



**SUMMARY NOTE of a meeting of the ICAS QUALIFICATIONS BOARD
on Tuesday 19 March 2024
(In person at CA House & remotely via Microsoft Teams)**

NB Some matters discussed have not been disclosed for reasons of confidentiality.

Attendees	
Gillian Alexander	PwC
Ben Avery	Abellio UK Bus
Gail Boag	ICAS Executive Director, Learning
Louise Coops	EY
Lynn Currie	University of Glasgow
Elizabeth Gammie	Chair
Kevin Johnson	Deloitte
Gillian McGorry	NatWest Group
Stacey Morris	KPMG [New QB member – 1 st meeting]
Laura Morrison	EY
Martin Osler	Johnston Carmichael
Ana Stewart	PIM
Ian Stuart	Morgan Stanley
Lindsay Tibbetts	University of Aberdeen
Kirsty Welsh	Lloyds Banking Group
Mark Brown	Grampian Tayside and Highlands Area Training Committee Chair [Item 9 only]
Patrick Harte	PIM, TPE Assessment Board [Item 12 only]
ICAS ATTENDEES	
Poppy Collinson	Director of Business Development and Commercial
Chris Cunnane	Head of Syllabus and New Curriculum Development [Item 17 only]
Cat Devaney	Director of Professional Qualifications
Ali Douglas	Head of Learning Pathways [Item 10 only]
Iona Riddick	Quality Assurance and Regulations Manager [Secretary]
Paula Wilcock	Director of Quality, Assessment and Policy
APOLOGIES	
Jim Robertson	ICAS Council Member

1.	<p>BACKGROUND</p> <p>This was the first meeting of the Qualifications Board in 2024.</p>
2.	<p>QUALIFICATIONS BOARD ACTION POINT TRACKER</p> <p>The ICAS Executive Director, Learning updated the Board on the action tracker.</p> <p>The Board noted the status of the actions and approved the content.</p>
3.	<p>PERFORMANCE UPDATE</p> <p>The Board received a verbal update from the ICAS Executive Director, Learning on the performance update against the Learning Business Plan for 2023. No questions were raised.</p> <p>The board concluded that the Learning Business Plan 2023 be closed.</p>
4.	<p>LEARNING BUSINESS PLAN 2024 (INCLUDING STRATEGY UPDATE)</p> <p>The Board received an update from the ICAS Executive Director, Learning on the Learning strategy. Questions raised were answered to the Board's satisfaction.</p> <p>The board noted the Learning Business Plan 2024 & Strategy Update.</p>

5.	<p>STUDENT ACTIVITIES REPORT</p> <p>The ICAS Director of Professional Qualifications gave a verbal update to the Board, covering recent student activities including classes, assessments, and the student discussion boards. The Board had been provided with a document with the assessment result data for 2023, which they noted. Questions raised were answered to the Board's satisfaction.</p> <p>The Board noted the Student Activities Report.</p>
6.	<p>AUTHORISED TRAINING OFFICE (ATO) APPROVALS</p> <p>The Board considered, approved, and noted recommendations given by the ICAS Training Committee in respect of ATO authorisations.</p>
7.	<p>STUDENT APPLICATION FOR AN ADDITIONAL ASSESSMENT ATTEMPT</p> <p>The Board considered a recommendation given by the ICAS Head of Learning Pathways in respect of a student request for an additional assessment attempt. The Board asked that additional information be gathered and circulated to them out of meeting, in order to reach a final decision. The Board approved, via out-of-meeting email, the final recommendation made by the Head of Learning Pathways.</p>
8.	<p>DRAFT QUALIFICATIONS BOARD ANNUAL REPORT</p> <p>The Board received the draft Qualifications Board Annual Report for 2023. The Board suggested a few amendments and asked that the final draft be circulated to them out of meeting, for final approval. The Board approved the amended and final Annual Report via out-of-meeting email.</p>
9.	<p>TPE ASSESSMENT BOARD ANNUAL REPORT & PUBLIC INTEREST MEMBER ANNUAL REPORT</p> <p>The Board received the TPE Assessment Board 2023 Annual Report. The Public Interest Member on the TPE Assessment Board presented his annual report for 2023. Following a discussion on matters raised, the Board approved the TPE Assessment Board Annual Report and the TPE PIM Annual Report.</p>
10.	<p>TPS ASSESSMENT PANEL ANNUAL REPORT</p> <p>The Board received and approved the TPS Assessment Panel 2023 Annual Report.</p>
11.	<p>TC ASSESSMENT PANEL ANNUAL REPORT</p> <p>The Board received and approved the TC Assessment Panel 2023 Annual Report.</p>
12.	<p>ACADEMIC INTEGRITY & APPEALS ADVISORY PANEL [AIAAP] ANNUAL REPORT</p> <p>The Board received and approved the AIAA Panel 2023 Annual Report.</p>
13.	<p>SPECIAL CONSIDERATION & EXTENUATING CIRCUMSTANCES PANEL [SCECP] ANNUAL REPORT</p> <p>The Board received and approved the SCEC Panel 2023 Annual Report.</p>
14.	<p>ACADEMIC PANEL ANNUAL REPORT</p> <p>The Board received and approved the Academic Panel 2023 Annual Report.</p>
15.	<p>RISK MONITORING</p> <p>The ICAS Executive Director, Learning presented the updated Learning Risk Register for March 2024, which had been previously circulated.</p>
16.	<p>FRC RQB REGULATORY PLAN 2024</p> <p>The ICAS Director of Quality, Assessment and Policy presented the draft 2024 regulatory plan for the FRC. Questions raised were answered to the Board's satisfaction.</p> <p>The Board approved the FRC RQB Regulatory Plan for 2024.</p>

17.	<p>QUALIFICATIONS BOARD SELF-EVALUATION</p> <p>The Chair summarised the themes that came out of the recent self-evaluation survey and noted the positive responses. Comments were invited and a number of points were raised by the Board members. It was agreed that, if applicable, future actions based on Board feedback would be circulated prior to the next meeting.</p>
18.	<p>EDI DATA ANALYSIS – MEMBERS & STUDENTS</p> <p>The ICAS Director of Business Development and Commercial provided the Board with an overview of the EDI data which had been collected as part of the annual member and student data collection exercise. Questions raised were answered to the Board’s satisfaction.</p> <p>The Board noted the document, with no further questions.</p>
19.	<p>ANY OTHER BUSINESS</p> <p>Noting that Ben Avery and Laura Morrison were reaching the end of their second term of office, the Chair thanked them both for their contributions to the Board over the last 6-years.</p> <p>There being no further business, the Chair declared the meeting closed.</p>