

Meeting:	Advisory Board
Date:	07/12/2022
Time:	10:00 – 13:00

Minute

Members	Governance
Gillian Hamilton (Chair)	Clare Connor (secretariat)
Craig Clement	Roz McCracken
John Fyffe	
Ray McCowan	Apologies
Aileen Ponton	Vivian Bogle
Gillian Ritchie	Ollie Bray
Patricia Watson	David Gemmell
	Gayle Gorman
In attendance	Kevin Kelman
Michael Halbert (Item 5)	Janie McManus
Laura-Ann Currie (Item 7)	Lyndsay McRoberts
Avril Hamilton (Observing proceedings)	
Gillian Howells (Item 10)	
Stephanie Peat (Item 13)	

1. Welcome and apologies

- 1.1. The Chair welcomed everyone to the meeting. Apologies were noted from Gayle Gorman, Vivian Bogle, Ollie Bray, David Gemmell, Kevin Kelman, Janie McManus and Lyndsay McRoberts. Avril Hamilton attended the meeting to observe proceedings.

2. Previous minute

- 2.1. The minutes of 28 September 2022 were agreed to be an accurate record of discussions.
- 2.2. AB 01 22/23: The Board agreed to close
 AB 09 22/23: The Board agreed to close
 AB 10 22/23: The Board agreed to close
 AB 11 22/23: The Board agreed to close
 AB 08 22/23: The Board agreed to reforecast to 8 March 2023

3. Declarations of interest

- 3.1. Ray McCowan declared he had been invited to sit on the National Strategy for Economic Transformation Skilled Workforce Programme Board.

New Action: Clare Douglas to contact Ray McCowan via correspondence after the meeting to obtain details on the new interest noted.

New Action: Clare Douglas to update the Agency's Non-Executive Board Member Register of Interests.

4. Chair's update

- 4.1. The Chair updated members on developments regarding internal and external business activities since the last meeting on 28 September.
- 4.2. In relation to external activities, particular points to note included the publication of the Scottish Attainment Challenge (SAC) Recovery and Progress Report for 2021-22; the launch of the public consultation for the Hayward Review and the recent delivery of the National Discussion Live events.
- 4.3. As part of the Chair's internal activities update, it was noted that the Leadership Team had agreed to reduce recruitment to all but essential posts to help bring down the Agency's budget pressures; that the SG had taken the decision to vacate Endeavour House at the end of the tenancy agreement; and that there had been recent testing of the Agency's Business Continuity Plan.
- 4.4. Following the update, the Chair also expressed thanks to board members for agreeing to be reappointed as Non-Executive Board Members (NEBMs) of Education Scotland's Advisory Board.
- 4.5. Board members thanked the Chair for her update and endorsed Education Scotland's approach to bringing down the Agency's budget pressures. It was noted that the NEBMs would like to be kept apprised of the ongoing developments with the Hayward Review.
- 4.6. Michael Halbert joined the meeting.

5. National improvement framework

- 5.1. Craig Clement briefly left the meeting during this agenda item.
- 5.2. Michael Halbert introduced the item, outlining the National Improvement Framework (NIF) Team's involvement in supporting the development of content for phase two of the Scottish National Standardised Assessments (SNSA).
- 5.3. Patricia Watson then highlighted some of the challenges the NIF Team were continuing to face including financial constraints that were affecting staff capacity.
- 5.4. Board members thanked Michael and Patricia for their updates and discussed the financial constraints of the SNSA work and potential risks in relation to staff capacity, especially in light of the known budget pressures. Members flagged the need to ensure a shared understanding and agreement about streamlining the quality assurance process with colleagues from SG. They also noted the need for board members to be aware if any further issues occur.
- 5.5. The Chair thanked Michael Halbert and Patricia Watson for their updates before Michael Halbert left the meeting.
- 5.6. Craig Clement re-joined the meeting.

6. Scottish attainment challenge

- 6.1. Patricia Watson introduced the tabled paper, and provided an overview of Education Scotland's contribution to delivering SAC, highlighting the significant work of the Regional Improvement Teams in securing agreement of Stretch Aims for all Local Authorities with SG.
- 6.2. The Advisory Board welcomed the update and in particular the progress made since the last update to the board in July. It was noted that as a by-product of budget pressures there continues to be challenges with staff capacity and that Education Scotland were looking into ways of mitigating this.
- 6.3. Following discussions, the Chair thanked Patricia Watson for her paper and extended the Board's thanks to colleagues working in the Regional Improvement Teams.
- 6.4. Patricia Watson left the meeting and Laura-Ann Currie joined the meeting.

