

Meeting	Advisory Board
Date	08/12/2021
Time	10:00-13:00
Details	MS Teams

Minute

Members	In attendance
Gayle Gorman (Chair)	Joe Griffin, Director General for Education and Justice (item 5)
Gillian Hamilton	Alan Britton & Paul Fleming (Item 6)
Craig Clement	Michael Halbert (Item 7)
Ollie Bray	Gillian Howells (item 12)
Patricia Watson	
John Fyffe	
David Gemmell	Governance
Ray McCowan	Roz McCracken (and item 13)
Kevin Kelman	Clare Connor (Secretariat)
Lyndsay McRoberts	

1. Welcome and apologies

- 1.1. The Chair welcomed everyone to the meeting. Apologies were noted from Gillian Ritchie and Carol Copstick. Aileen Ponton joined the meeting from 11 am.

2. Previous meeting

- 2.1. The Board agreed the minute of 6 October 2021 as an accurate record.
- 2.2. The following action log updates were also accepted:

- AB 03/20-21 – the Board agreed to close
- AB 04/21-22 – the Board agreed to close
- AB 05/20-21 – the Board agreed to close
- AB 09/20-21 – the Board agreed to reforecast to 9 March 2022

3. Conflicts of interest

- 3.1. There were no declarations or conflicts of interest to note.

4. Chair's update

- 4.1. The Chair updated members on developments regarding internal and external business activities since the last meeting on 6 October.
- 4.2. In relation to external activities, particular points to note included the submission of our corporate response to the reform consultation and a separate response on behalf of Agency's Non Executive Board Members; Education Scotland's ongoing work with Scottish Government to develop a new Scottish Attainment Challenge framework; and an update on the programme of Scrutiny activity from January – June 2022.

- 4.3. As part of the Chair's internal activities update, it was also noted that there has been a pause in return to offices due to the Omicron variant; the expected timescale of mid-December for receiving the 2021 People Survey results; and an update on the recent Leading Together sessions which focused on race equality.
- 4.4. Board members discussed Education Scotland's amended approach to the programme of Scrutiny activity. It was noted that in light of the ongoing challenges facing schools, HMle would not be resuming the routine ELC and school inspection programme as originally planned. Virtual progress visits to colleges would continue as planned however and the Board endorsed this decision.
- 4.5. The Chair introduced Joe Griffin, Director General for Education and Justice to the meeting, and provided a brief summary on the work Joe was currently involved in including his role as co-convenor of the Race Equality Network and Director General ally for race and faith and belief.

5. Director General, Education and Justice

- 5.1. Joe Griffin shared his reflections on his role as Director General and briefly discussed the following key points:
 - The role of Education Scotland
 - Education Reform
 - Building capacity across the sector
 - The Omicron variant
- 5.2. The Advisory Board thanked the Director General for his reflections, and discussed the importance of protecting the operation of schools and the potential impact that school closures could have on staff and learners in relation to the ongoing concerns around the Omicron variant.
- 5.3. Aileen Ponton, Alan Britton, and Paul Fleming joined the meeting and Joe Griffin briefly left the meeting.

6. Regional Directorate Work

- 6.1. Alan Britton and Paul Fleming provided an overview on the Regional directorate's ongoing work, including a focus on high-level data and strategic developments, as well as some representative areas of priority focus in the short-medium term.
- 6.2. This included implementation of a Regional self-evaluation framework linked to evaluation of impact and building capability in the use of quality improvement methodology.
- 6.3. The Board welcomed the update. There was a discussion about the reach of the regional work and the potential impact of systematically expanding capacity and capability in applying Quality Improvement Methodology across the system. Aileen Ponton highlighted that there may be an opportunity for the programme being developed with CPYIC to be accredited.

6.4. Alan Britton and Paul Fleming thanked the Board for their feedback and left the meeting.

6.5. Joe Griffin re-joined the meeting.

7. National Improvement Framework

7.1. Michael Halbert delivered a presentation on Education Scotland's contribution to NIF reporting and planning, and the work currently ongoing to strengthen the impact and improvement of NIF from 2022 onwards.

7.2. Board members welcomed the update and discussed the challenges around this work, stressing the importance of consistency of data sharing with the Scottish Government.

7.3. Michael thanked the Board for their feedback and left the meeting.

New Action: 10:21-22 Clare to share the PowerPoint slides with the Advisory Board.

8. Procurement Annual Report

8.1. Gillian Hamilton presented the Procurement Annual Report and advised that the Leadership Team approved this report for forward transmission to Ministers and publication on the Education Scotland website. The report had also been presented at the recent Audit and Risk Committee.

8.2. Members of the Advisory Board were content with the Procurement Annual Report and there was a discussion about plans to enhance the Agency's procurement capacity both within the procurement function in ES but also across the wider Agency.

8.3. Barry Millar joined the meeting.

9. Transformation Programme Update

9.1. Craig Clement introduced the Transformation Programme update and advised that the overarching status remains amber. It was further reported that the Transformation Programme went through a delivery gate review from 17th to 19th November, and there are 12 proposed recommendations.

9.2. Board members agreed they were satisfied with the way the recommendations were being addressed and welcomed the rescheduling of the CRM launch.

9.3. Board members thanked Barry for his papers.

9.4. Barry Millar left the meeting.

10. Management information report

10.1. Craig Clement introduced the Management Information Report for Quarter 2. Points to note included; the headcount increase; the overall average working days lost increase; and the increase in Twitter followers and twitter engagements up on the previous quarter.

10.2. The Board welcomed the update and highlighted the need to manage down high annual leave balances. Members also stressed the need for proactive planning around health and well-being of staff given the ongoing pandemic coupled with Education Reform.

11. Audit and risk committee update

11.1. The Chair of the Audit and Risk Committee provided a brief update and highlighted the additional ARC meeting held to discuss the Transformation Programme's digital gateway.

11.2. Gillian Howells joined the meeting and Joe Griffin left the meeting.

12. Finance update

12.1. Gillian Howells provided an overview of the finance paper, which detailed the Agency's latest financial position, and highlighted the importance of monitoring the underspend in relation to staffing capacity. A by-product of the recent challenges around delays in on boarding of new staff had been a reduction in the budget pressure. However, as the intention was to fill all vacant posts, the budget position for future years would be extremely challenging.

12.2. Members of the Advisory Board were content with the update provided.

12.3. Gillian Howells thanked members for their feedback and left the meeting.

13. Education Scotland Risk Register and Heat Map

13.1. Members were content with the risk papers tabled, noting these had been thoroughly reviewed at the recent ARC meeting.

14. Any other business

14.1. No items were noted for Any other Business.

15. Messages to convey to staff

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

- The positive feedback on the work of ES from Joe Griffin, Director General for Education and Justice at the meeting
- The Regional Directorate update
- Partnership working in relation to the National Improvement Framework
- The Board's thanks to staff for their continued collective efforts and hard work.

Date of next meeting: 10:00 a.m. on 19/01/2022 (virtual)

Name Clare Connor

Role Governance Information Officer

Date 08/12/2021