

SCOTTISH QUALIFICATIONS AUTHORITY

B166/1.4 ii

BOARD OF MANAGEMENT – 27 NOVEMBER 2024

For approval

Minutes of the meeting of the Board of Management held at 10am on Wednesday 18 September 2024 by video conference.

Members

- * Ms S Rogers (Chair)
- * Ms F Robertson (Chief Executive)
- * Ms A Davis
- * Mr S Hagney
- Mr J Morton
- Mr G Smith
- Professor K Thomson
- * Ms M Wailes

Officers

- Ms J Blair
- * Mr J Booth
- * Mr M Campbell
- * Mr A Dickson
- * Mrs D Mahmoud
- * Mr J McMorris
- * Dr G Stewart
- Mr M Ware

- * Indicates present

In attendance

Mr S Borley, Head of Chief Executive's Office, SQA
[REDACTED], SQA
[REDACTED], SQA

1 OPENING REMARKS

The Chair convened the meeting, welcoming all members. It was noted that the meeting was not quorate, and as a result, the meeting would be adjourned, and emergency procedures would be followed in accordance with the standing orders. This meant that any approvals on the agenda would be dealt with outside of the meeting via correspondence.

The Chair provided a brief interim update to present members, recording the Board's thanks to Ms Handley and Dr Mayne for their dedicated service as Board members over the years. Their contributions were acknowledged and appreciated by all.

The Chair gave a short update on the recruitment of new Board members. Confirmation had been received from the Cabinet Secretary regarding the

appointments of new Board members, which would be formalised in the coming weeks. The new members were expected to join the Board in October.

The Chair informed members that the Cabinet Secretary had signed off the SQA Corporate Plan and the Framework Document. Further, the Chair is to provide advice to the Cabinet Secretary regarding the commission she had been issued, and this submission would take place in the following week.

The Chair provided an update on the Transition Programme, confirming that a full-time Programme Manager had been recruited who would be developing an itemised programme plan to ensure the delivery of objectives for Day 1 of Qualifications Scotland.

She noted that Parliamentary scrutiny of the Education Bill had commenced, with a number of panels being set up to review the Bill.

The Chair reported that the Education and Qualifications strand of the Covid inquiry was starting that week and Steve Borley would be attending as the representative for SQA.

In closing, she updated members that the new sub-committee of the Board, the People Committee was in the process of being developed and anticipated that it would be in place before Christmas.

2 DATE OF NEXT MEETING

The next meeting of the Board will take place on Wednesday 27 November 2024.