



Draft Minutes

Meeting: EXTRAORDINARY GENERAL MEETING / NATIONAL STRATEGY FORUM

Date: 4 July 2019

Time: 12:00–16:00

Location: BMA House, Tavistock Square, London

Present:

Heather Akehurst, Chief Executive, Open Awards / Ross Anderson, Director, UAL Awarding Body / Christine Assheton, CEO, Open College Network West Midlands / Tim Bennett-Hart, Director of Academic, RSL Awards / Charlotte Bosworth, Managing Director, Innovate Awarding AND Non-Executive Director, Federation of Awarding Bodies / Claire Brisbourne, Safety Training Awards (STA), Richard Burton, Director of Qualifications, RSPH / Olivia Bussey, Head of Quality & Compliance, NCC Education / Joanne Butcher, Chief Executive, National Council for the Training of Journalists / Paul Byrne, Chief Executive, CABWI Awarding Body AND Non-Executive Director, Federation of Awarding Bodies / Dave Candler, CEO, Safety Training Awards (STA) / Peter Canning, Product Director, OCR / Fern Carter, EPA, EQA, QA and Compliance Manager, REC / Simon Cleaver, Director, Confederation of Tourism & Hospitality / Cheryl Collett, Director of Operations, Skillsfirst Awards / Patrick Craven, Executive Director, Strategic Partnerships, Stakeholders & Contracts, City & Guilds / Cheryl Cumberworth, Product and Standards Director, BCS – The Chartered Institute for IT / Julie Delahoy, Operations Manager, ECITB / Edith Devoy, Director of Operations, ABBE AND Non-Executive Director, Federation of Awarding Bodies / Sarah Edmonds, Director of Quality and Standards, Active IQ AND Non-Executive Director, Federation of Awarding Bodies / Paul Eeles, Chief Executive, Skills and Education Group AND Chair, Federation of Awarding Bodies / Terry Fennell, FDQ AND Vice-Chair, Federation of Awarding Bodies / David Gallagher, Acting Chief Executive, NCFE / David Gittins, CEO, Laser Learning Awards / Ian Gurling, AO Manager, FIA AO / Gill Hancock, Head of Professional Services, APM / Penny Hood, Chair, Qualifi / Adrian Jackson, Managing Director, SFJ Awards / Chris James, CEO, WAMITAB / Allison Jay, Head of Awarding Body and Compliance, Chartered Management Institute / Kevern Kerswell, Chief Executive, Agored Cymru / Simon King, Quality Standards and Compliance Senior Officer, LAMDA / Mark Krull, Director, LCL Awards / Ela Kwasny-Spechko, Head of Qualifications, Chartered Institute of Linguists / Rosemary Lynch, Managing Director, TLM / Rob May, CEO, Association of Business Executives (ABE) AND Non-Executive Director, Federation of Awarding Bodies / Richard McClelland, Director, Qualifications for Industry / Nicola Mellor, Qualifications Director, Chartered Insurance Institute / Jenny Patrickson, Managing Director, Active IQ / Lena Read, Head of Curriculum and Partnership Development, OCN London / Tina Renshaw, Chief Executive, English Speaking Board (International) Ltd / Diane Sammon, Head of Product Development Ascentis / Michael Smith, Head of PropertyMark Qualifications, PropertyMark / Carol Snape, CEO, Gateway Qualifications AND Non-Executive Director, Federation of Awarding Bodies / Vida Stewart, Deputy CEO, Laser Learning Awards AND Non-Executive Director, Federation of Awarding Bodies / Fiona Summers, Head of Quality and Compliance, YMCA Awards AND Non-Executive Director, Federation of Awarding Bodies / Ian Taylor, Chief Executive, NEBOSH / Debbie Tuckwood, Chief Adviser (Professional Development) Chartered Institute of Credit Management CICM / Alicia Virgilio, Policy and Research Manager, ABRSM / Greg Warman, Chief Operating Officer & Chairman, VetSkill / Jamie Webb-Fryer, Head of Governance and Regulation, EAL / Paula Wells, Director of YMCA Awards, Central YMCA / Jenny Williams, Chief Executive, ASDAN / Alan Woods, CEO, VTCT / Linda Wyatt, CEO, AIM Awards



