

Minutes of the 46th SCQF Partnership Board held on Thursday 27 June 2019 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 |
| George Brown (GB) - Representing Janet Brown | SQA |
| Rowena Pelik (RP) | QAA Scotland |
| Jim Metcalfe (JM) | College Development Network |
| Bernadette McGuire (BM) | Chair of the Quality Committee |
| Steve Hearty (SH) via conference call | |
| Jamie Davidson (JD) for item 5 | Henderson Loggie |

In Attendance:

| | |
|-------------------------------------|------------------|
| Aileen Ponton (AP) | SCQF Partnership |
| Sheila Dunn (SD) | SCQF Partnership |
| Beverley Wallace (BW) (Secretariat) | SCQF Partnership |
| Laura Wilding (LW) for Item 5 | SCQF Partnership |

Welcome and introductions

RW welcomed all to the meeting.

Apologies for absence

Apologies for absence were noted from Alastair Sim of Universities Scotland, Julie Cavanagh of SCQF Partnership and also Janet Brown who was represented at the meeting by George Brown. Steve Hearty joined the meeting via conference call.

RW informed the team that Steve Hearty had contacted him to alert him to the fact that he had moved on from CITB. RW confirmed that he would follow up with Directors after the meeting around Board membership.

Register of Interests

RW reminded Directors of the Register of Interests form which was included with the papers. Should any interests of Directors have changed which would have implications for work with the Board, the form should be completed and submitted to BW to record.

1. Minutes of the meeting held on 14 March 2019

RW asked Directors if they were happy that the minutes were an accurate record of the meeting. The Directors confirmed they were satisfied that the minutes were an accurate record of the meeting.

2. Matters Arising

Referring to the work with the MoD around the Veterans Project, AP confirmed Scottish Government's Veterans' Minister would visit Redford Barracks along with SCQFP staff on 25 September 2019 when two cohorts of transition training would be taking place. This would provide the Minister with the opportunity to speak with Veterans about the issues they face gaining recognition for skills gained.

AP had also attended the Fair Access Conference, running a Veterans workshop for University staff along with Napier University and Veterans Scotland. The proposal that every University and College nominate Veterans Champions had been well received and 8 Universities and 8 Colleges already had Champions in place. It was acknowledged that the work SCQFP had undertaken, in particular in identifying English qualifications and how they broadly compare to Scottish qualifications, was extremely useful for Admissions staff.

AP then highlighted the positive meeting with the MoD, who had agreed to speak to Pearsons and the Defence Awarding Organisation, with the aim of getting more qualifications on the SCQF. Also a new Consultant had been appointed to continue work on mapping against the Forces Qualifications Matrix that was now close to completion.

RW then invited questions from Directors around the Matters Arising.

AP added that following a discussion with SFC's policy lead, SCQFP would submit a new business case for increased three-year funding by end September 2019 as the current funding grant was in its final year. The Board then noted the Matters Arising.

3. CEO Report

RW invited AP to provide an update on the CEO report. AP informed Directors that SCQFP's biggest issue was around being able to service the School Ambassador Programme due to budget restrictions. The quota of 10 new Schools for 2019-2020 had almost been reached, new requests for training were high and the issue was further compounded by SCQFP being unable to recruit a new Development Officer (although this was currently begin addressed). AP added that the issue had been raised with key members of the Scottish Government.

AP then informed the Directors that she had become aware of a potential funding opportunity through the Corra Foundation. Centred around the National Improvement Framework, three years funding was available via the Scottish Government which also included funding for staff. Charities were eligible to bid, as well as organisations who already had Government funding. Having reviewed the criteria AP believed the School Ambassador Programme fitted the profile however would check with the Scottish Government before submitting a bid.

RP asked if monies saved by not filling the Development Officers post could be diverted to the School Ambassador Programme. AP replied that they had already accounted for a saving of two months' salary in the budget however as there would be a further two months saving this could possibly be diverted. There was also the possibility of income generation from new Credit Rating Body applications.

SH asked when SCQFP would expect to know if any extra money would become available and if there was not any available should the zero deficit budget line be reviewed, given the importance of the School Ambassador Programme. AP talked through the expected timescales before stating that by September 2019 SCQFP would be in a better position to know whether a request for additional spend on the budget would be necessary or whether the programme could be sustained by income generation until 2020-2021, when either additional funding would be secured or a scale back to the programme would be necessary. The Board then confirmed they were happy with the approach put forward.

Referring to the Inclusive Recruiter campaign RW commented that it would be beneficial to the campaign if every College took the pledge. JM agreed and would aim to get Inclusive Recruiter

added as an agenda item at the Principal's Forum after the holidays. RP added that QAA had implemented the pledge in a recent job advert.

