

SCOTTISH QUALIFICATIONS AUTHORITY

B142/1.44 i

BOARD OF MANAGEMENT – 27 JANUARY 2022

Minutes of the meeting of the Board of Management held at 1pm on Friday 12 November 2021 by video conference.

Members

- * Mr D Middleton (Chair)
- * Ms F Robertson (Chief Executive)
Ms E Craig
- * Ms A Davis
- * Mr S Hagney
Mrs J Handley
- * Dr W Mayne
- * Mr H McKay
- * Mr G Smith
- * Dr K Thomson

Officers

- * Ms J Blair
- * Mr M Baxter
- * Mr L Downie
- * Mr J McMorris
[REDACTED]
- * Dr G Stewart
- * Mrs D Mahmoud
- * Ms B Black
- * Mr J Booth

Observers

[REDACTED]

- * Ms N Crowley, Head of Chief Executive's Office

* Indicates present on the call

1 OPENING REMARKS

1.1 Welcome and Apologies

The Chair welcomed members to the meeting, noting that apologies had been received from:

- Eleanor Craig and
- Jane Handley.

1.11 Declaration of Any Conflicts of Interest

There were no conflicts of interest raised in relation to the agenda.

Whilst not a conflict of interest, it was acknowledged that Mr Hagney and Dr Thomson held an interest through their positions as Heads of Centre. Furthermore, it was noted that Ms Davis and Mr Hagney had children studying at Higher and Advanced Higher levels.

The Chair noted that members of the Board would never be put in a position directly to affect the outcomes relating to their centres or family members.

1.12 **Matters Arising**

There were no matters arising that would not be covered in the course of the agenda.

1.2 **Chief Executive's Update**

The Chief Executive provided an update on her meeting with Cabinet Secretary that week.

The Chief Executive updated the Board that, following ongoing discussions with the Scottish Government, she had written formally to the Cabinet Secretary seeking commitments on job security and was awaiting a response. SQA's recognised trade unions had moved to a consultative ballot with their members on this issue.

The Chief Executive noted that the work around standards being led by Ms Black was continuing, including discussions with Scottish Government and other stakeholders.

The Board noted the update.

1.3 **Awarding Programme Update**

██████████ provided an update on the final stages of the Awarding 2021 programme and progress into awarding 2022.

██████████ reported that the 2021 programme was in completion and closure, with expectations to complete programme closure in two weeks. Having received Executive Team feedback on lessons learned to be taken from 2021, the team would be consolidating this into wider feedback to inform planning and delivery for 2022.

██████████ provided an overview of the updated programme dashboard for 2022, including key dates, issues and risks noting that the model definition activity was targeted to complete by the end of the month, this was key activity that would inform downstream solution design, scoping and planning.

The Board thanked ██████████ for the update and awareness of key issues in the challenging development and delivery landscape. ██████████ would continue to keep the Board informed of programme progress throughout the year.

1.5 Muir Consultation Draft Response

Mr Baxter presented the SQA draft response to the Muir Review consultation, noting that work was continuing on the document, but the presented version represented input from engagement sessions with SQA staff. To assist with further development before the 26 November deadline, Mr Baxter asked that the Board review the response and provide thoughts and input on the direction of travel outlined and the suggested areas for change.

It was agreed that the Board would review the draft response and provide comment to Mr Baxter by email by the end of the following week.

The Chair thanked members for their attendance and input to the meeting, noting that the Board would meet again on Wednesday 24 November.