In attendance:

Tom Bewick, Chief Executive, Federation of Awarding Bodies, Karen Daws, Head of Operations and Membership, Federation of Awarding Bodies / Ailin O’Cathain, Head of Policy, Federation of Awarding Bodies / Emma Evans, Executive Assistant to CEO, Federation of Awarding Bodies

EXTRAORDINARY GENERAL MEETING

1. Welcome

Paul Eeles, the Federation’s Chair, welcomed those present to the meeting.

2. New governance plans and structure – Paul Eeles, Chair

Paul Eeles provided an overview of the recent governance review and thanked those that took part in the working group. Paul clarified that the National Strategy Forum (NSF), as established from this date, will be made up from senior leaders across the membership and will exist to forge policy and debate on the issues affecting the sector. The NSF will incorporate the AGM going forward, which will no longer be part of the national conference agenda.

Reporting in to the NSF are the 4 policy groups with a member of the Federation’s board of directors chairing each one as follows:

Public Affairs Group: Kirstie Donnelly, Group Managing Director, City & Guilds

EPAO Group: Charlotte Bosworth, Managing Director, Innovate Awarding

Technical Education Group: Terry Fennell, CEO, FDQ Ltd

Regulatory Impact Group: Fiona Summers, Head of Quality and Assessment, YMCA Awards

Members were asked to vote either **Yes**, **No** or **Abstain** to the question “Do you approve the changes to the governance structure?”.

Members approved the changes to the governance structure with a majority vote of 97% in favour.

3. Delivering on the vision of a more powerful trade body supporting a world-class industry – Tom Bewick, Chief Executive

Tom Bewick provided an overview of the Federation’s strategy to deliver on the vision of a more powerful industry voice, representing both AOs and EPAOs at the most senior level. Referring to the recent digital work, Tom outlined the aims of the Policy



Lab and Awarding and Assessment Academy and encouraged members to share their expertise as part of the newly established policy groups. Members were encouraged to provide feedback on their organisation's training needs to help the team develop more bespoke training programmes. Tom's tour of AOs / EPAOs continues – all members will be contacted in due course, but a priority visit can be scheduled by contacting Emma Evans emma.evans@awarding.org.uk. The tour enables the Federation to better understand the individual challenges affecting each AO or EPAO and helps to shape the services to its members.

4. Special resolution – Articles of Association

Tom Bewick in his capacity as Company Secretary led the formal part of the meeting whereby the changes to the Memorandum and Articles of Association would be put to the vote of the membership.

Members were asked to vote on the following 7 proposed changes to the Articles of Association with either **Yes**, **No**, or **Abstain** to the question "Do you approve the changes made to Article/s (see below Article number) of the Federation's Memorandum of Articles of Association?":

1. **Article 16** – Amends the Quorum for General Meetings to 20% of the total membership in person or by proxy. The Article previously specified ten or 20%, whichever is less.

Members voted 100% in favour of the change.

2. **Articles 21.2 and 22.2** – Ensures consistency across the Articles and provides that only paid up members are able to vote at a General meeting or by written resolution.

Members voted 100% in favour of the change.

3. **Article 23.1** – Extends the terms of office for all Directors from 3 to 4 years, where they shall retire but be eligible for re-election for a further term of four years. This is to provide greater continuity on the Board.

Members voted 95% in favour of the change.

4. **Article 23.2** – A new Article that limits the term of office of directors, including Chair, Vice Chair and Treasurer to 8 years.



Members voted 100% in favour of the change.

5. **Article 23.3** – provides that the Board can extend the term of office of a Director up to one year in exceptional circumstances. An example might be if there is an unusually high turnover on the Board risking the stability and continuity of the Board.

Members voted 100% in favour of the change.

