



Meeting of the Foundation Board

Date: Thurs 7 July 2016

Time: 11.30am-3.45pm

Venue: 110 Rochester Row, London SW1P 1JP

Present

Steve Freer (Chairman) (Chairman)

Lynsi Hayward Smith

John Hyde

Chris Jeff

Dame Asha Khemka (from item 4)

Dr Nigel Leigh

Ken Merry

Paul Mullins (Chair)

Florence Orban

Dr

Mark White (Chairman of Education & Skills Foundation)

Apologies

In attendance

Laurence Gates, Director of Skills Competitions (items 1-7)

Gina Hobson, Head of CEO's Office and Company Secretary

Paul Norris, Governance Officer

Helen Pettifor, Director of Professional Standards & Workforce Development

David Russell, CEO

& Resources

Sue Southwood, Programme Manager (item 6)

Tim Weiss, Director of Learning & Skills Development

Jenny Williams, Director of VET

Minutes

1. Apologies and welcome

The Chair welcomed the three new Trustees (Nigel Leigh, Florence Orban and Sue Pember). The Board congratulated John Hyde on his CBE award and Mark White on his award in the Queen's Birthday Honours List. Apologies were received from Shakira Martin.

5. Plans, pe

The CEO reported to the Board an overview of how ETF-led work of the BIS grant over 2015-16 and 2016-17 plans. The Board noted that it would be possible to regularly present a version of this document alongside an amalgamated with the CEO report to its members.

The Board noted that an account of what exists in the Senior Management Team (SMT) responsibilities had been re-distributed. The Board would like to see an overview of the SMT in the next meeting.

kept under review and that it may be necessary to add to the cadre of staff. The Board noted that a

plus overview of the Sainsbury agenda and localism.

6. Spotlight on Functional Skills Reform

The Board received a presentation from Sue Southwood work being completed in the ETF-led Functional Skills Reform Programme. The Board noted that the work was commissioned after the ETF published the Making Maths and English Work for All report (March 2015). It stakeholders had the opportunity to contribute and comment on the issues associated with Functional Skills qualifications and new draft standards.

The Board reported concerns from elements of the sector re the appropriateness of maths and

to study for qualifications most relevant to them regardless of policy or other

The Board thanked Sue for the update and agreed it was a good illustration of the ETF's work.

. Risk Management

regarding the relationship, they felt that steps had been taken to improve the position and that this meeting's discussion amongst Board members had helped. Three Board members pointed out that they confirmed that they would welcome being asked to report back on Board discussions to the and sought guidance on how they could be a useful