

Meeting:	Advisory Board
Date:	12/07/2023
Time:	10:00 – 13:00
Details:	MS Teams

Minute

Members	In attendance
Gillian Hamilton (Chair)	David Burgess (item 7)
Maureen Hamilton	Clare McAndrew (items 7 and 12)
Janie McManus	Gillian Howells (item 9 and 10)
John Fyffe	
David Gemmell	
Aileen Ponton	Governance
	Ann Cura (secretariat)
Apologies	Roz McCracken (Head of Governance)
Ollie Bray	
Kevin Kelman	
Ray McCowan	
Lyndsay McRoberts	
Gill Ritchie	
Patricia Watson	

1. Welcome and apologies

- 1.1 The Chair welcomed everyone to the meeting. Apologies were noted from Lyndsay McRoberts, Ray McGowan, Kevin Kelman, Patricia Watson, Ollie Bray and Gill Ritchie.
- 1.2 The Chair welcomed Ann Cura to her first AB meeting and thanked her for agreeing to step in as AB secretariat to cover Clare Douglas who was on maternity leave

2. Previous meeting

- 2.1 The Board agreed the minutes from the meetings of 8 March 2023, 24 May 2023 (Strategic Session) and 26 June 2023 (Extraordinary meeting).
- 2.2 The following action log updates were also accepted:

- AB 01 - The board agreed that this should remain open.
- AB 02 - The Board agreed to close
- AB 03 - The Board agreed to close
- AB 07 - The Board agreed to close.
- AB 15 - The Board agreed to close
- AB 16 - The Board agreed to close

3. Declarations of interest

- 3.1 It was noted that David Gemmell would be starting a new senior leadership role with the Nationwide Building Society on 28th July 2023.

4. Chair's update

- 4.1 The Chair updated members on developments regarding business activities since the last meeting held on 26th June 2023, including that a Strategic Director post was currently being advertised, with a 18th July 2023 closing date.
- 4.2 It was noted that Neil Rennick would be taking over as Director General for Education and Justice from 17th July 2023. Gillian Hamilton would be contacting him to welcome him to the role and to arrange an introductory meeting.
- 4.3 Board members were updated on the Staff Conference arranged for 22nd August 2023. All members would be invited to attend the conference. It was noted that the Cabinet Secretary was planning to attend to speak with staff.
- 4.4 The Chair updated members on the new Employee Passport, Wellbeing Hour and the Carers Network that had recently been introduced. There was a discussion regarding the wellbeing hour and how this would be managed. It was noted that this was an SG pilot and would be reviewed in due course.
- 4.5 An update was provided on the new Education Scotland Associate role pilot. It was noted that 18 associates would start in August 2023. A bidding process was in place to ensure an appropriate allocation of associates.

5. Outcomes from the Leadership Team Away Day

- 5.1 The Chair provided an update from the recent Leadership Team (LT) days which had offered a great opportunity to build the team. The following points were noted:
- 5.2 LT had agreed that now was the time to take the opportunity to lead change – to step up and step forward. LT recognise the importance of language and the focus would now be on transition and change rather than reform. It was noted that ES would start to move towards the identities of the new organisations, an independent inspectorate and an education agency.
- 5.3 It was also noted that there would be a change to the way the Extended Leadership Team operated. Going forward, there would be two distinct teams, one for the new agency and one for the new inspectorate. As a result of this change, there would also be a requirement to review the current governance arrangements in place. It was noted that finance and risk would, however, continue to be managed through the directorates.
- 5.4 LT had also agreed to take a different approach to stakeholder management. An exercise had taken place to theme all stakeholders, with members of LT each being allocated a theme as the key contact for that theme.
- 5.5 Board members welcomed this update and fully supported the decisions taken by the Leadership Team. Members highlighted that it would be a challenge to stop work. LT would consider and agree the key priorities for the Agency going forward and ELT would implement.

- 5.6 There was a discussion about the need to ensure a clear link between Strategic Priorities and individual staff objectives.
- 5.7 It was agreed that a briefing note regarding decisions by the Leadership Team should be sent to members not in attendance at the meeting.

Action: Summary note to be drafted and sent to members not in attendance.