6. **Articles 23.4** – provides that Directors appoint the Chair and Vice Chair from within the Board, that the term of office is 4 years, to a maximum of 8 years, excepting Article 23.2 whereby the term of office may be extended by up to one year in exceptional circumstances. The Chair or Vice Chair must have been on the Board for a minimum of 1 year before they are eligible to stand for the position of Chair or Vice Chair.

Members voted 84% in favour of the change.

7. **Article 23.5** – provides that the Treasurer is a suitably qualified individual that is a member of the Company, but is not required to be a Director prior to election. The Treasurer is to be nominated by two members of the current Board and elected by members at the AGM.

Members voted 98% in favour of the change.

Members were asked to vote either **Yes, No** or **Abstain** to the question “Do you approve the Special Resolution as notified”:

THAT the draft Articles of Association which were circulated with the General Meeting notice dated 18 June 2019 and which for the purposes of identification are signed by the Chair, be and are hereby adopted as the Articles of Association of the Company in substitution for and to the exclusion of all existing Articles of Association of the Company.

Members voted 100% in favour.

To conclude, all proposed changes to the Articles of Association, including the Special Resolution, were approved by the Federation’s members.

This marked the end of the formal business of the Extraordinary General Meeting.



NATIONAL STRATEGY FORUM

5. Presentation and Q&A with David Laws – Executive Chairman, Education Policy Institute

David Laws addressed the membership and gave an overview of the key areas of research that the Education Policy Institute would be carrying out over the next few years. As a small organisation of economists and statisticians set up in 2016, the aim is to help shape the policy agenda through evidence-based research, to inform the public and hold government and decision-makers to account.

Members questioned David on areas they would like to see evidence-based research carried out, including:

- workforce development – having skilled tradespeople to teach in colleges
- the destinations that education and training lead to and how the changing nature of the workforce feeds back into education and training
- social mobility and the problems around work placements in certain areas of the UK
- social mobility and accountability issues at the post-16 level
- evolution of Labour Market Intelligence and anticipating demands in the future

Further information of the organisation's research can be found at epi.org.uk

6. Speech and Q&A with Rt Hon Anne Milton MP – Minister of State for Apprenticeships and Skills

Paul Eeles introduced Rt Hon Anne Milton MP who was present to address the Federation's members for the second time this year.

The Minister spoke of her passion in ensuring that all learners receive the same opportunities and have access to world class education and training in order to achieve rewarding careers. Drawing on the imminent roll-out of T-Levels and the qualifications reform as a whole, the Minister assured members that the reform is about ensuring that every single qualification has a distinct purpose and supports progression – building a technical skills landscape that offers high quality options for young people to progress or adults looking to retrain.



The Minister insisted that the cause of Further Education is supported across government and FE funding will be a priority for the new Chancellor, when they are appointed.

A Q&A session followed, with the Minister being questioned on areas including classroom versus on-the-job training; the implementation of the £40 charge for EQA; exporting qualifications internationally; avoiding linear progression around technical versus academic routes; obstacles faced by awarding organisations; ensuring that the funded options are not only limited to T-Levels and A-Levels.

The Minister responded to the questions, assuring members that their concerns would be taken back to the Department.

7. Optional additional session regarding the £40 EQA charge – Nikki Christie, Deputy Director, Assessment, Institute for Apprenticeships and Technical Education

In light of the recent announcement regarding the introduction of a £40 charge for EQA, an additional session with Nikki Christie, IFATE, was arranged at short notice.

Nikki gave an overview of the £40 charge which is to be implemented to cover the direct delivery cost of EQA. The plan is to issue an invoice on a monthly basis commencing no earlier than September 2019.

Members expressed their concerns which included lack of an impact assessment; discrepancies between total charges calculated by EPAOs and IFATE; implementing the charge part way through assessments rather than for new starters; potentially making apprenticeships economically unviable; the resources required and workload increase for invoicing for the individual charges.

The Federation has already written to Sir Gerry Berragan, Chief Executive of the Institute, expressing the concerns of the membership on the new charge. Further communication with Minister Milton will follow shortly outlining an alternative solution that would reduce the impact on EPAOs. The communication will be shared with members in due course.