

Minutes of the 48th SCQF Partnership Board held on Thursday 12 December 2019 at 09.00 hours in the SCQF Partnership Conference Room, 201 West George Street, Glasgow, G2 2LW

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**confirmed for website**

**Present:**

Rob Wallen (RW)	Chair SCQF Partnership
Rowena Pelik (RP)	QAA Scotland
Jim Metcalfe (JM)	College Development Network
Fiona Robertson (FR)	SQA
Stuart McKenna (SMcK)	STF
Alastair Sim (AS)	Universities Scotland

**In Attendance:**

Aileen Ponton (AP)	SCQF Partnership
Julie Cavanagh (JC)	SCQF Partnership
Sheila Dunn (SD)	SCQF Partnership
Laura Wilding (LW) for items 7, 8 & 9	SCQF Partnership
Beverley Wallace (BW) (Secretariat)	SCQF Partnership

**Welcome and introductions**

RW welcomed all to the meeting.

**Apologies for absence**

Apologies for absence were noted from Bernadette McGuire, Chair of the Quality Committee. BMcG had submitted comments in advance of the meeting and RW would refer to these where appropriate.

**Register of Interests**

RW reminded Directors that there was a requirement for all Directors to complete an annual Register of Interests form and where not already completed, a fit and proper person form by the close of the meeting.

**Declaration of Interests in relation to agenda**

As part of a new Board Meeting protocol, RW asked Directors if there were any items on the agenda in which they wished to note interest. No declaration of interests were noted.

**1. Minutes of the meeting held on 12 September 2019**

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

RW then talked through the redacted minutes and the Board accepted the redacted version for the website.

## **2. Matters Arising**

RW began by highlighting the positive outcome of the SFC funding bid before asking AP to update on Matters Arising.

Following a request from the Board, SD and LW had pulled together figures on income received from international work as detailed in Annex 1 of the paper. Overall income had been decreasing, mostly due to the reluctance of EU countries to work with the UK due to the UK's planned exit from the EU. RW, on behalf of BMcG, emphasised the importance of international work and the need to continue to build links and enable greater transferability of qualifications wherever possible.

Referring to an item on the minutes not referred to in the Matters Arising paper, SMcK asked for clarification around what SCQFP were looking for in terms of a policy lead at SG. AP responded saying that SCQFP was looking for a return to when the Partnership had a one-person policy lead within Scottish Government, who owned the relationship with the SCQFP on a policy level and not simply a funding level and ensured the Partnership and the framework's needs were taken account of in government policy. On this matter AP had received an email from SG stating that the issue had been discussed and the Directorate for Advanced Learning and Science was looking at how to re-organise itself to deliver on both current and future policy priorities. The re-organisation was expected to resolve the matter of where the most appropriate home within SG would be for the SCQFP and therefore better link the shared work in schools, communities and skills.

RW brought members attention to the increased interest in micro credentials both in Scotland but also in the rest of the UK and internationally. She indicated that this may be a matter worth raising as a future agenda item to discuss any potential implications arising from requests for credit rating of such small pieces of learning, not always formally quality assured. Directors agreed this would be useful. The Board then noted the Matters Arising.

## **3. CEO Report**

RW invited AP to provide an update on the CEO report. Referring to the School Ambassador scheme AP said that demand had been making it difficult to keep numbers under control; however, steps were being taken to help manage this better in 2020.

A contextualised version of the My Skills, My Future resource was currently in development as part of the Skills Recognition/Asylum Seeker Project. GCU was currently in talks with SG around continuing funding for the project beyond March 2020, by which time the work on the bespoke resource would be completed. The Board then noted the updates.

## **4. Update from SDS on Apprenticeships and the SCQF**

RW and AP provided Directors with an update following a recent meeting with SDS and a discussion then followed. Another meeting was due in January 2020 and RW would report back at the March 2020 Board Meeting.