Having highlighted that Young Enterprise Scotland (in partnership with Kelvin College) was in the process of obtaining credit rating status for its Young Enterprise Scotland Company Award, SD confirmed to the Directors that the programme had now been credit rated at SCQF Level 6. Finally, RW congratulated AP on her appointment as non-executive Director with the Education Scotland Board. The Board then noted the updates.

4. Update from SDS on Apprenticeships and the SCQF

AP summarised the current position for Directors, drawing attention to the response from the Board back in 2017, the update paper from SDS in December 2019 and the latest update paper of June 2019. Directors agreed that the issues raised then had still not been fully resolved although they could see where some actions had been taken. In addition, Directors suggested that it would be useful to draw SFC's attention to these issues as they related to colleges and universities. RW agreed that he would make John Kemp of SFC aware of the dialogue. Directors also agreed that this should be added to the Risk Register.

5. Audit and Financial Report for 2018-19

JD and LW joined the meeting. RW invited JD to speak to the two papers. JD firstly took the Directors through the Trustees' Report and Financial Statement and drew Directors attention to the Statement of Financial Activities on Page 13, highlighting that the deficit Net income was as expected, drawing on the reserves in order to fund the additional landlord costs, however this was not sustainable. Moving on to Page 14 and the Balance sheet JD then discussed the Net Assets and the SFC restricted fund before pointing out there were around 3 months' worth of Reserves remaining.

JD then talked the Directors through the Audit Findings Report. The main areas to highlight were:

- The Audit had been completed (subject to Board Approval) and an unmodified (clean) Audit would be issued (Page 2);
- No issues on Page 2 except Income Recognition - SFC unspent monies had to be carried forward as a restricted fund to comply with accountancy rules (Page 2);
- Surplus income from consultancy work had been transferred from restricted to unrestricted funds otherwise no issues with Fund Accounting (Page 2);
- Auditors were happy with Going Concern and the businesses ability to continue to operate for the next 12 months (Page 3);
- Formal monthly reviews of bank reconciliations had been recommended and were about to be implemented (Page 5);
- Auditors were satisfied that the Monthly Management Accounts Review undertaken covered the requirement for a Journal Entries Review (Page 6);
- Declaration of Interests should be formally signed annually at the AGM;
- Account Policies were appropriate and there were no difficulties in the Audit Process (Page 7);
- There was nothing left unadjusted after the Audit and Adjusted Audit Differences were detailed on Page 13;

RW then asked the Directors for any points of clarification. BM asked if Directors would be given a reminder regarding signing the Declaration of Interests and AP confirmed this would happen at the AGM in December each year. The Board approved the signing of the reports and associated paperwork and the reports were signed by RW and JD. AP then commended the work LW had undertaken in moving the Management Accounts in-house and this was endorsed by JD and Directors.

6. Management Accounts 2018 Quarter 4

Introducing the Management Accounts paper, RW asked if there were any questions relating to Quarter 4. There were no questions and the Board were happy to approve the year end accounts. AP added that she would work with LW to improve the format of the Management Accounts and condense some budget lines in time for 2019-2020 Quarter 1.

7. Report from Audit & Risk Committee

RW invited AP to discuss any issues that arose from the last ARC meeting. As detailed in the paper AP highlighted the confirmation of the Landlord's service charge and the engagement of CBRE to undertake property market research. RW then invited comments from the Board. Directors approved the approach being taken and noted that a formal set of options for consideration would come to the September Board.

Moving on to the Risk Register, RW reviewed the three proposed changes to the Risk Register as detailed in the paper and asked the Board if they accepted the changes. The Board confirmed they were happy to add IoC as Risk 3, to remove Risk 5 (relating to the bringing in house of accountancy function and to replace Risk 7 with a new risk around the Graduate and Higher Apprenticeship issues. RP added that she thought that Risk 9 could be removed and be included as part of a new list of potential risks to be monitored, such as Staff Demographic or Cyber Security. The Board agreed for a further list of things to keep under review to be included as an annex in the Strategy.

8. Report from the Quality Committee

RW invited BM to talk to the paper. BM stated there was nothing to bring to the Board for approval then drew the Board's attention to the annual monitoring reports detailed in the paper for noting. BM added that the plan was for a full review of the Quality Assurance Model to take place during 2019 which would be led by SD. This review would start with a workshop at the August meeting of QC which the Board Chair would also attend and would lead to a set of proposals for initial comment coming to the December Board with a final set for Board approval in March 2020. There were no questions and the Board was happy to note the range of business conducted by the Quality Committee.

9. Any other business

There was no other business intimated.

10. Date of next meeting

Thursday 12th September at 09.00