

Minutes of the 38th SCQF Partnership Board held on Friday 02 June 2017 at 09.00 hours in the SCQF Partnership Conference Room, 201 West George Street, Glasgow, G2 2LW

**confirmed for website**

**Present:**

Rob Wallen (RW)	Chair SCQF Partnership
Gill Stewart (Representing Janet Brown Items 1-5 & 9)	SQA
Alastair Sim (AS)	Universities Scotland
Rowena Pelik (RP)	QAA Scotland
Jim Metcalfe (JM)	College Development Network
Bernadette McGuire (BMcG)	Chair of SCQF Partnership Quality Committee

**In Attendance:**

Sheila Dunn (SD)	SCQF Partnership
Lorna Meiklejohn (LM)	SCQF Partnership (Minutes)
Jamie Davidson (JD) Items 3 & 4	Henderson Loggie
Frances Scott (FS) Item 9	Skills Development Scotland

**Welcome and introductions**

RW opened the meeting and welcomed all attendees to the meeting..

**Apologies for absence**

Apologies had been received from Janet Brown of SQA with Gill Stewart attending as her deputy up until 10.30am. Liz Cameron from Scottish Chamber of Commerce and Paul Smart had also submitted apologies.

**Register of Interest**

RW reminded Directors of the Register of Interest form which was included with the papers, should they require to complete and submit.

**Approval of change in Directorship**

RW reported that Directors were required to formally appoint Bernadette McGuire as a Co-opted Director on to the Board as the change of the Quality Committee Chair appointment required this to be done. The Directors approved the change in Directorship.

**1. Minutes of the meeting held on 03 March 2017**

RW then drew the Directors attention to both sets of the previous Board Minutes. He invited Directors to comment if there were any aspects that required amending. Apart from one item number which required to be changed the minutes were agreed as an accurate record of the meeting. LM would make this minor alternation before the minutes were signed by RW for the records.

## **2. Matters Arising**

RW invited SD to give an update to the matters arising in the absence of AP. SD updated under Item 7 that the Modern Apprentice Administrative Assistant who was due to start on 5 June had since declined the post. LM had interviewed another candidate from the previous shortlist, and that candidate had been offered the post with a starting date still to be agreed. No further clarification was sought from the Directors and they noted the matters arising.

## **3. Audit and Financial report for 2016-17 (Auditors will attend)**

RW introduced JD to the Directors. JD then took Directors through the Audit Findings Report. He highlighted a key paragraph on the first page stating their intention to issue a clean audit report. JD then referred to the income recognition confirming that two issues were discussed one being the remaining balance of the Macedonian income of £31K that has now being carried forward as deferred income. The second issue had been the £30k of funds received from the Scottish Funding Council that was not spent in the year under staff costs. This income has been recognised rather than deferred and carried forward as a restricted fund. SFC have agreed that this can be used in the current year.

The Directors then discussed the level of free reserves which amounted to 5 months running costs. It was agreed that this amount was reasonable although it was slightly higher than the 3-4 months running costs recommended in the reserves policy set by the trustees. The Directors moved to talk about the total funds that were held in the account with RBS. There was some concern over the risk involved and whether it was safe to keep this amount in one account. There were some discussion of dividing the funds to ensure the risk was minimised. It was agreed that Executive Team would bring a paper to the Board. JM offered to share some information with AP as he had just completed a comparison exercise looking at bank rates.

The Directors formally agreed the signing of the reports and associated paperwork.

## **4. Management Account 2016 -17 Quarter 4**

JD confirmed that the Management Accounts for quarter 4 contained a greater level of detail with commentary shown. They were no issues but he invited further explanation of the variances if required. The Directors were content and formally approved the Management Accounts 2016-17 – Quarter 4.