## **5. Scottish Governance Code for Third Sector**

RW introduced the paper then asked the Board if they were happy with the analysis and the items recommended in the report. After a discussion the following recommendations were made:

- reduce the frequency of the review of Memorandum and Articles from biennial to every five years;

- factor in a regular review, such as at an away day, to remind Directors of SCQFP's charitable objectives and their key roles and responsibilities and allow for a wider discussion;
- review the information held on the website relating to the Board but this should not include a copy of the Memorandum of Articles.

The Board then stated they were happy to take the remainder of the proposals forward.

## **6. liP re-accreditation**

RW began by acknowledging the gold award and the positive report submitted by liP. AP added that liP had praised the use of SCQFP team members in the re-accreditation process. RW then asked the Board if, in order to provide greater recognition of staff commitment, they were happy with the recommendation to award an additional 2 days' annual leave after three years' service and 3 additional days after 5 years, so a total of 5 days, pointing out that the recommendations were in line with other organisations. The Board agreed to endorse the recommendations.

## **7. Management Accounts 2019-20 Quarter 2**

AP highlighted that the year-end outcome was looking more positive, talking Directors through the additional income generated as detailed in the paper. Not included in the additional outcome figure was £9k that had been generated through a new CRB application, or the potential work for Malta. The Board then noted the additional unbudgeted income and approved the Quarter 2 accounts.

## **8. Report from the Audit and Risk Committee**

RW invited AP to discuss any issues that arose from the last ARC meeting. Referring to the Risk Management Strategy, AP highlighted the following:

- the Boards request for more strategic controls on the strategy had been implemented;
- the risk relating to staffing had been reduced;
- the potential risks on the final page of the strategy had been considered.

RW then invited comments from the Board. JM felt that somewhere within the risks it should be noted that whilst the decrease in international funding was a risk, the SCQFP had taken other steps to generate additional income including through increased SFC grant and this should be reflected in the strategy to which the Board agreed and AP would look to incorporate this comment into one of the existing risks.

Responding to a question regarding how much authority ARC had when making recommendations to the Board, RW clarified that any decision ultimately lay with the Board. However, QC did have authority in certain areas and could make decisions regarding annual monitoring for example, but these were clearly set out in the Terms of Reference. The Board then accepted the changes to the risk register, confirmed they were satisfied with new format for controls and noted the other business of the ARC. Finally RW reminded Directors that although he was happy to remain on the committee any Director wishing to volunteer for the position should let him know. LW then left the meeting.

## **10.a Report from the Quality Committee**

In the absence of BMcG, AP talked to the paper, confirming that the 1<sup>st</sup> year of college reviewing was complete and a subsequent report written. A meeting had taken place with AP, SD, Education Scotland and SFC to consider the findings of the report and SFC agreed to extend the pilot for another year. The second year would involve implementing a risk based model and to facilitate this letters had been sent to Principals, asking them to complete self-assessments. Those deemed a

higher risk would be visited between January to June 2020. The QAM for CRBs, once approved, would help inform the model for reviewing colleges. The Board then noted the business of the Quality Committee.

### **10.b Proposed new Quality Assurance Model**

SD spoke to the paper, highlighting the recommendations and key changes as detailed in the paper. RW then invited comments from the Board. Referring to the proposed risk rating matrix, RP noted that a response mechanism for CRBs rated as 'Very Low' had not been factored in. SD confirmed that a desk audit should be included under the 'Low' and 'Very Low' matrix which would address the issue of no response and SD would amend the matrix accordingly.

The work had taken account of feedback from external reviewers, visits to other QA bodies and a workshop for Quality Committee. If the Board was content with the direction of travel then this version would be shared with CRBs for comment and the final version would come back to the Board in March 2020. Once the QAM model was approved any review activities would be delayed until after summer 2020 to give CRBs time to digest the changes and allow the Partnership to deliver some workshops on the new model. The Board then noted the work in progress on the QAM and confirmed they were content with the proposed way forward.

### **11. Any other business**

No other business was discussed.

### **12. Date of next meeting**

Thursday 19 March 2019 at 09.00