

**Date** 9 February 2011  
**Subject** YPLA Board meeting  
**Location** Mowden Hall, Darlington  
**Time** 09:00  
**Publication intent** NOT PROTECTIVELY MARKED

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**Present**

- Les Walton
- Gareth Dawkins
- Dexter Hutt
- Peter Lauener
- John Merry
- Mark Sanders
- Helen Sexton
- Michele Sutton
- David Wootton

**Observers**

- Gill Alexander
- Sue Baldwin
- Lesley Davies
- Ian Ferguson
- David Igoe
- Malcolm Trobe

**Executive**

- Sally Benton
- Neil Flint
- Sophie Hume-Wright
- Peter Newson (item 7 only)
- Sue Randall (Clerk)
- Sue Reekie (item 7 only)
- David Russell
- Sue Samson

**Apologies**

- Pete Birkett
- Peter Box
- Helen Johnston
- David Pearmain
- Emma Pearson-Winstone
- Frankie Sulke

### **Item 1. Welcome and opening comments**

- 1.1 The Chair welcomed everyone to the meeting, and in particular Gill Alexander, the Director of Children's Services for North Tyneside who had presented at the previous evening's session and had been invited to attend the meeting in an observer capacity.
- 1.2 Dexter Hutt described his recent visit to Feltham Young Offenders' Institution along with the YPLA Chair, Chief Executive and David Russell. It had been an interesting and illuminating visit. The Board agreed that it would like to see a paper at its April meeting considering all the issues around education for young offenders.

**Action: David Russell**

### **Item 2. Declarations of Interest**

- 2.1 There were no declarations of any interests specific to the meeting.

### **Item 3. Minutes of the last meeting**

- 3.1 Mark Sanders proposed that the minutes of the last meeting were an accurate record, and David Wootton seconded.

### **Item 4. Matters arising**

- 4.1 Learner support replacement scheme – Sue Baldwin advised that potential schemes were being scoped.
- 4.2 Action log – a precise date for completion of the action, or next step, to be included in the status column, and the log to be reorganised chronologically according to this date.

**Action: Sophie Hume-Wright**

### **Item 5. Update**

#### **Chair (Paper YPLA 38a/2011)**

- 5.1 The Board members' performance assessment process was to be completed by the end of March.

**Action: Les Walton**

- 5.2 Members asked for a work plan to be developed for the Board meetings over the next 12 months.

**Action: Sue Randall/Sophie Hume-Wright**

#### **Chief Executive (Paper YPLA 38b/2011)**

- 5.3 The Board had held a lengthy discussion during the evening session on the balance of funding in the allocations for institutions in receipt of 16-19 funding. The Board had discussed a range of options for use of the funding which would not be allocated as a result of a small reduction in expected learner numbers.

5.4 Peter Lauener agreed to draft a letter by the end of the day for the Chair to send to Lord Hill. Members were asked to provide comments on the letter within 36 hours.

**Action: Peter Lauener**

5.5 It had been agreed that communication with stakeholders was key when the final allocations were issued at the end of March 2011.

5.6 The number of late applications for the closed EMA programme stood at 1,366, but the numbers coming in were reducing week by week. All late applicants received an explanatory letter and their applications were returned with the letter.

5.7 A paper on the new capital funds would be brought to the Board at its March meeting.

**Action: David Russell**

5.8 A paper on the development of pilots for 2011/12 on improving the funding and allocation arrangements for learners with learning difficulties would be brought to the March meeting. Consideration would be given to reconvening the LLDD working group.

**Action: David Russell**

#### **Item 6. Quarterly Performance Report (Paper YPLA 39/2011)**

6.1 The Report was due to be considered by the Audit and Risk Management Committee at its meeting on 17 February. The Committee would make recommendations back to the Board following their consideration of the report, but in the meantime, the Board's attention was drawn to a number of key areas including:

- The importance of accurate forecasting of Academy numbers
- Modelling around the impact of the cessation of EMAs
- Provision for young offenders
- Increased risk exposure through transition
- Transition capacity and continuity issues
- New capital funds.

6.2 Mark Sanders had drawn up a proposed list of key areas for further scrutiny and these were agreed by the Board.

6.3 In terms of financial performance, David Russell confirmed that LLDD expenditure was expected to end the year within budget.

#### **Item 7. Academies**

##### **Performance (Paper YPLA 40a/2011)**

7.1 Sue Reekie and Peter Newson joined the meeting to present a framework for assessing the performance of Academies.

7.2 The framework comprised a mixture of hard and soft data for assessment, involving the Academies themselves and their sponsors (where relevant). The assessment would not be "RAG" rated and no formal judgements would

be passed. Local Authorities would in a number of cases be involved in any intervention that was deemed necessary.

- 7.3 Initial feedback had revealed some interesting patterns that would be explored further.
- 7.4 The Board agreed that it would be useful to develop a mechanism whereby it could have specific involvement in this area. Neil Flint agreed to create a Board working group for Academies to address transparency of performance indicators and data.