6. Education Reform - Inspection Body

- 6.1 Janie McManus presented members with some of the slides shared at the Education Reform Programme Board. The potential key services for the New Inspectorate were highlighted, noting that the functions and purpose of inspection weren't changing, rather it was about building and improving the system with members discussing the challenges that the new Inspectorate would face, including capacity and data quality.
- 6.2 Members discussed the presentation and recognised the importance of weighing the reform work up with the business-as-usual requirements. Members offered to meet Janie McManus separately to discuss this in more detail.
- 6.3 The Chair thanked Janie McManus for the presentation.

7. Evaluating Impact Update

- 7.1 David Burgess and Clare McAndrew joined the meeting with Clare introducing their paper.
- 7.2 Members discussed the paper, noting the importance of staff recognising the benefits of this work. Collective buy in would be crucial to the success of the new strategy. It would also be important to have a mix of quantitative and qualitative measures.
- 7.3 The need to make better use of CRM was also discussed.
- 7.4 David Burgess and Clare McAndrew thanked the Board for their feedback and then left the meeting, having committed to bring an update on progress back to the Board at a future date.

8. Audit and Risk Committee

- 8.1 The Committee's Annual Report and Assurance to the Accountable Officer which included a high-level summary of the activity and scrutiny undertaken by members over the course of 2022-23 was shared and discussed with the group.
- 8.2 It was noted that this report had been approved by the Audit and Risk Committee on 5th July 2023.
- 8.3 The Chair thanked John Fyffe for his work on this paper.

9. Annual Report and Accounts 22/23

- 9.1 Gillian Howells joined the meeting.

- 9.2 Members of the Advisory Board were invited to review the Annual Report and Accounts for 2022-23.
- 9.3 Members were informed that Audit Scotland's technical unit had queried the accounting treatment of Right of Use Assets under International Financial Reporting Standards 16. Gillian Howells recommended that the Accountable Officer delay the signing of the Annual Report and Accounts until the issue had been clarified. Members agreed and asked to be kept up to date on progress with this situation.
- 9.4 The Head of Governance confirmed that as a technical issue, there was no need to convene another Advisory Board to authorise the signature of the Annual Report and Accounts.

10. Finance

- 10.1 Gillian Howells presented the final finance report for 2022-23. It was noted that this had been reviewed by the Leadership Team and the Audit and Risk Committee. It was provided at the Advisory Board meeting for completeness. Members were content and Gillian Howells left the meeting.

11. Education Scotland Risk Register

- 11.1 Roz McCracken provided the Advisory Board with the latest version of Education Scotland (ES) Risk Register plus the accompanying heat map.
- 11.2 It was noted that the risk register was discussed in detail at the recent Audit and Risk Committee meeting. No further updates were noted from members.

12. Management Information Quarter 4 report

- 12.1 Claire McAndrew re-joined the meeting to present the Management Information Report for Quarter 4 2022- 23. This report highlighted key management information from across Education Scotland from January to March 2023.
- 12.2 It was highlighted that the presentation of the data had been standardized to focus on trends over time, and to differentiate real changes in performance from routine variation.
- 12.3 It was noted that the Agency was transitioning to a new system for measuring traffic on our websites.
- 12.4 Members welcomed this report particularly the reduction in annual leave balances since the previous report.
- 12.5 The Chair thanked the team for the work on this report and Clare McAndrew left the meeting.

13. Scrutiny report on activity and staffing levels

13.1 Janie McManus provided a brief overview of the summary report, noting the content covered the period from 1 December 2022 to 28 February 2023.

13.2 It was noted that the first block of inspection of schools and early learning and childcare (ELC) settings resumed on 5 September 2022 and was completed on December 16, 2022. The second block of inspections and reviews began on 9 January 2023.

13.3 Members discussed current staffing levels and recruitment challenges within the Scrutiny directorate.

13.4 Janie McManus thanked members for their feedback.

14. Messages to convey to staff

14.1 The Board agreed to convey the following messages to staff:

- Members welcomed shared early thinking regarding plans for the transition.
- Members endorsed the paper regarding evaluating impact.

14.2 The Chair asked the Head of Governance to review the dates for future Advisory Board and the Audit and Risk Committee meetings.

Action: Head of Governance to review and send out updated meeting invitations.

Date of next meeting: TBC

Name Ann Cura

Date 20/07/2023