7. Equalities strategy

- 7.1. Laura-Ann Currie provided a brief overview of the draft Equalities Strategy and reporting templates, noting that the new logic model would enable Education Scotland to plan and improve reporting on the progress made towards identified outcomes.
- 7.2. Board members welcomed the draft strategy and provided useful feedback on the visibility of outcomes which will help shape the final draft before publication.
- 7.3. It was agreed that Education Scotland would review the visibility of identified outcomes before publishing the strategy on the Education Scotland website.
- 7.4. The Chair thanked everyone involved in the development of the new strategy and in particular Aileen Ponton who supported this work as a critical friend.
- 7.5. Laura-Ann Currie left the meeting.

8. Education reform

- 8.1. Gillian Hamilton introduced the item, updating members on progress that had been made since her last update at the July board meeting.
- 8.2. Particular points to note included the recent meeting of the Delivery Board on 14 November and that teams were continuing to work on the draft target operating models with a view of presenting them at the Strategic Programme Board on 13 December, before going to the Cabinet Secretary for consideration and approval in January.
- 8.3. Board members thanked Gillian for her update and discussed the need for capacity building to support structural change and the potential challenges in relation to interdependent working. Members discussed the significant work still to be done and flagged the rising pressure of stability that is needed across the system. They also discussed the potential for the target operating models to be tabled at the Advisory Board's next strategic discussion session, although recognised that the Advisory Board is not part of the governance arrangements for the Reform programme.

- 8.4. The Chair thanked members of the Board for their feedback before inviting Gillian Ritchie to introduce the Management Information Report for Quarter 2.

9. Management information quarter 2 report

- 9.1. Gillian Ritchie introduced the Management Information Report for Quarter 2, highlighting the Agency's new approach to reporting headline statistics in the form of an infographic.
- 9.2. Particular points to note included the staff headcount increase; the improved return of payment performance; decreased page views for the Professional Learning and Leadership website; increased followers and engagements for both Twitter and Facebook; and the increase in negative coverage of the Agency in the media due to education reform.
- 9.3. The Advisory Board welcomed the new approach to reporting and were content with the Quarter 2 report.
- 9.4. Gillian Howells joined the meeting.

10. Finance update

- 10.1. John Fyffe left the meeting during this agenda item.

New Decision: As the meeting became inquorate during this agenda item the Chair made the decision to proceed with the business of the meeting on the basis that comments and approval of papers from hereon in were sought via correspondence from absent members as soon as possible.

New Action: Clare Douglas to obtain comments and approval for papers via correspondence from absent members after the meeting.

- 10.2. Gillian Howells briefly introduced the finance papers tabled, which detailed the Agency's financial position as at 31 October 2022.
- 10.3. Members were informed that the forecast overspend was over and above the pressure already logged with the Scottish Government. It was also noted that the savings identified by the Leadership Team were reflected in the October forecast.
- 10.4. The Chair extended her thanks to the Finance Team for the finance papers.
- 10.5. Gillian Howells left the meeting.

11. ES risk register and heat maps

- 11.1. The Chair gave an overview of the risk papers and it was agreed that the risk register reflected much of the discussion that had taken place around budget pressures and resourcing.

11.2. It was also noted that members flagged concerns with the number of risks currently being reported as very high.

11.3. The Board thanked the Chair for the risk papers before Stephanie Peat joined the meeting to answer any questions on the Scottish Learning Festival paper that was tabled for awareness.

12. For awareness

12.1. The following two papers were presented for information only:

- Audit and Risk Committee – Minutes from 30 November 2022
- Scottish Learning Festival (SLF) – Post event reflections and suggestions

12.2. The Advisory Board were content with the papers tabled and extended thanks to everyone involved in the delivery of SLF.

12.3. Stephanie Peat left the meeting.

12.4. Following the papers for awareness, the Chair highlighted to board members that members of the PCS Union had recently voted for industrial action.

13. Any other business

13.1. Ray McCowan provided additional comments on the Transformation Programme presentation that was shared with board members via correspondence after the last board meeting in July.

13.2. Clare Douglas raised with board members that the Governance and Information Team would be in contact over the coming weeks to obtain annual updates on their declared interests, contact details, and website biographies.

13.3. The Board agreed the following key messages to convey to staff:

- the Board's thanks to the National Improvement Framework Team for their work on phase 2 of the Scottish National Standardised Assessments;
- the Board's thanks to the Regional Improvement Team for the significant work in securing agreement of Stretch Aims for all thirty-two Local Authorities;
- the Board's thanks to everyone involved in the development of the Agency's new Equalities Strategy; and
- the Board's understanding of the current financial pressures across the Agency.

13.4. The Chair closed the meeting by congratulating Aileen Ponton on her retirement as Chief Executive Officer of the Scottish Credit and Qualifications Framework Partnership before expressing best wishes to members for the festive period.

Comments via correspondence:

In response to the request of absent members, no additional comments were received in relation to agenda items 10 and 11.

Date of next meeting:

The next meeting was noted as scheduled for 18 January 2023, 10:00 – 13:00.

Name	Clare Douglas
Role	Information Officer
Date	07/12/2022