communications <ul style="list-style-type: none">• Are there any key messages from the meeting to be conveyed to staff?	
	Next meeting (date, time, location) <ul style="list-style-type: none">• 6 October 2021• 10:00 – 13:00• Microsoft Teams	