**Action: Neil Flint**

### **Academies Update (Paper YPLA 40b/2011)**

- 7.5 Another tranche of converter Academies had come on stream in February.
- 7.6 A meeting had been held with all the major multi-sponsors to discuss how the YPLA could best provide support.
- 7.7 Draft budget letters did not go out at the end of January as planned due to an issue with the figures for Local Authority Central Services Equivalent Grant (LACSEG). A Ministerial decision on a revised approach was now awaited.
- 7.8 The Board highlighted its concerns around the delayed budget letters – this had had a significant negative impact on the reputation of the YPLA. However, the Board also acknowledged and welcomed the commitment of the YPLA Academy team to do all in their power to expedite the issues of the letters. Lessons had been learned from the situation about the importance of a more robust “end to end” process which would be planned for the future across DfE and YPLA. It was also important that horizon scanning for risks was improved to ensure issues of this nature were picked up at an earlier stage.

### **Item 8. YPLA Planning for 2011/12 (Paper YPLA 41/2011)**

- 8.1 The Board considered the paper that provided an outline of the proposed objectives to be included in the YPLA annual plan for 2011/12 and a timeline for its production.
- 8.2 The Board noted that the timeline contained in the report would need to be extended a little, although it would remain ahead of the same process for the previous year.
- 8.3 The plan took into account the need for a “business as usual” approach alongside work to ensure continuity throughout the transition period. The plan would need to address shared service arrangements more clearly, together with linkages with the Skills Funding Agency.
- 8.4 Some issues around lines of accountability may need to be picked up by the Audit and Risk Management Committee, and the Board noted that the Audit Plan had (by design) a level of independence not brought out in the paper.
- 8.5 The Board thanked the executive for the report. The format was clear and members felt it was a positive move forward. It was important to ensure staff morale was addressed during transition, and the Board offered its strong support to the executive.

**Item 9. Report from the Organisational Development and Remuneration Committee (Paper YPLA 42/2011)**

- 9.1 The Committee had agreed that the monitoring of transitional issues fell within its remit, although the Terms of Reference currently made no mention of this.
- 9.2 It was agreed that the new sub Committee of the Board (the YPLA – EFA Transition Committee) would discuss the role of the ODRC in supporting transition at its first meeting.

**Item 10. Transition to the Education Funding Agency (Paper YPLA 43/2011)**

- 10.1 The Board agreed to establish a Committee of the Board called the YPLA-EFA Transition Advisory Committee. Members were:
- Les Walton
  - Peter Lauener
  - Mark Sanders
  - Pete Birkett
  - Michele Sutton
  - Gareth Dawkins
  - Sue Baldwin (observer)
- 10.2 Meetings of the Committee would usually take place immediately before each Board meeting over breakfast. The Committee's terms of reference would be agreed at its first meeting on 15 March.

**Item 11. Any Other Business**

- 11.1 To alleviate the content and volume of the issues coming to the Board over the next few months, the Board agreed it would benefit from a Board away day. Proposals for this will be developed by the Chief Executive and Chair and shared with Board members.

**Action: Les Walton/Peter Lauener**

## Action point summary

Agenda Item	Action	Lead	Status
5.5	Draft a letter for the Chair to send to Ministers in regard to 16-19 funding for 2011/12	Peter Lauener	Completed. Board members commented on draft and letter sent to Ministers on 11 <sup>th</sup> Feb.
4.2	Action log – a precise date for the completion of the action, or next step, to be included in the status column, and the log to be reorganised chronologically according to this date	Sophie Hume-Wright	Completed. Minutes of February meeting include an action log which complies.
5.1	Develop process for performance assessment of Board members	Les Walton	Complete by end of Feb.
5.2	Work plan for future Board meetings to be developed	Sophie Hume-Wright/Sue Randall	Update to the March Board
11.1	Develop plans for a Board away day	Les Walton/Peter Lauener	Provide update to March Board.
5.8	Present paper on how funding would be managed for the 3 new capital funds	David Russell	Due for March Board
5.9	Reconvene the LLDD working group to process/analyse the outcome of the funding pilots	David Russell	Convene group by end of Feb. Paper due for March Board
5.1	Complete performance reviews of Board members	Les Walton	Complete by end of March
7.4	Create a Board working group for Academies to address transparency of performance indicators and funding policies	Neil Flint	Complete by the end of March
1.2	Paper on education in youth offending institutions	David Russell	Due for April Board

## Outstanding Actions from previous YPLA Board minutes

Date	Item	Action	Lead	Original Status	Updated Status
Sept	1.3	Arrangement of further session to discuss the Single Equality Scheme in more detail	Rob Wye	1 In progress - will be a future evening session 2 Sue Samson will now lead on this	Substantive item on SES on agenda for the March Board meeting. Also planning an evening seminar on "Narrowing the Gap" at March Board
Nov	7.3	Audit and Risk Management Committee to consider what further delegation of powers would help efficient business management	David Russell	1 In progress 2 David Russell to discuss with Mark Sanders before February ARMC meeting	A revised Terms of Reference discussed by the ARMC on 17 February. Committee members invited to comment to DR prior to the ToR being discussed by the Board in March
Nov	5.4	Look at the possibility of moving the date of the Board meeting to coincide with World Skills 2011	PL &SR	1 In progress 2 Revised schedule for autumn 2011 to be drawn up	Will be emailed before the March Board meeting
Nov	5.5	On line panel to be considered as a way of gauging awareness of the World Skills event	Emma Pearson-Winstone	In progress	Berni Henson has this in hand
Dec	7.5	To liaise with partners to communicate clear messages to the sector about the YPLA's transition to	PL	In progress	Planning to send messages to coincide with new annual

		the EFA			plan after agreement of plan at April Board meeting.
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