## **5. Report from the Audit & Risk Committee**

RW introduced this paper as he had chaired the ARC meeting in the absence of Gayle Watson. He said that, while this was not ideal, it had been necessary to ensure that the meeting went ahead and he was confident that there was no conflict of interest in this. The Directors discussed the revised risk register. It was agreed that under no 4, should be left as green for this year but for future years it should appear as amber. It was also agreed that the register should start to be populated for 18/19. There was some discussion over No 6 on senior staff, in the light of AP's absence. The question arose if individuals should be named here. SD confirmed that this was covered more fully within the Business Continuity Plan. It was agreed that on AP's return it would be worthwhile to reflect on this area. LM would schedule a meeting for RW and AP to review this

The Directors approved the revised risk register and noted the business conducted by the Audit and Risk Committee.

## **6. Report from the Quality Committee**

RW invited SD to speak to this paper. SD gave a brief summary on the Annual Monitoring Report on City & Guilds which took place in March, where there had been a few concerns on which part of

the group was acting as the credit rating body. Clarification was being sought from City and Guilds on this matter and once received this would be circulated to members of the Quality Committee. If members are happy with the response, the decision would be to allow City & Guilds to continue as a CRB.

SD then highlighted the very positive 6 monthly review of the Scottish Fire Service. The CRB had credit rated additional programmes and had been refining their processes which the Quality Committee welcomed.

SD also reported on successful annual monitoring reports of the Scottish Police College – Tulliallan and The Chartered Institute of Bankers.

SD reported that a definition of Third Party Credit Rating had been agreed and that this definition would now be sent out to all CRBs with Third Party approval to ensure it did not cause any issue to the existing third party arrangements before the definition was published.

The Directors noted the range of business conducted by the Quality Committee before moving on to the second report from the Quality Committee under the next agenda item.

#### **6 a. - Submission for Scottish Prison Service College**

SD spoke to this paper.

The Directors considered the report and approved the Scottish Prison Service College as a CRB with the conditions and recommendations noted in the approval report.

#### **7. Metrics from TERU report**

RW introduced this paper which followed from the research that had been conducted by TERU which produced a set of Impact Measures. The Executive Team had drawn up a version of those measures which included a proposal of changes to some of the measures. This was discussed by Directors. The Directors reviewed the metrics proposed by TERU and agreed with the proposals set out by the Executive Team. They suggested that data relating to 16/17 and 17/18 should now be collected to bring back to the Board at a future date.

#### **8. Final Operation Plan 2017 -18 ( including time allocated)**

RW reminded Directors that they requested further information regarding time resources in relation to this plan. The plan now displayed percentages of time allocated to each priority and RW invited the Directors to comment on the balance of the percentages. The Directors agreed that this was helpful as it showed the Core and balance as manageable without too many priorities.

#### **9. Inclusion of Graduate Apprenticeships on the SCQF**

. SD noted that the framework diagram would not be reprinted until a decision was made however the Graduate Apprenticeships at level 10 & 11 could be put on the web version in the meantime.

#### **10. CEO Report**

SD spoke to this paper in the absence of AP. The Directors considered the CEO report and sought some clarification, firstly with the Schools Ambassador Programme. They enquired as to which Local Authorities were involved to date. SD confirmed that the indicators from the TERU report did not include the work involved in the 18 schools that were now on board. A consultant had been engaged to take this work forward and as a result more progress had been made in engaging with schools and local authorities. The Directors felt that it would be useful if a report from the Consultant detailing the progress with the Ambassador Programme should come to the next Board

meeting. RW confirmed that he was lobbying in his own local authority to help bring Head Teachers together to look at participation in the programme.

The second clarification sought was on the remit of Insight Tariff Review Group that AP currently chairs. SD and GS expanded on the work of the Group. The Executive Team now alert the Insight Tariff Review Group on a regular basis to any potential programmes included in the SCQF that could be included within Insight.

**11. Any other business**

No other business was reported

**12. Date of the next meeting     Friday 1 September 2017**

It was agreed that the Directors would continue with a 9.00am start for future meetings.